

**Executive Bylaw of
the Royal Decree 62/2007
Regulating the Colleges of Applied Sciences**

14/2/2010

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Executive Bylaw
of the Royal Decree 62/2007
Regulating the Colleges of Applied Sciences

Chapter One

Definitions and General Provisions

Article (1) When implementing the provisions of this Bylaw, the words and phrases shall, unless otherwise stated, have the meanings assigned to them by Article 1:

The Ministry of Higher Education	Ministry:
The Minister of Higher Education	Minster:
The Undersecretary of the Ministry of Higher Education	Undersecretary:
Board of Trustees of the Colleges	Board of Trustees:
The Academic Council of the Colleges	Academic Council:
The Directorate General of the Colleges of Applied Sciences	Directorate:
The Director General of the Colleges of Applied Sciences	Director General:
The Dean of a College of Applied Sciences	Dean:
The Colleges of Applied Sciences	Colleges:
Academic Support Centres in the Colleges of Applied Sciences	Centres:
Executive Bylaw of the Royal Decree 62/2007 regulating the Colleges of Applied Sciences	Bylaw:
Professors, Associate Professors, Assistant Professors, Lecturers, English teachers, teachers of specialised courses, and visiting faculty members	Faculty members:
Any employee occupying any permanent or temporary position in the Colleges of Applied Sciences	Employee:
The monthly basic salary plus the annual increments and incentive bonuses.	Salary:
The salary plus allowances as per the designated salary scales.	Gross Salary
The additional amount added to the salary but which does not count as part of it	Allowance:

The duties and responsibilities incumbent upon an individual by the effective laws and bylaws which require the individual holding a particular post to have the prerequisite qualifications and various other specifications.

Position:

Competent Medical Authority: The Ministry of Health and public and private hospitals inside or outside the Sultanate of Oman as designated by the Ministry of Health

Article (2) The Provisions of this Bylaw shall apply to all employees at the Colleges of Applied Sciences with the exception of those special provisions included in their employment contracts.

The effective provisions of Civil Service Law and its Executive Bylaw shall apply to any issue not addressed by the provisions of this Bylaw.

Chapter Two

Identity and Objectives of the Colleges

Article (3) The Colleges of Applied Sciences are higher education institutions under the supervision of the Ministry of Higher Education as organized by Royal Decree (62/2007).

Article (4) The Colleges of Applied Sciences aim at achieving progress in the fields of technology, culture and intellect. They work to enrich human culture, expand the horizons of scientific knowledge, with particular regard to the following:

1. Preparing individuals for specialization in the various fields of knowledge by qualifying them, and providing them with a high level of training and assessing their understanding and levels of acquisition of this knowledge and skills;
2. Conducting various forms of scientific research, study, composition, translation, as well as providing expertise and consultative services in these fields and contributing to publications dedicated to scientific, technical, and intellectual advancement;
3. Strengthening the values and rules that solidify the integrity of Omani society ;
4. Enhancing the students' academic personalities and increasing their interest in science, scientific research, and group work and encouraging scientific innovation;
5. Developing methods of and approaches to teaching, scientific research and learning, in addition to developing the laboratories necessary for learning and scientific research;
6. Contributing to teaching and training in addition to continuing education;
7. Encouraging scientific, cultural, artistic , social, and sporting activities;

8. Strengthening the cultural and academic ties with other universities, scientific associations and higher education institutions;
9. Achieving the highest possible level of interaction between the Colleges and society in general;
10. Continuous development of the programmes and curricula in order to keep pace with the rapid future changes and challenges.

Chapter Three

Colleges' Supervision and Administration

Section One

The Minister

Article (5) The Minister is in charge of all the Colleges' affairs, and shall have all authority and terms of reference invested in a head of a unit in accordance with the effective laws and bylaws. The Minister shall, ex officio, supervise these Colleges and be entitled to the following in addition to the terms of reference as designated by this Bylaw:

1. Approving the terms and regulations of employment and promotions in the Colleges;
2. Appointing the Deans and Assistant Deans, Heads of Departments, Centre Directors, Faculty members, and Office Directors in the Colleges;
3. Approving faculty members' promotions as per the regulatory rules applicable in this regard;
4. Approving the Colleges' support and administrative staff promotions;
5. Approving employment procedures in the Colleges;
6. Approving the Colleges' internal bylaws;
7. Making decisions on issues regarding student affairs as recommended by the Undersecretary, the Academic Council or Director General
8. Approving the Colleges' annual budget;
9. Adopting the research programmes and research expansion in accordance with budgetary allocations;
10. Approving the award of academic and honorary degrees based on the Academic Council's recommendation following submission to the Board of Trustees.

The Minister shall have the right to delegate any of the aforementioned terms of reference to the Undersecretary, except for those terms of references stipulated in Items 6 & 8.

Section Two

Board of Trustees

Article (6) The Board of Trustees is formed by a Ministerial Decision with the Minister as Chairperson.

Other ex officio members shall include:

- | | |
|--|-------------------------|
| Deputy Chairperson | 1. The Undersecretary |
| 2. Two Undersecretaries of two relevant ministries, appointed for a three-year renewable membership period | |
| 3. Four prominent social figures of prestigious intellectual status as representatives of relevant sectors, appointed for a three-year renewable membership period | |
| Member and Secretary | 4. The Director General |

Article (7) The Board is the policy-making body of the Colleges and is entitled to take the necessary actions for the achievement of their objectives, particularly with regard to the following:

1. Approving future plans to develop the Colleges in alignment with a greater increase of student intake in the higher education sector, in accord with the policy of the state ;
2. Approving the appropriate plans necessary to develop and offer new academic programmes in the Colleges;
3. Opening new colleges;
4. Approving the establishment of new centres, departments, or units, in any of the existing Colleges , or abolishing, merging, or modifying any of these subsidiaries ;
5. Determining the numbers of annual admissions in the Colleges in collaboration with the Council of Higher Education;
6. Approving the Colleges' plans for scientific research and social development;
7. Approving the academic and honorary degrees and certificates following the Academic Council's recommendation;

8. Receiving gifts, subsidies, grants, and aids provided to the colleges subject to Ministry of Finance approval;
9. Approving the Colleges' annual report;
10. Addressing any other issues relevant to its terms of reference as advised by the Chairperson or the Deputy Chairperson.

Article (8) The Board of Trustees shall meet at least four times per academic year and may call for emergency meetings should the Chairperson or the Deputy Chairperson find it necessary to do so. The Board is authorized to seek the assistance of any specialists or experts and to invite them to attend its meetings or the sessions of its committees but without granting them the right to vote.

Article (9) The Board's meetings shall be legal if attended by half the number of its members. The decisions shall be valid if supported by a majority of votes. In the case of a tied vote the Chairperson shall have the casting vote.

Article (10) The Board may form a standing or an ad hoc committee from its members or others to consider some specific issues or topics relevant to its responsibilities and to make recommendations in such regard to the Board.

Section Three

The Undersecretary

Article (11) The Undersecretary shall be Deputy Chairperson of the Board of Trustees and shall stand in for the Chairperson at board sessions in the event of the absence of the Chairperson. The Undersecretary shall have the following responsibilities:

1. In collaboration with the Director General, following up the enactments of the Board's decisions and reporting to the Board;
2. Overseeing work progress and developing staff performance in the Colleges, and issuing necessary instructions in this regard;
3. Proposing the appointment of the Deans.
4. Proposing the establishment of new centres and offices, and the merging or abolishing of existing offices;
5. Advancing opinions on any of the administrative affairs of the College's staff in support and administrative positions;
6. Recommending the approval of financial allocations for scientific research;
7. Issuing executive decisions of employment and promotion of the Colleges' staff in support and administrative positions;
8. Any other issues or duties designated by the Minister or the Board of Trustees.

Section Four

Academic Council

Article (12) The AC shall be constituted by Ministerial Decision with the Undersecretary as Chairperson and including the following ex officio members:

1. Director General Deputy Chairperson
2. Deans of the Colleges
3. Three faculty members in the Colleges (selected by the Chairperson on the Director General's recommendation for a three-year nonrenewable period).

The Director General's office acts as the secretariat of the Council. The Council is authorized to seek the assistance of any specialists or experts and to invite them to attend its meetings but without granting them the right to vote.

Article (13) The Council shall meet at least four times in the academic year and may call for emergency meetings should the Chairperson find it necessary to do so. The Council may form sub-committees from its members, or others, and is authorized to seek the assistance of any specialists or experts for assistance in the fulfillment of its duties.

Article (14) The Board's meetings shall be legal if attended by a half of the number of its members. The decisions shall be valid if supported by a majority of votes. In the case of a tied vote the Chairperson shall have the casting vote.

Article (15) The Council shall undertake the following:

1. Proposing drafts of the Colleges' internal bylaws;
2. Recommending appropriate actions to develop and offer the various academic programmes along with their study plans;
3. Proposing the conditions of faculty members' employment;
4. Following up the progress of the policies approved by the Board of Trustees, and investigating any issues referred to the Board;
5. Proposing appropriate teaching policies in the Colleges and the regulations that ensure their quality;
6. Passing recommendations to the Minister regarding the appointment of Assistant Deans and Heads of Academic Departments;
7. Managing the issues related to study, students, and faculty members, as well as those of examinations, degrees, and certificates;
8. Reflecting on recommendations passed to the Board of Trustees on the award of certificates and academic degrees;
9. Proposing the establishment of new colleges, centers, departments or units, abolishing or modifying existing ones;
10. Proposing the opening or abolishing of academic positions, and proposing the promotion of faculty members.

11. Any other duties designated by the Board of Trustees.

Section Five

The Director General

Article (16) The Director General shall be the Deputy Chairperson of the Academic Council and shall chair the Academic Council's sessions in the absence of the Chairperson; the Director General shall undertake the following duties:

1. Following up the work progress in the Colleges and proposing the procedures necessary to improve their work and enhance their performance;
2. Overseeing the procedures of employment, promotion and service termination of faculty members in the Colleges, in accordance with the relevant regulations;
3. Reviewing the Deans' reports regarding the progress of work and performance in their colleges and the minutes of the Colleges' councils, and taking necessary actions, with regard to these;
4. Reviewing the Deans' recommendations regarding the external examiners' reports, and passing them on to the Academic Council;
5. Proposing ways and means to enhance cultural and academic relations with other universities, academic societies and institutions of Higher Education;
6. Preparing and submitting an annual report to the Undersecretary on the Colleges' performance;
7. Following up the implementation of Academic Council decisions and reporting the progress to the Council's Chairperson;
8. Implementing the Colleges bylaws and decisions within the scope of their terms of reference;
9. Issuing the executive decisions of secondment and service terminations of employees in support and administrative positions;
10. Endorsing the executive decisions of staff delegation for scholarships, grants, study leaves, training courses and official duties outside the Sultanate, in accordance with the relevant regulations;
11. Preparing the performance assessment reports of the Deans;
12. Any other duties designated by the Minister or Undersecretary.

Section Six

The Dean of the College

Article (17) Each College shall have one of its faculty members as Dean appointed by Ministerial Decision based on the Undersecretary's recommendation for a three-year period that is renewable only once. The Minister is empowered to dismiss the Dean from this position prior to the expiry of the three-year designated period should such a move be deemed as falling within the domain of the public interest.

Article (18) The Dean shall be in charge of managing the College's academic, administrative, and financial affairs in accordance with the effective laws and bylaws. The Dean, in particular, shall operate within the following terms of reference:

1. Implementing the bylaws and decisions of the Board of Trustees and other councils;
2. Overseeing the educational process, examinations, and overall performance and ensuring proper conduct of work in the College;
3. Coordinating with the academic, support, and administrative departments and units of the College; and with the College and the Directorate, and other public and private bodies;
4. Reviewing the external examiners' and review panels' reports and passing on the recommendations of these reports to the Director General;
5. Preparing medium-term, and long-term strategic plans for the College's development;
6. Assessing the College's needs for academic staff and other positions and passing on recommendations regarding such needs to the Director General;
7. Assessing the performance of the College's academic staff and other employees and recommending their promotion, renewal, or termination of their service contracts, in accordance with the relevant regulations;
8. Proposing the appointment of Assistant Deans, Heads of Departments, centre and office directors;
9. Preparing reports regarding the progress of work in the College and submitting them to the Director General following their submission to the College Council;

10. Taking necessary actions to meet the College's needs for buildings, equipment, materials, books , or any other needs;
11. Taking necessary actions to maintain the College's property;
12. Overseeing the preparation of the College's estimated budget and submitting it to the Director General following submission to the College Council;
13. Forming internal College committees and designating their terms of reference and methods of work;
14. Approving the transfer or delegation of employees within the College;
15. Approving the College's staff delegation for formal missions inside the Sultanate;
16. Approving payment of overtime for the College's staff in accordance with the established regulations;
17. Approving the performance reports of the College's staff;
18. Awarding all types of leave-taking for the College's staff according to the established regulations, except in the case of exceptional and study leaves, and in the designation of the staff to cover up for any absences;
19. Approving the defray of cash reimbursement for accumulated annual leaves payable to non-Omani faculty members on their service termination;
20. Endorsing penalties of warning or salary deduction for no more than three days at a time, and for no more than fifteen days per year for the staff of the College;
21. Following up the progress of scientific research in coordination with the competent parties both inside and outside the College;
22. Representing the College at all events;
23. Conveying the College Council's stand regarding the issues presented to the Academic Council;
24. Submitting the minutes of the College Council's sessions to the Director General within the week following their approval;
25. Following up the College's activities and role in community services;

26. Approving '*To Whom It May Concern*' students' letters of certification;
27. Approving experience and service certificates of all the College's staff;
28. Any other duties designated by the Minister, the Undersecretary, or the Director General.

Section Seven

College Council

Article (19) Each College shall have a Council chaired by the Dean and with a membership consisting of the following:

1. Assistant Dean for Academic Affairs and Scientific Research
2. Assistant Dean for Academic Support Affairs
3. Heads of Academic Departments
4. Head of Scientific Research Department
5. Centre Directors
6. Administrative and Financial Affairs Director

Article (20) The College Council shall undertake the following responsibilities:

1. Proposing the academic programmes and study plans;
2. Reviewing the issues proceeding from the Departments' Councils and taking the necessary decisions regarding these issues;
3. Reviewing students' issues and taking the necessary decisions regarding these issues;
4. Reviewing, discussing, and approving exams results;
5. Acting to develop the educational and research processes in the College;
6. Recommending the award of academic certificates and degrees in accordance with the academic regulations;
7. Organizing and encouraging scientific research and proposing methods for its development;
8. Reviewing and proposing the College's needs for faculty members and other positions, and passing recommendations in this regard;

9. Reviewing the College's annual budget;

Article (21) The College Council shall meet at least four times in the academic year and whenever else the need arises. The Council is authorized to seek the assistance of any specialists or experts regarding the issues it discusses but without granting them the right to vote.

Article (22) The Board's meetings shall be legal if attended by half the number of its members. The decisions shall be valid if supported by a majority of votes. In the case of a tied vote the Chairperson shall have the casting vote.

Section Eight

Assistant Deans

Article (23) The Dean shall be assisted by one Assistant Dean for Academic Affairs and Scientific Research and another one for Academic Support Affairs, both being selected from the College's faculty members. Assistant Deans shall be appointed by a Ministerial decision for a three-year period renewable once. The Minister is authorized to dismiss any of the Assistant Deans from their positions prior to the expiry of their period if this should be deemed as falling within the domain of the public interest.

Article (24) The Assistant Dean for Academic Affairs and Scientific Research shall oversee the academic departments and the Department of Scientific Research. They shall - in particular - have the following terms of reference:

1. Overseeing and following up the students' academic affairs;
2. Overseeing students' academic counseling;
3. Coordinating with the academic departments regarding the academic programmes;
4. Coordinating with the other Colleges and departments regarding the academic programmes;
5. Making suggestions regarding classes and lecture timetables;
6. Organizing the procedures regarding the assessment of faculty members;
7. Encouraging and coordinating scientific research activities;
8. Considering the College's needs for faculty members and proffering opinion in this regard;
9. Standing in for the Dean in case of his absence for any reason and with respect to the Dean's relevant terms of reference;

10. Any other duties designated by the Dean.

Article (25) The Assistant Dean for Academic Support Affairs oversees the progress of work at the centres and coordinates with them to meet the College's objectives. They shall - in particular - have the following terms of reference:

1. Overseeing the assignment of students to the various fields of study;
2. Overseeing the preparation of data regarding students' results for each semester and their submission to the College Council;
3. Following up the academic audit process;
4. Assessing the performance of the centre directors;
5. Following up the development, implementation, and evaluation of the centres' annual plans;
6. Proposing the supply and upgrading of the teaching aids the College may need;
7. Standing in for the Dean in case of his absence for any reason and with respect to the Dean's relevant terms of reference;
8. Any other duties designated by the Dean.

Section Nine

Academic Departments of the College

Article (26) Each College shall have a number of academic departments. The Department Council is formed by the Head of Department and all faculty members of each Department.

Article (27) The Head of the Department is appointed, following his nomination to the Academic Council, by Ministerial Decision for a two-year period renewable once, in accordance with the regulations set up by the Academic Council. The Minister is authorized to dismiss any Head of Department from this position, prior to the expiry of the designated period, should such a decision be deemed as falling within the domain of the public interest. Heads of Departments shall operate within the following terms of reference as set out according to the relevant laws and bylaws:

1. Overseeing the progress of work in the Department and proposing methods to develop its performance;
2. Proposing the allocation of teaching loads to the faculty members;

3. Ensuring the adoption of the best and most modern teaching methodologies in collaboration with different entities in the College;
4. Identifying the Department's requirements for programme implementation;
5. Setting up, implementing, and evaluating the Department's annual plans;
6. Developing the assessment processes adopted in the Department;
7. Preparing an annual report regarding the progress of work in the Department and submitting it to the Assistant Dean for Academic Affairs and Scientific Research;
8. Submitting the minutes of the Department Council meetings to the Assistant Dean for Academic Affairs and Scientific Research;
9. Following up the progress of the students' academic counseling;
10. Encouraging and developing scientific research in coordination with other departments;
11. Proffering opinions regarding the number of faculty members and other staff in the Department;
12. Making recommendations regarding research and consultation projects and contracts, and recommending the community services the College provides;
13. Implementing other councils' decisions relevant to the Department Council's terms of reference ;
14. Any other duties designated by the Dean or the Assistant Dean for Academic Affairs and Scientific Research;

Article (28) The Department Council shall undertake the following responsibilities:

1. Authorizing the teaching plans of the departmental courses of study for each semester;
2. Approving the tasks and teaching loads allocated to faculty members in the Department;
3. Recommending the approval of students' results of exams related to their study courses in their preparation for submission to the College Council;
4. Proposing plans for the academic programmes, and overseeing the implementation of these plans;

5. Encouraging scientific research by setting up seminars and scientific research plans in the department, overseeing the implementation of these plans, and facilitating collaboration with other departments;
6. Proffering opinions regarding the issues referred to the Council by the Dean, the Assistant Dean for Academic Affairs and Scientific Research, or the Head of the Department.

Article (29) The Department Council meets - on the Head's invitation - on a minimum monthly basis, during the academic year, or whenever the need arises.

The Department Council may form sub-committees from its members, or from others. The Council may seek the assistance of any specialist or expert for assistance in the fulfillment of its tasks, but without granting them the right to vote.

Article (30) The Department Council meetings shall be legal if attended by half the number of its members. The decisions shall be valid if supported by a majority of votes. In the case of a tied vote the Chairperson shall have the casting vote.

Section Ten

Department of Scientific Research

Article (31) A Department of Scientific Research shall be established in each College and headed by a faculty member whose appointment is, after submission to the Academic Council, by Ministerial Decision for a two-year period renewable once. The Minister may dismiss the Head from this position prior to the expiry of the designated period should such a decision be deemed as falling within the domain of the public interest. The running of the scientific and administrative affairs of the department shall mainly be incumbent upon the Head. The Head shall operate within the following terms of reference as set out according to the relevant laws and bylaws:

1. Supervising the execution of the Department's plans and the proper conduct of its work;
2. Following up the Department's staff performance and passing recommendations regarding the Department's administrative affairs;
3. Coordinating the Departmental scientific research programmes;
4. Proffering advice regarding scientific research;
5. Overseeing the preparation of the Departments' budget project, and submitting it to the College Council;

6. Proposing the potential funding resources for various research undertakings, in coordination with the Directorate and in accordance with any ministerial regulations currently in effect;
7. Preparing an annual report of the progress of work in the Department and submitting it to the Assistant Dean for Academic Affairs and Scientific Research;

Article (32) The Scientific Research Department shall be designated the following duties:

1. Taking part in the preparation of the strategic plan for scientific research in the Colleges in collaboration with the competent authorities at the Directorate;
2. Providing scientific research services for the College's students;
3. Contributing to the conducting of research and study;
4. Coordinating scientific research programmes in the College;
5. Following up research projects at the stages of funding, implementation, and submission, and assessing the performance of these projects;
6. Taking actions required for the development of scientific research and joint research projects inside and outside the College;
7. Informing the College staff of the annual research plan and available funding resources and the conditions attached for the provision of such funding;

The Department may also call upon the College's academicians, researchers, technicians, and other relevant personnel should the requirement of their services be deemed as necessary for the accomplishment of its duties.

Article (33) The means and criteria of publishing studies and research in the academic journals and periodicals, and the editorial and publication guidelines shall be stipulated by a Ministerial Decision.

Section Eleven

Academic Support Centres

Article (34) In each College, the following academic support centres shall be established:

1. Admissions and Registration Centre
2. Learning Resource Centre
3. Student Services Centre
4. Training and Student Career Guidance Centre

New centres may be established subject to the Minister's decision based upon the Academic Council's recommendation.

Article (35) Each centre shall have a Director, appointed by Ministerial Decision to run its affairs and who shall be designated the following duties:

1. Overseeing the application of the regulations organizing the Centre's work;
2. Setting up the Centre's annual plan, in coordination with other entities within the College;
3. Following up the performance of the Centre's staff, and passing recommendations regarding their performance to the competent authorities in the College;
4. Coordinating between the Centre and other entities inside and outside of the College;
5. Ensuring the proper conduct of work in the Centre and proposing procedures required for performance development;
6. Proposing plans for the development of the Centre;
7. Assessing the Centre's needs and reporting them to the Assistant Dean for Academic Support Affairs;
8. Maintaining the College's property available in the Centre;
9. Proposing the Centre's estimated budget ;
10. Submitting minutes of the centre's meetings to the Assistant Dean for Academic Support Affairs;
11. Submitting an annual report of the Centre's activities to the Assistant Dean for Academic Support Affairs;
12. Any other duties designated by the Dean or the Assistant Dean for Academic Support Affairs;

The Minister may - based on the Dean's recommendation - appoint one or more assistants in each centre to assist the Centre Director to fulfill his duties.

First

Admissions and Registration Centre

Article (36) The Admissions and Registration Centre in the College shall be designated the following duties:

1. Conducting students' admission and registration procedures in the College;

2. Issuing the students' identity cards in coordination with other centres;
3. Keeping the students' records and documents and maintaining their confidentiality;
4. Preparing study and examination timetables;
5. Taking part in setting up the College's conditions and rules for admission;
6. Providing necessary data for the academic advisor to assist students accomplish registration procedures;
7. Providing information and data regarding the academic programmes and degrees;
8. Following up the implementation of the College Academic Regulations and proposing any modification to these regulations;
9. In coordination with the competent authorities, providing data on the timetables and the academic programmes offered, and identifying semesters;
10. Providing student statistical data;
11. Following up all issues related to students scores, grades, and academic probation in coordination with the competent authorities;
12. Notifying students exceeding the absence limit as designated by the academic bylaws.
13. Proposing organizational procedures, and taking part in the graduation ceremonies;
14. Any other duties designated by the Dean or Assistant Dean for Academic Support Affairs;

Second

Learning Resource Centre

Article (37) The Learning Resource Centre in the College shall have the following duties:

1. Working to enhance and develop educational activities through the optimal use of the available technologies and in compatibility with established teaching methodologies; providing teaching and scientific research resources, and, in general, providing services to the wider local community;
2. Providing research resources of the various branches of knowledge in which the College is involved, these being books, references, periodicals, electronic resources, etc, and the classification of these resources according to the most recent library cataloguing systems;

3. Providing teaching aids as required in the teaching theatres, and overseeing their maintenance;
4. Setting up computer programmes for the different bodies of the College, and providing for their maintenance;
5. Providing computer services and programmes, and storing information and data of all the college's units;
6. Coordinating with other bodies of the College to develop their databases, and connecting the College's departments and centres to the various information system networks;
7. Protecting the College's holdings used in the Centre;
8. Producing teaching aids, and developing and supporting the content of electronic learning facilities for the benefit of educational processes;
9. Developing and supporting the technologies used in teaching;
10. Following up the developments in teaching technologies and information systems; and making proposals for their appropriate application;
11. Organizing the use of the available research resources and setting up the rules for loaning them out;
12. Providing maintenance services for networks, computers, and computer systems in the College;
13. Administering, receiving, and distributing the textbooks that academic programmes require;
14. Planning and implementing training programmes for the College's students, researchers, and staff on how to access the information systems, library, and electronic learning;
15. Running courses for the College's faculty members and staff on the skills related to the use of teaching aids in academic work;
16. Collecting data regarding the faculty members' needs for services and items offered by the Centre;
17. Taking the necessary actions to provide resources and expertise in electronic learning and for the assistance of faculty members in their preparation of teaching aids;
18. Preparing indexes for the books and other publications available in the Centre;
19. Providing technical services for the College's events and activities;
20. Taking all measures and actions that ensure data and information confidentiality;
21. Providing technical advice on the design teaching technologies programmes;
22. Providing technical advice for the staff regarding computer use and equipment purchase;

23. The sharing of expertise between, and consultation with, the relevant agencies and establishments;
24. Any other duties designated by the Dean or Assistant Dean for Academic Support Affairs.

Third

Student Services Centre

Article (38) The Student Services Centre in the College shall have the following responsibilities:

1. Administering student's activities and maintaining the appropriate standard of services offered to them;
2. Overseeing students' services, such as accommodation, healthcare, non-academic guidance , and students trips;
3. Investigating students' social and psychological problems, and suggesting appropriate solutions for them in collaboration with other parties inside and outside the College;
4. Coordinating and following up the work of the Students' Council;
5. Following up and developing the work of students' committees;
6. Following up the work of the investigation, accountability, and nutrition committees;
7. Looking after and refining students' talents, and developing their capabilities for acquiring knowledge, experiences, and skills;
8. Promoting students' brotherly relations, and enhancing their relationship with the College's staff and faculty members;
9. Encouraging students' voluntary social work; connecting them to the community; following up their individual contributions in order to develop these contributions in alignment with the College's objectives; and emphasizing their national identity;
10. Proposing incentives for distinguished performance in students' activities;
11. Any other tasks designated by the Dean or Assistant Dean for Academic Support Affairs;

Fourth

Training and Student Careers Counseling Centre

Article (39) The Training and Student Career Counseling Centre shall perform the following duties:

1. Setting up training plans for the students during their study period in coordination with the relevant College's departments;

2. Providing appropriate training opportunities for the College's students in coordination with the relevant College's departments and relevant bodies;
3. Following up students' training and assessing the training programmes in which students are enrolled;
4. Documenting all issues related to students' training and providing career guidance for them;
5. Providing information regarding the employment opportunities available for the College's students and the skills required for the labour market coupled with the educating of students concerning these skills;
6. Preparing and implementing job fairs inside the College or in collaboration with other establishments;
7. Following up the progress of graduates for the purpose of assessing the employment opportunities they secured, and for the further purpose of creating job market awareness among students, and for the development of academic programmes within the college;
8. Any other duties designated by the Dean or Assistant Dean for Academic Support Affairs.

Section Twelve

College's Administrative Units and Offices

Article (40) In each College, the necessary administrative units and offices shall be established to assist the College carry out its designated duties and responsibilities in accordance with the provisions set out in this Bylaw.

First: The Administrative and Financial Affairs Office

Article (41) In each College, there shall be an Administrative and Financial Affairs Office run by a Director appointed by Ministerial Decision and who shall work under the Dean's direct supervision.

The Office shall carry out its duties according to the following administrative divisions:

A: Administrative Affairs Department, which shall carry out the following duties:

1. Distributing the administrative circulars and decisions to the relevant authorities, and distributing newspapers and journals in accordance with the adopted system;
2. Making clearance and receiving goods and packages supplied to the College;
3. Coordinating with the competent authority in the Ministry to receive the Official Gazette;
4. Providing the College's needs for furniture, tools and equipment needed for the offices and housing subsidiaries in coordination with the College's Department of Financial Affairs;

5. Following up the progress of work of the companies in charge of cleaning, maintenance, and gardening services around the College's buildings; and the general overseeing of these works;
6. Taking necessary actions to ensure the College's supply of communication, electricity, and water services;
7. Preparing the conditions for the cleaning, maintenance, gardening services or other services associated with the College's buildings;
8. Organizing the daily schedule of the College's vehicles and following up their maintenance and protection;
9. Issuing and reviewing the licenses for the College's vehicles after office hours;
10. Preparing monthly reports regarding the use of the vehicles and their fuel consumption;
11. Reviewing electricity, water, and telephone bills to ensure the validity of their amounts, and the keeping of records of these bills and the following up of their payment;
12. Carrying out the procedures regarding contractual arrangements with the owners of rented accommodation; and the collecting and keeping of data concerning them in the relevant registers;
13. Furnishing the accommodation with the appropriate furniture and equipment in coordination with the College's Department of Financial Affairs;
14. Taking inventory of the furniture in the custody of the accommodation's occupants, and carrying out the annual stock-taking in coordination with the College's Department of Financial Affairs;
15. Supervising regular maintenance of the College's buildings, constructions, furniture, and offices;
16. Organizing and classifying, items, sets, equipment, etc. and keeping them in appropriate stores;
17. Overseeing stores supply of required items on a regular basis;
18. Overseeing the timely supply of the various divisions with the types of items they require;
19. Registering items entrusted to the College's staff and following up these items annually and submitting reports to check their serviceability;
20. Preparing and keeping a manual of the specifications of the items used in the College and updating this manual when necessary;

21. Estimating the value of the financial credit required to be included in the College's annual budget to supply stores with the quantities required during the fiscal year;
22. Protecting the College's property;
23. Overseeing the provision of security services in the College;
24. Monitoring the attendance and departure of staff;
25. Any other issues designated by the Dean or the Office Director

B. The Financial Affairs Department shall carry out the following duties:

1. Preparing the College's annual budget project in accordance with the Ministry's plans and the instructions issued by the Ministry of Finance;
2. Informing the College's offices, departments, and centres of the instructions of the Ministry of Finance, especially the principles adopted for preparing the estimation of their budget projects; collecting the proposed estimations; and discussing them with the heads of these divisions;
3. Discussing the budget project with the competent officials at the Ministry;
4. Estimating the cost of the study plans and the College's annual commitments based on these plans, and making proposals for the method of their funding;
5. Estimating the cost of projects and programmes and considering the possibility of their implementation;
6. Performing all accrediting, financing and depositing processes from budget items;
7. Effecting the transference of funds between budgeted items should any deficit associated with budgeted items arise, with adherence to the relevant established laws governing the transfer of funds;
8. Calculating the differences of the costs where promotions are effected and making the necessary amendments to the financial scales as per the template prepared for this purpose;
9. Following up the implementation of the budget and the preparation of the monthly reports so as to measure the level of achievement against the designated limit, and in the ascertaining as to their differences and their causes;
10. Taking necessary actions for the implementation of the budget;

11. Keeping expenditure registers;
12. Reviewing and paying all bills of the companies, establishments, and individuals with which and whom the College deals;
13. Reviewing and paying the allowances of scholarship students sponsored by the College inside and outside the Sultanate;
14. Paying the furniture loan and accommodation rent allowances for the expatriate staff of the College;
15. Paying the cost of flight tickets or monetary compensation- as appropriate - for the College's staff and faculty members or paying cash compensation (as per the condition);
16. Preparing salaries ledgers and dentures for the College's staff in accordance with the automated unified financial system, and following up on the issuance of cheques for these amounts from the Ministry of Finance,
17. Paying the dues of regular annual leaves as cash compensation for the College's faculty members and staff;
18. Paying, as calculated according to the relevant stipulations, the end-of-service gratuity for employees at the end of their contract regardless of the reasons for their termination;
19. In accordance with established regulations, deducting the retirement fund dues of the College's staff besides any dues payable to any other government authority;
20. Reviewing the records of refunded amounts related to the salaries, promotions and allowances; subtracting them from the expenditures balance, and registering them in the College's budget;
21. Ensuring the payment of imprests in accordance with the established financial laws and regulations
22. Processing and paying new expatriate staff loans and following up their repayment;
23. Following up the cash credit of the College in addition to the continuous review of the records of bank accounts and settlements;

24. Providing necessary sundry amounts on the appropriate dates and done in accordance with the effective regulations in coordination with the relevant administrations and following up the settlement of these amounts;
25. Paying off loans for the College's departments and centres and coordinating with these bodies in the settlement of the remaining amounts of these loans;
26. Paying the invoices of less than one hundred Omani Riyals;
27. Preparing records of the refunded dues and passing them to the Ministry of Finance;
28. Selling tender stamps and documents, and transferring the proceeds of sale to the Ministry of Finance;
29. Keeping cheques stubs after the signatures of the beneficiaries have been appended to them;
30. Keeping records of purchases, service requests, and flight tickets;
31. Taking the necessary actions to obtain the best value in tenders and quotations in the supply of the College's requirements;
32. Purchasing the various items the College requires as per the required specifications and amounts;
33. Taking part in the preparation of service or tender conditions related to the College;
34. Taking the necessary actions in the issuance of purchase orders to the supplying entity whose bid has been accepted; entering orders into the purchase orders register; and in obtaining the necessary financial credit from the Ministry of Finance;
35. Submitting purchase orders and assignment letters to the supplying companies;
36. Reviewing the delivery receipts of the items delivered to the College and ensuring that these match the specifications and conditions as originally specified;
37. Recording the names, addresses and number of their commercial register of the of suppliers in the relevant file;
38. Taking part in the committees of annual stocktaking and sale of movable used property in accordance with the effective legal regulations;
39. Making flight bookings;

40. Collaborating with the internal auditor and providing him with documents and ledgers required by him prior to his approval of credit from the budget; and coordinating with him in preparing the final College's accounts;
41. Issuing vouchers of the purchase orders relevant to the items released;
42. Following up the payment of students' allowances;
43. Issuing letters of salary transfer of the College's staff;
44. Any other issues designated by the Dean or the Office Director.

C: The Human Resources Department, which shall carry out the following duties:

1. Carrying out all preparatory employment procedures and drafting employment contracts;
2. Preparing the positions' budget in coordination with the relevant bodies and divisions; and following up the implementation of this budget;
3. Identifying vacant positions and taking the necessary action to advertise them;
4. Taking the executive actions regarding job performance assessment;
5. Draft all kinds of staff resolutions;
6. Preparing the monthly statement of approved positions, both occupied and vacant, along with all statistics related to the College's staff;
7. Processing applications of medical cards for the non-Omani College's staff;
8. Enacting the decisions of the Human Resources Committee, the Administrative Accountability Council, and other competent committees;
9. Preparing the annual schedule of all College staff vacations and approving them by the competent authorities;
10. Following up the return of staff to their work and issuing back-to-work notifications;
11. Checking non-Omani staff's custody clearances on their vacation or service termination;
12. Drafting forms for retirement and end-of service benefits;
13. Receiving applications of regular, and other types of leave-taking;
14. Keeping new staff files with their employment documentation and writing the employee's number on the file cover;
15. Keeping and arranging staff files in such ways as to keep their data confidential; and for the facilitation of the regular updating of these files;
16. Filing all official correspondence and decisions in the relevant staff files;
17. Keeping registers of staff names and their employment numbers;
18. Eliciting staff data from their employment profiles;

19. Coordinating with the Department of Public Relations and Information in the College regarding the issuance of staff and their families' visas and residence cards and following up their renewals;
20. Coordinating with the Department of Public Relations and Information regarding land pass permits for non-Omani staff;
21. Recording the basic information of employees on their service termination and keeping this information in the relevant register and the employees' files in the College;
22. Issuing '*To Whom It May Concern*' letters and expertise certificates for the College's staff;
23. Reviewing the training requirements of the College's staff and setting up the necessary programmes and plans to meet these requirements;
24. Taking part in preparing the preparation and training budget;
25. Preparing short and long-term plans for the College's staff preparation and training;
26. Coordinating with the relevant authorities and competent training institutions;
27. Following up the implementation of training and preparation plans and assessing these plans;
28. Any other duties designated by the Dean or the Office Director.

Each of the aforementioned departments shall have a Head to run its affairs and shall be appointed by Ministerial Decision. The Head works under the direct supervision of the Administrative and Financial Affairs Office Director.

Second: The Dean's Office

Article (42) Annexed to the Dean, an office headed by a director appointed by Ministerial or Ministerially delegated decision. The Office shall exercise its terms of reference through the following sections:

A: The Coordination and Follow up Section, which shall carry out the following duties:

1. Coordinating the Dean's Office works;
2. Keeping the records and files related to the Dean's office;
3. Drafting and typing decisions, memos, letters and other documents;
4. Registering administrative decisions and circulars in their relevant registers; numbering and distributing these documents to the competent authorities in the College; and keeping them - along with their back up documents - in their appropriate files and records;
5. Keeping transactions, memos, and letters in their appropriate files and records;
6. Following up the issues, memos, reports, and minutes related to the Dean's work inside and outside the College;
7. Providing the necessary data which the Dean may request;
8. Preparing periodical reports regarding follow up, performance assessment and the making of appropriate recommendations to the Dean regarding them;
9. Any other duties designated by the Dean or the Office Director.

B: A Public Relations and Information Section, which shall carry out the following duties:

1. Preparing media programmes about all the College's activities; and following up their implementation with the competent authorities;
2. Coordinating with the mass media to disseminate information concerning the College's activities, taking the established rules into account;
3. Receiving and seeing off the College's guests; and, in coordination with the Administrative and Financial Affairs Office, providing accommodation for them;
4. Following up the renewal of the College's expatriate staff passports and residence cards;

5. Booking flights for the College's staff on official or other missions in coordination with the Human Resources Department;
6. Taking part in organizing symposiums, meetings, or celebrations the College may organize or participate in, in collaboration with the competent authorities in the College and the Ministry;
7. Establishing good relations between the College and the wider community;
8. Documenting all the College's activities and events;
9. Any other duties designated by the Dean or the Office's Director.

Third: Mail and Documents Department

Article (43) In each College, a Mail and Documents Department shall be established, annexed directly to the Dean and headed by a director appointed by Ministerial or Ministerially delegated decision. The Department shall coordinate with the Documents Office in the Ministry regarding technical affairs, and shall undertake the following duties and responsibilities:

1. Registering incoming and outgoing mail as per its date and number, considering the filing system adopted for the College's documents;
2. Submitting original copies of incoming mail to the concerned divisions of the College and keeping extra copies for reference;
3. Titling outgoing mail to the concerned divisions; keeping copies of this mail; and sending copies to the source division;
4. Taking part in setting up the procedural tools for document management, especially the documents classification systems and the schedules of their retention periods; and training and helping staff to apply these systems;
5. Providing technical support to the College's divisions to move their outdated documents for storage in archived document files;
6. Managing archived documents to facilitate future reference to them;
7. Sorting out the archived documents exceeding the retention period in coordination with the Office of Documents in the Ministry;

Fourth: Quality Assurance Department

Article (44) In each College, a Quality Assurance Department shall be established, annexed to the Dean and headed by a director appointed by Ministerial or Ministerially delegated decision. This Department shall undertake the following duties:

1. Coordinating the tasks of the College's Quality Assurance and documenting its relevant tasks and activities;
2. Conducting studies and writing necessary reports on quality assurance in the College;
3. Taking action to spread the culture of quality assurance throughout the College;
4. Reviewing the standards and principles of quality assurance received from the competent authorities; and proposing methods to activate these standards and principles;
5. Coordinating with the authorities concerned, quality assurance inside and outside the College;
6. Submitting a quarterly report to the Dean and the College Council on quality assurance processes;
7. Any other duties designated by the Dean.

Fifth: Internal Auditor

Article (45) In each College, an internal Auditor is appointed by Ministerial or Ministerially delegated decision, administratively subject to the Dean's supervision, technically to the Internal Audit Office in the Ministry, and who shall undertake the following duties:

1. Making sure that the laws, bylaws, decisions, regulations, and procedures regarding the moveable and immoveable assets of the College are properly implemented;
2. Reviewing the payment vouchers related to the College's budget;
3. Reviewing contracts and purchase orders and making sure they are signed in accordance with the relevant regulations and laws;
4. Reviewing the accounting registers prepared by the Administrative and Financial Affairs Office regarding the College's expenditures;
5. Inspecting and reviewing accounting and financial records, registers, and all other relevant documents;
6. Reviewing the final bills of the College; checking the College's final account at the end of the fiscal year; and reporting recommendations and suggestions in this regard;

7. Reviewing the revenue documents so as to ensure that the refunding of all due revenues have been effected;
8. Performing unannounced stocktaking inspections of stores, safes, sustainable and temporary loans, and other moveable and immoveable assets of the College; and reporting the results of this process;
9. Reviewing sustainable and temporary loans;
10. Preparing periodical reports of the inspection results including any irregularities identified by inspection, the causes of these and the proffering of recommendations for their regularization; and the sending of copies of these reports to the Director of the Administrative and Financial Affairs Department, so that he may enact the necessary amendments and make the relevant corrections so as to further enable to implement measures necessary for the avoidance of their future repetition;
11. Preparing quarterly reports including the results of the inspection of the College's accounts and financial status, along with a summary of the comments and recommendations included in the periodical reports and the results of their follow up; and the submission of these reports to the Director of the Internal Audit Office in the Ministry, who then passes them on to the Minister;
12. Receiving the State Audit Institution's reports referred by the Minister including the results of the College's account's audit and inspection of its financial activities; referring these reports to the Administrative and Financial Affairs' Director for him to respond to; reviewing these responses; and writing an appropriate report to be submitted to the Internal Audit Office Director, who then passes it on to the Minister;
13. Proposing the appropriate methods to avoid financial irregularities mentioned by the State Audit Inspection's reports; informing the Director of Administrative and Financial Affairs of these irregularities and of recommendations made in this regard; and following up the implementation of these recommendations;
14. Any other duties the Minister designates.

Sixth: Legal Affairs Researcher

Article (46) Annexed to the Dean's office, one or more legal affairs researchers appointed by Ministerial or Ministerially delegated decision, to carry out the following duties:

1. In accordance with the binding rules and regulations, investigating alleged breaches and violations committed by the College's students and employees;
2. Reviewing the memos and documents referred to them and proffering legal advice concerning them;
3. Participating in the relevant committees;
4. Checking and enforcing the legislations, laws, bylaws, and resolutions relevant to the College' work;
5. In coordination with the Legal Office at the Ministry, appearing before jurisdictional authorities where lawsuits cite the College as a party;
6. Preparing, collecting, and classifying the contracts and agreements that are concluded between the college and other second parties;
7. Reviewing bylaws, decisions, circulars, and private contracts made by the College prior to their approval;
8. Any other duties designated by the Dean.

Chapter Four

Student Affairs

Section One

Student Council

Article (47) In each College, a Students Council is formed at the beginning of the academic year, chaired by the Dean and consisting of the following ex officio members:

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|----|---|--------------|
| 1. | Assistant Dean for Academic Support Affairs | Deputy Chair |
| 2. | Administrative and Financial Affairs Director | Member |
| 3. | Centre Directors | Members |
| 4. | Chairs of Academic Affairs and Activities Committees | Members |
| 5. | Four students representing Academic Affairs and Activities Committees (Two (male & female) students from the Academic Affairs Committee + Two (male & female) students from the Activities Committees to be chosen by the Chairs of the two committees) | Members |

The Student Council shall meet at least once per semester or whenever else it is deemed as necessary.

The Director of the Student Services Centre shall be the secretary of this Council.

Article (48) The Students Council shall undertake the following duties:

1. Approving the annual plan submitted by the Director of the Student Services Centre for the students' various events and activities
2. Following up the works of the Academic Affairs and Activities Committees so as to activate students' participation;
3. Finding solutions and appropriate alternatives for the difficulties that students face regarding academic issues and various activities consistent with the established regulations and bylaws recognizing these issues;
4. Proposing the annual budget allocated for the various students' activities;
5. Submitting a quarterly report of the results of the Student Council activities to the Director General;

6. Submitting a copy of the minutes of each meeting to the Director General following the Chair's approval;

The Council may form sub-committees as an aid to the accomplishment of its duties.

Article (49) A decision must be issued by the Dean for the formation of the Academic Affairs and Activities Committees which decision designating their terms of reference.

Section Two

Student Accountability System

Article (50) The Student Accountability System shall apply to all students in the Colleges.

Article (51) Any misbehavior or violation of the university rules, regulations, norms, or recognized traditions, shall count as a violation on the part of the student, particularly with regard to the following:

1. Any action or utterance that hurts religious beliefs or the reputation of the state, or disturbs discipline and public ethics inside or outside the Colleges;
2. Any mode of examination cheating, violation of examination rules and disturbance of discipline required for the administration of the exam, or any attempt to commit any of the aforementioned misdeeds;
3. Nonattendance at lectures, exercises, practical classes, or other study activities required by the established regulations of study, with the intent to disturb the educational process or to instigate others to do so;
4. Any disciplinary violations during lectures or practical classes;
5. Performing any action that militates against honesty, ethics, and morality, or which can do harm to the reputation of the College, staff, or students;
6. Any assault, insult, or misbehavior the student perpetrates on faculty members or any of the College's staff or students;
7. Forming any organization or taking part in it; forming committees or societies,; or holding conferences, without obtaining the approval of competent authorities in the College or Ministry;
8. Issuing or circulating leaflets, posters, newspapers, or magazines; sending these publications via electronic mail; collecting money or signatures without obtaining written consent from the competent authorities in the College or Ministry; or abusing the approval given to perform any of these activities;

9. Abusing, damaging or distorting any of the College's movable or immovable property or fixtures; or abusing the College's information system;
10. Keeping or circulating movies, photos, magazines, and other items contradictory to people's ethics, morals and religious beliefs, or any other items legally banned within the College's campus or students' halls of residence;
11. Violating the rules and regulations at the College's halls of residence for students;
12. Providing false information or data in official documents;
13. Obtaining any of the Colleges' official documents or papers illegally; falsifying these documents; or using these documents while being aware of any forgery perpetrated on them;
14. Impersonation.

Article (52) Any of the following penalties may be applied to the miscreant student:

1. Notification
2. Warning
3. Dismissal from the classroom or any place where a student misbehaves;
4. Depriving the student who misbehaves during his study period of some or all the classes of that course;
5. Temporary deprivation for a maximum period of one month of the services that any of the College's facilities offer where the misbehaviour has taken place;
6. Temporary deprivation for a maximum period of one month from any activity in which the student has misbehaved;
7. Banned from sitting exams in the case of cheating; the student shall fail the course subject in which the cheating was involved;
8. Banned from studying and sitting exams in the following semester if the student is caught cheating a second time;
9. Banned from the halls of residence;
10. Student suspension for a maximum period of two semesters;
11. Final dismissal from the College;

Article (53) A miscreant student guilty of vandalism shall be bound to pay for the value of the items he/she damages, after effecting deductions related to depreciation of the vandalized article in accordance with the effective rules;

Article (54) No penalty is applied to a student prior to investigation of the charge made against him/her or without listening to and considering his/her written statement concerning the incident. Nevertheless, any of the penalties stated in items (1, 2, 3) of Article (52) above can be applied following due consideration of any oral statements given by the offending student regarding the misdemeanor.

Article (55) The authorities involved in the endorsement of the penalties are the following:

1. A faculty member shall have the right to authorise penalties stated in items (1, 2, 3) of Article (52) of this Bylaw in the case of disorder during lectures or classes;
2. The Dean shall have the right to authorise the penalties stated in items (1, 2, 3, 4, 5, 6, 7) of Article (52) of this Bylaw;
3. The Committee of Students Accountability has the right to authorise any of the penalties stated in Article (52) of this Bylaw;

Article (56) The Dean shall instruct the Legal Affairs Researcher to investigate students' breaches of conduct committed in the College.

Article (57) The Legal Affairs Researcher shall have the responsibility of interrogating student(s) referred to him for investigation in accordance with the established regulations and with respect to the guarantees as laid down in such conditions. The Legal Affairs Researcher shall submit to the Dean a memo of the investigation findings together along with his legal opinion as appertaining to the incident. The Dean is authorized either to main the investigation on hold, to refer the student(s) to the Committee of Students Accountability, or to authorise any of the penalties stated in item (2) of Article (55) of this Bylaw.

Article (58) In each College, a Committee of Students Accountability shall be formed, chaired by the Assistant Dean for Academic Support Affairs and consisting of a faculty member from the College and a representative of the Office of Legal Affairs in the Ministry, to consider the breaches of conduct referred to it.

Article (59) The Committee of Students Accountability shall take the responsibility of interrogating the individuals referred to it in accordance with the established regulations and with respect to the guarantees as laid down in the system of administrative accountability. The sessions of the Committee of Students

Accountability shall be in lawful session if held in the presence of all its members, and its decisions shall be made by majority vote.

Article (60) The decisions of the Committee of Students Accountability shall become effective as upon the date of their issuance, with the exception of items (9, 10, 11) of Article (52) of this Bylaw. They shall not be enforced unless the stipulated period for appeals as stated in Article (61) has expired or if the student has declined to appeal, or if their appeal has been rejected.

Article (61) The student can submit to the Director General an appeal against the decision of the Committee of Students Accountability within fifteen days of being informed of the decision or from the date it was officially brought to their attention. In such a case, the Director General is authorized either to commute or nullify the penalty if sufficient evidence is gained from the case documents;

Article (62) The Director General is authorized to allow the return of a student who was given final discharge from the College; after a two year period from the issuance of the discharge. The Director General is also authorized to reconsider any final decision regarding the expulsion of a student from halls of residence.

Section Three

Halls of Residence

Article (63) the Colleges shall provide accommodation in halls of residence for female students, subject to the capacity available in these halls, in accordance with the following criteria:

1. The student must be already admitted to the College where the required halls of residence exist;
2. Priority in the distribution of places in the halls of residence shall be awarded to female students living 100 kilometers or more from the College campus. Variations in distance must be the primary consideration in the assignment of students to the halls of residence.
3. The student must fill in an accommodation application form on the date designated by the Student Services Centre in the College;
4. The student must abide by the regulations in force at the halls of residence;

Items (2, 3) above may be waived at the discretion of the Dean.

Section Four

Allowances

Article (64) The following monthly allowances shall be paid to the students as follows:

1. An amount of (60 RO) sixty Omani Riyals per month throughout the year shall be paid to male students living (100 km) or more away from the College campus;
2. An amount of (20 RO) twenty Omani Riyals per month shall be paid throughout the whole study period to male and female students living less than (100 km) away from the College campus;
3. An amount of (25 RO) twenty-five Omani Riyals per month shall be paid throughout the whole study period to female students living (100 km) or more away from the College campus when provided with accommodation in halls of residence subject to availability. In the case of accommodation being unavailable, these students shall be paid (60 RO) sixty Omani Riyals per month throughout the year for subsistence and transportation;

Article (65) A return air-line ticket during each academic year shall be paid once to the following categories of students, alternatively they may apply for cash compensation in lieu of the ticket, which cash compensation being based upon the lowest ticket price pertaining at the time of application:

- Students studying at the College of Applied Sciences - Salalah, other than those who are citizens of the Dhofar Governorate;

- Students from Dhofar Governorate studying at Colleges other than the College of Applied Sciences - Salalah.

An amount of (25 OR) twenty-five Omani Riyals shall be paid once during each academic year for students from Musandam Governorate and Wilayet Mesiereh as transport allowance on the condition that the distance is no less than (200 km) away from the College campus.

Chapter Five

Personnel's Affairs

Section One

Human Resources Committee

Article (66) A Human Resources Committee shall be formed at the Directorate by Ministerial Decision with a membership of no less than three. The Chairperson of the Committee shall not be of any rank below that of Director General or equivalent.

The decision of formation shall include the recruitment of a Committee Secretary from among those involved in personnel affairs in the Ministry but without their having the right to vote.

Article (67) In addition to those stated in this Bylaw, the Human Resources Committee shall operate according to the following terms of reference:

- A. Taking all necessary actions to consider employment, promotion, transfer, and the awarding of incentive bonuses;
- B. Giving advice regarding the issues the Minister or Undersecretary may opt to raise;

Article (68) The Human Resources Committee shall meet at the Chair's invitation or the Minister's directive. Its recommendations shall be made on the basis of a majority vote. In the case of a tied vote the Chairperson shall have the casting vote.

The Committee shall issue its recommendations within a maximum period of two weeks from the date of its meeting, which recommendations are to be submitted for the Minister's approval within a maximum period of two weeks from the date of their issue. If the Minister's approval of, or objection to, these decisions was not received within (30) days of their submission, they shall be effective on the expiry of this period.

Should the Minister object to any of these recommendations, he/she must specify the grounds for objection. These must be passed to the Committee for its consideration within a period the Minister

designates. If the designated period expires and the Committee has failed to proffer its opinion regarding the objection, the Minister's opinion shall be effective. In the case of the Committee standing its ground within the designated period, it has to report to the Minister for a decision. In such a case, the Minister's decision is deemed final.

Affected parties can appeal to the Minister against the Human Resources Committee's decisions within (60) days from the date of being informed of the decision or when there be certainty of their knowledge of it.

Section Two

Employment

Article (69) Employment is made by the ministerially delegated decision, according to the following conditions:

1. The applicant must be a holder of Omani nationality; and in case of no Omani citizens being available to occupy the position, non-Omani applicants may be employed by means of employment contracts concluded between these applicants and the Ministry.
2. The applicant must be no less than eighteen years old, his age being confirmed by birth certificate or identity card;
3. The applicant must have a disciplinary profile of good reputation;
4. The applicant must not have been found guilty and sentenced for crimes against morality and honesty unless in the case of a guilty verdict being overturned;
5. Any applicant must have been finally discharged from their position as a disciplinary penalty, unless the discharge decision had been made two years before;
6. The applicant must have the academic qualifications and expertise stipulated for the position, and must meet the requirements stated in the job description profile. However, in case of necessity - the Minister is authorized to exempt the applicant from the required academic qualification condition if the candidate enjoys distinguished academic or technical expertise; and to exempt from the condition of a minimum period of prior experience when personnel with the required expertise are in serious short supply.
7. The applicant must be medically fit for the post in accordance with rules stipulated by the competent medical authorities;

Article (70) Employment of an Omani citizen and a non-Omani citizen contracted inside the Sultanate of Oman shall commence on the date of job commencement. Employment of a non-Omani contracted outside the Sultanate shall commence on the date of their arrival in Oman.

Article (71) First-time employees shall be subject to a three-month probation period starting from the date of job commencement. The immediate supervisor of the employee shall submit a report to the Human Resources Committee about the employee under probation stating whether or not they consider the employee fit for the position and providing the grounds for a decision claiming unfitness. Then the Committee shall consider the case and submit its recommendations in this regard. If the employee under probation be found unfit, the Minister or his delegate shall issue a decision terminating the employee's service.

Article (72) The Omani employee shall be entitled to a gross salary starting from the date of the commencement of their job. The same shall apply to the non-Omani employee contracted inside the Sultanate. If the Ministry provides them with full lodging, the non-Omani employee contracted inside the Sultanate shall be entitled to their gross salary but excluding water, electricity, and accommodation allowances.

The non-Omani employees contracted from outside the Sultanate shall be entitled to a salary from the date of their arrival in Oman, and the Ministry shall pay the cost of their full lodging for a maximum period of (15) fifteen days from their arrival in Oman plus (50%) of their food, soft drinks, and laundry.

The payment of allowances shall start on the day following their check out from the hotel.

Article (73) The following rules shall apply regarding the calculation of remuneration based upon past employment experience.

1. The applicant's expertise must match the position requirements as stipulated by the competent employing authority.
2. One or more extra increment of the same salary scale may be added for each extra year of experience other than those years of experience required to occupy the relevant position.

Article (74) The Undersecretary is authorized to nominate any of the Colleges' staff other than the faculty members to teach in the Colleges at the Director General's or Dean's request provided that the nominee meets conditions and criteria stipulated by the Academic Council.

Article (75) Following the Undersecretary's approval based on the Dean's request, the General Director may invite faculty members from other universities and higher education institutions to visit the College

so that the latter may benefit from their teaching experiences and expertise in scientific research or in other fields. This will be for the purpose of contributing to the development of work programmes and centres of the Colleges, in accordance with the procedures and regulations issued by Ministerial Decree.

Article (76) The Minister is authorized to re-employ any employee or transfer them to another rank in accordance with the following conditions:

1. The employee must meet the conditions of the position they are being transferred to or being re-employed at;
2. The employee must have at least four years of service in the Ministry;
3. The employee's performance assessment report for the last two years of service must have a grade not less than (Excellent);
4. There must be a vacant position with its financial allotment as a necessary condition for re-employment.

Article (77) The Minister is authorized to re-employ an employee awarded a higher academic qualification at a higher position or grade that matches the new qualification. In such a case, the employee shall be entitled either to the first package of the new position or have their previous salary added to one of the new position's incremental scale. The higher pay scale should be put into operation.

Article (78) The Minister is authorized to re-employ an employee discharged for reasons other than dishonorable or dishonest deeds to their previous position or any other position equivalent to or higher than their previous grade provided they meet the requirements of the position they are intended to be placed in.

Section Three

Increments and Allowances

Article (79) The employee shall be entitled to an annual increment on the first of January of each Gregorian year, in accordance with the following conditions:

1. The employee must have spent at least six months of service commencing from the date of their employment;
2. Their performance efficiency assessment report for the preceding year should not be 'weak' in the assessment grade;

Promotion shall not affect the date due for the annual increment.

Article (80) The Minister or his delegate is authorized to award the employee one incentive increment or more on the grade's incremental scale, in accordance with the following conditions:

1. There must be sufficient credit in the budget to pay for it;
2. The employee's performance efficiency in the previous report must be assessed as (very good) in scale, for those subject to the performance efficiency reports system, or the immediate supervisor's report for those not falling under the efficiency reports systems;
3. The employee must have spent at least one year in service of the College;
4. The employee must have exerted exceptional effort, rationalized in expenditures, or upgraded his performance standard.

The employee shall not be entitled to more than four incentive increments within the same financial grade. Incentive increments entitlement shall not affect the due date for the annual increment.

Article (81) Allowances for nature of work, electricity, water, housing, telephone, and transfer shall be determined as shown per Appendix (3) of this Bylaw.

Article (82) The employee delegated for an official mission inside or outside the Sultanate shall be entitled to travel allowance in accordance with the rules stated in Appendix (4) of this Bylaw. The employee delegated for training inside or outside the Sultanate shall be entitled to a training allowance in accordance with the rules stated in Appendix (5) of this Bylaw.

Article (83) Employees shall be relocated in accordance with the rules stated in Appendix (6) of this Bylaw.

Article (84) The Dean, Assistant Dean, and Head of the Academic Department shall be entitled to an administration allowance, as shown in Appendix (7) of this Bylaw.

Section Four

Work Dates and Leaves

First: Work Dates

Article (85) A decision is issued by the Minister regarding the start and end of official daily working hours as designated by the Cabinet.

Article (86) If - for job-related reasons - any employee is not permitted to take their weekend holidays, festival holidays, or on other occasions for holidays, they should be compensated with alternative leave

days at a later time or awarded cash allowance equal to two days of their gross salary for each of these days on the condition that they perform the tasks as designated in the General Director's mandate.

Second: Leave-takings

1. Regular Leaves

Article (87) The employee shall be entitled to regular annual leave with gross salary according to the following conditions:

1. (60) days for faculty staff members.
2. For those occupying support and administrative positions, their leaves shall be as follows:
 - (48) days for those occupying grades (A) up to the grade (5);
 - (38) days for those occupying grade (6) up to the grade (8);
 - (28) days for those occupying the remaining grades.

Article (88) Regular leave is approved by the Director General or his delegate based on an employee's request and his immediate supervisor's recommendation.

Article (89) The Employee can take regular leave for a maximum period of (90) days per year, and the Undersecretary or his delegate is authorized to increase this period to a maximum of (30) extra days per year, if sufficient credit from accumulated leave is available;

Article (90) Any employee whose service is terminated regardless of the reason shall be entitled to cash compensation of the value of their accumulated leave due up to the date of termination, for a maximum backdated period of two years. Leave suspended in the interests of occupational welfare shall be compensated for in cash for the whole period.

Compensation shall be calculated according to the latest salary scale as applicable during the termination period.

Article (91) The Undersecretary or his delegate is authorized - solely on the condition that occupational welfare is the issue - to ask any employee cut short their leave and return to work. The employee may either opt to resume his leave later on or be compensated in cash for that period, or to add on these days to their leave credit.

Article (92) The Minister is authorized - solely on the condition that occupational welfare is the issue - to decline approval of an employee's a regular leave. In such a case, the employee shall be paid a cash compensation based on the salary they receive.

Article (93) Leave periods for the female students' housing units supervisors shall as far as possible, be organized to be coterminous with the students' leave periods at the end of each semester.

Article (94) The employee shall not be eligible for regular leave during the following periods:

- Periods spent on a scholarship, a study grant, or a training course that exceeds six successive months;
- Periods of study leave or sabbatical leave for no more than sixty days;
- The period the employee spends on special unpaid leave for more than thirty days per year;
- Period of secondment to another unit within the administrative units of the state;
- Period of service suspension for more than three months, if convicted;
- Period of imprisonment.

2. Emergency Leave

Article (95) The employee shall be entitled to a five-day gross salary paid leave per year for emergency reasons. Also, the employee may be given no more than an extra five-day leave for compelling reasons subject to the Director General's approval. In such a case, any employee - immediately upon their return - has to submit an emergency-leave application to their immediate supervisor, showing the causes of absence. In the event of a rejection, it shall count as unexcused absence and shall be deducted from their regular leave if there be sufficient accumulated credit, otherwise it shall be considered as unpaid leave.

3. Sick-Leaves

Article (96) In the event of sickness, the Omani employee shall be eligible for a sick-leave awarded by the competent medical authority as follows:

1. Full salary paid leave for no more than seven days at a time;
2. In the event of sickness that demands the employee be given more than a seven-day leave, leave shall be within the following limits:
 - a) Six months with gross salary paid
 - b) Further six month periods with three quarters of the salary plus all allowances.

This type of sick-leave shall be due each five years calculated from the date of the first sick-leave that exceeds seven days. If the sick-leave is caused by an on-work injury, this leave is awarded with full salary without reference to the five-year period.

If the sick-leave stated in item (2) above should end without the employee's recovery, the case shall be reviewed by the competent medical authority who shall advise upon the type of employment for which the employee may be deemed fit, or to assess the medical condition of the employee.

Sick-leaves of non-Omani employees shall be designated in accordance with their job contracts.

Article (97) With exception to the provision in the penultimate paragraph in the preceding Article, an Omani employee who contracts a chronic or serious disease which disease being confirmed by the competent medical authority, shall be eligible for paid sick-leave on half salary plus all allowances until such a time as they recover or become fit enough to resume their former duties or be assigned alternative duties commensurate with their medical conditions, all this being subject to the recommendation of the competent medical authority, which must judge as to whether or not their medical condition permits of their performing the duties related to their jobs.

Article (98) Any sick-leave shall not be recognized should it take place during another authorized leave. If part of any sick-leave should overlap with the final part of any authorized leave, the extra days following on from the termination of the authorized leave period shall be considered as sick-leave.

Should the employee be eligible for sick-leave before their authorized regular leave is due, they should defer taking their regular leave unless otherwise requested to take the regular leave.

Article (99) The sick employee staying inside the Sultanate shall be treated inside the Sultanate and be given a sick-leave in accordance with the following procedures:

1. Medical examination and treatment shall be conducted at the public medical hospitals and institutions. The employee may be treated at private medical institutions at their own expense and at their own discretion and the sick-leave for any period issued by any private medical institution approved for civil service employees by the Minister of Health shall be accepted. For sick-leave awarded by other medical institutions, only a maximum of three days shall be accepted. In all cases, such leave must be approved by the competent medical authority at the Ministry of Health.
2. Subject to their health status, any employee who falls sick must inform their place of work and go to the nearest hospital for treatment and collect the sick-leave documentation.

3. The employee must submit the treatment application template prepared for this purpose to the doctor. If such a template is not available, the employee should ask the doctor to provide him with a 'Medical Treatment Certificate'.
4. In the treatment application form or in the medical treatment certificate, the doctor should write down the nature of the disease along with a recommendation for sick-leave if necessary and the type of medication required. Then the employee should submit the form or the certificate to his place of work.

Article (100) An employee who falls ill while staying abroad shall be treated and awarded sick-leave in accordance with the following procedures and rules:

1. Any employee who falls sick must inform their place of work of their sickness and the period of sick-leave recommended to them. On their return to their place of work, the employee must submit medical certificates regarding their health status and period of sick-leave and approved by the official medical authorities in the country where they are issued and attested by the embassy of the Sultanate there or by the Ministry of Health in the Sultanate. If there is a doctor in that country recognized by the embassy of the Sultanate there, it shall suffice to have the medical certificates approved by the said doctor and attested by the embassy there.
2. The College shall pay the costs of the employee's treatment and medicine on the following two conditions:
 1. The employee's being on an official mission abroad;
 2. The employee' being on a scholarship, a study or training grant and not in violation of the rules governing scholarships, awards, and bursaries and their executive bylaw.

The employee must submit to their place of work all documents that confirm the costs of treatment and medicines. These documents are subject to attestation as per the conditions as laid out in paragraph (1) of this article.

Article (101) The College shall not pay for the costs of dentures, glasses, contact lenses, orthodontics, nor prosthetic limbs, unless in the case of a work related injury.

Article (102) Any employee may submit a request to their place of work to transfer their sick-leave to regular leave, if sufficient credit for the latter be available.

4. Sabbatical Leave

Article (103) Subject to the Minister's decision, the Omani faculty member may be awarded a sabbatical leave with gross salary for a period that should not exceed one year, based on the Department Council's proposal and the College Council's approval and subject to the following conditions:

1. The faculty member should have given at least four years service in the College, or at least four years should have past since their return from their previous sabbatical leave;
2. The faculty member must submit a detailed proposal of their intended Academic project to the College in which they work;
3. The leave should not disrupt the teaching process in the College;
4. The faculty member should not be involved in a funded scientific research;
5. The faculty member must get the approval of the body they intend to provide the academic programme for;
6. The faculty member should not be the occupant of an administrative position or be involved in administrative responsibilities.

Article (104) The Omani faculty member who is awarded a sabbatical leave shall be paid the monthly financial allowances paid for PhD students in accordance with the Law of Scholarships, Awards, and Bursaries and its executive bylaws throughout their sabbatical leave. Otherwise, they shall be paid the difference in amount between these allowances and the amounts they receive from the body whom they provide the programme to or from any other body. In addition to the aforementioned benefits one air ticket will be provided throughout their sabbatical leave, if these amounts are less than those designated for PhD students.

The faculty member undertakes to accomplish the academic programme on offer, or otherwise undertake to return all amounts the Ministry has paid for the period of leave.

Article (105) Subject to the Minister's or his delegate's decision, faculty members from other universities may be hosted for their sabbatical leave in accordance with the rules established by Ministerial Decision

Article (106) A non-Omani faculty member who meets the conditions stated in Article (103) of this Bylaw shall be awarded unpaid sabbatical leave for a maximum period of one year. All their family members shall be eligible for free medical treatment in the Sultanate prior to the faculty member being

awarded leave, on the condition that the faculty member undertakes to serve for one year in the College
on his return.

5. Other Leaves

Article (107) Research/ Scientific Leave

Subject to the Undersecretary's approval, faculty members or those of similar status may be awarded paid research or scientific leave with gross salary for a maximum period of twenty-eight days, in accordance with the rules governing this form of leave.

Article (108) Conference /Symposium Leave Abroad

Subject to the Undersecretary's approval, the Omani faculty member may be awarded a leave with gross salary to attend conferences, symposiums, and exhibitions relevant to their academic departmental field and held by specialized international bodies .The maximum amount of this form of leave will be twice per academic year and for a maximum period of five days at a time, subject to the recommendation of the immediate supervisor and the Dean. On their return, the faculty member granted such leave should submit a report or a brief presentation to the head of their department.

For the purposes of occupational development, the Undersecretary is authorized to approve the payment of one air ticket - in accordance with the relocation rules stated in Appendix (6) of this Bylaw - for the Omani faculty member to attend conferences, symposiums, and exhibitions, and to approve the payment of registration fees and other allowances allotted for official missions.

Article (109) Any Omani faculty member participating in a research paper accepted by the organizing body of a conference or symposium, shall be entitled to an air ticket, in accordance with the relocation rules stated in Appendix (6). Also, they shall be entitled to reimbursement of the registration fees, and other allowances allotted for official missions, once during the academic year, if not otherwise covered by the organizing body.

Article (110) Any Omani faculty member participating in scientific research funded by a foreign body shall be permitted to attend the symposiums and conferences related to that research, and shall be eligible for an air ticket, in accordance with the relocation rules stated in Appendix (6). Also, they shall be entitled to reimbursement of the registration fees, and other allowances allotted for official missions, in accordance with the relevant established rules. In all such situations, the faculty member's participation in such events is set at two times per academic year.

Article (111) Any non-Omani faculty member may be awarded a maximum five-day leave in each academic year with gross salary in order to take part in a research or working paper at conferences, symposiums, and specialized exhibitions at their own expense. The Ministry may pay them an air ticket in accordance with the relocation rules stated in Appendix (6) if the research or working paper is related to an Omani issue.

Article (112) Thesis Examination Leave

A faculty member can be awarded a maximum five-day leave with gross salary per semester in order to perform their duties on a thesis examination committee, or to supervise examinations held in other universities and academic institutions.

Article (113) Study Leave

Subject to the Minister's decision - based on the Director General's recommendation - any Omani employee who desires to study abroad at their own expense can be awarded a maximum four-year leave with gross salary. It can also be extended for one extra year if necessary, in accordance with the following conditions:

1. The employee should have spent at least two years in the service of the College;
2. The employee should be studying to pursue a qualification higher than the General Education Diploma or its equivalent, or in a field directly related to his work in the College;
3. The employee should submit the documents that confirm his admission to one of the universities or institutions that are recognized by the competent authority in the Sultanate ;
4. The employee should not have been awarded a scholarship or study leave in the preceding two years;
5. The employee should be committed to serve one Georgian year for each academic year spent in studies, or otherwise be obliged to reimburse the College for the costs incurred during the period of study;

The Minister is authorized to waive this commitment following the approval of the Ministry of Finance.

6. The employee's performance assessment report for the year prior to the year in which his studies commence should be of the minimum classification level "Very Good".

The provisions regarding the delegate's obligation stated in the Law of Scholarships, Awards, and Bursaries and its executive Bylaw shall apply to the employee.

Article (114) Exam-taking Leave

Any Omani employee shall be awarded an exam-taking leave with gross salary for the maximum period allotted for the exam, on the condition that they register for off-campus students study at one of the schools or institutions; or they are studying by correspondence with one of the universities or higher education institutions recognized by the competent authorities in the Sultanate. Such an employee must submit an approved certificate that confirms taking the exam and states the length of the period allotted for the exam. Otherwise, that leave shall be deducted from the credit of regular leave if there be sufficient credit, otherwise it shall be considered as unpaid leave.

Article (115) Pilgrimage (Haj) Leave

A Muslim employee shall be awarded a pilgrimage leave with gross salary for a maximum period of twenty days. This leave is awarded only once throughout their public service.

Should the employee exceed this period, the extra days shall be counted as regular leave if sufficient credit is available, or otherwise as unpaid leave.

Article (116) *Iddat* Leave¹

A Muslim female employee, on her husband's death, shall be eligible from the date of death for *Iddat* leave for four months and ten days with gross salary as stated in the Personal Affairs Law whose provisions are as follows:

1. Four months and ten days for the a non-pregnant employee from the date of her husband's death;
2. From the date of her husband's death until the due time of delivery for the pregnant employee;

Should *Iddat* leave overlap with any other leave, the employee shall maintain her right for leave for the overlapping period.

If *Iddat* leave overlaps with a regular leave period, the employee shall maintain her right to the period that coincides with *Iddat* leave.

Article (117) Delivery and Maternity Leave

¹ A legally prescribed period of waiting during which a woman may not remarry after being widowed (Islamic Law)

1. The female employee shall be awarded with gross salary, a fifty-day leave that covers the pre- and post delivery periods, and for a maximum of five times throughout her governmental service. If additional leave be requested, she will be awarded regular leave if there be sufficient credit, or she shall otherwise be awarded unpaid- leave.
2. The Omani female employee - at her own request - shall be awarded a maximum one-year unpaid leave to care for her child. The granting of this leave is conditional upon the employee submitting an application for it within one year of the expiry of her maternity leave; and she must not be working on a contract basis if the public interest dictates otherwise.

Article (118) Sick-attendance Leave:

The employee may be awarded a special leave for a period of twenty days with gross salary for the purpose of accompanying a sick person abroad. Also this leave may be awarded for the purpose of attending to a sick person inside the Sultanate if the competent medical authority should deem this as a necessary form of treatment. If the treatment should extend beyond the designated period of leave, the Minister is authorized to extend the leave period up to a maximum of thirty days. Should the treatment period extend beyond this, the extra period shall be counted as regular leave if there be sufficient accumulated credit, otherwise it shall be designated as unpaid leave. The granting of this leave is conditional upon the employee having been hired on non-contractual basis, and upon his submission of the relevant medical documents attested by the competent authorities to confirm his role in this specific medical capacity.

Article (119) Spouse-company leave

Any Omani employee, who passes the probation period, shall be eligible for a special maximum four-year unpaid leave period to accompany their spouse if the latter is on leave for a scholarship, grant, training course or study leave, or delegated, seconded, or transferred abroad. The awarding of this leave is conditional upon the employee's non-contractual status, that the leave should be for a six month minimum period, and that the application for this leave should be submitted one month prior to the date of its commencement.

This leave shall come to an end on the expiry of the foreign mission. Subject to the Minter's or his delegate's decision, this leave may be extended for a further two years if such extension be deemed necessary.

Further applications for this form of leave will not be accepted unless the employee has, since his previous leave, rendered a period of service equaling in duration, the period granted for the previous leave.

Article (120) Leave for Representing the Sultanate

The employee nominated to represent the Sultanate in a cultural, sporting or any other social event, inside the Sultanate or abroad, shall be awarded a special leave with gross salary for a period sufficient for preparation for departure, which period being to be designated at the relevant body's discretion. Any employee participating in official sport matches inside the Sultanate shall be considered as being on special leave with gross salary, commencing from the preceding day their team would be scheduled to play in a match according to the official schedule of matches.

Article (121) Exceptional leave

Any employee - at the Minister's discretion - may be awarded an exceptional unpaid leave for no more than one year renewable for a maximum period of four years throughout their service. This leave shall be awarded on the condition of the employee's non-contractual status, and that such leave be not deemed as injurious to overall occupational welfare. If it is essential, the position of the employee who is on exceptional leave may be filled by means of appointment or delegation on the condition that the period of leave is not less than one year. On return, the employee should re occupy his original position if vacant, or any other position of similar status.

The period of this leave shall be considered as actual service period for the purposes of calculating regular increments and promotion maturity dates.

6. General Provisions for Leave-taking and Absence

Article (122) The employee shall be entitled to paid leave with gross salary for weekends, public holidays and official festivals that are designated by the competent authorities.

Article (123) The employee undertakes to return to his work on the expiry of his authorized leave. In case of any delay in returning, the employee should inform the College of the reasons for that delay immediately after their return.

Article (124) If any employee should be absent from their place of work without an authorized leave, the absence period shall be deducted from their credit of regular leave if sufficient credit should remain; otherwise, deductions shall be made from their gross salary without prejudice to administrative

accountability in the event of either no reason being proffered or a reason that is deemed as being unacceptable.

Article (125) In case of an authorized leave coinciding with an official holiday and with the employee absenting himself following the expiry of that holiday, the employee shall be considered absent only for the period following that holiday. If absence should take place between an authorized leave and a public holiday and with the employee returning to work immediately after the public holiday, absence shall be considered only for the period between the authorized leave and the public holiday. If any employee should be absent before and after official holidays, they shall be considered absent for the whole period including the holiday period.

Article (126) If any employee should absent themselves from their work for more than seven days without giving notification to their place of work, their immediate supervisor should inform the Administrative and Financial Affairs Office in the College in writing so as to put the employee's gross salary on hold. If absence should extend for more than thirty consecutive days or fifty non-consecutive days during the year, the Minister or his delegate is authorized to consider any such employee as having tendered their resignation, after which the administrative accountability procedures shall be put into operation.

Article (127) If the employee should return to work following such absence and before the service termination decision was issued, and provided reasonable excuse for such absence be forthcoming, the deductions from the returnee's regular leave shall be made if sufficient credit be accumulated, otherwise the period shall be considered as one of unpaid leave. In the event of the excuse being rejected, the employee shall be deprived of gross salary for the absence period, without prejudice to administrative accountability.

Section Five

Bonuses and Reimbursements

Article (128) Upon the Minster’s decision, an employee whose service is deemed as being excellent and who performs tasks or conducts research, or makes proposals that help to improve methods of work, upgrade performance quality, or save on expenditure may be awarded incentive bonuses in accordance with the following conditions:

1. The bonus value should not exceed 100% of the basic salary at any one time;
2. the employee shall not be awarded more than four bonuses for each fiscal year;
3. There should be enough financial credit in the budget of the awarding College.

Article (129) Employees - other than faculty members - who teach in the College shall be awarded bonuses during the semester according to the following criteria:

1. (400) Omani Riyals for each credit hour for employees holding a PhD. As for non-credit courses, the bonus shall be limited to a maximum of (1200) Omani Riyal for each course in total;
2. (300) Omani Riyals for each credit hour for employees holding Master degrees. As for non-credit courses, the bonus shall be limited to a maximum of (900) Omani Riyals for each course in total;
3. (200) Omani Riyals for each credit hour for employees holding a Bachelor degree. As for non-credit courses, the bonus shall be limited to a maximum of (600) Omani Riyal for each course in total.

Article (130) Any faculty member who is designated to teach in the summer semester at the same College in which they work shall be awarded a cash reimbursement as per their financial grade, according to the following pay scale:

Financial grades	For the first four weeks	For each extra week
A , B	800 RO	100 RO
C, D	600 RO	75 RO
E	500RO	50 RO

The faculty member of the College designated to teach in the summer semester at another College shall be awarded a cash reimbursement of (150 RO) for subsistence and transportation costs for the first four weeks, and (75 RO) per week thereafter.

The faculty members shall maintain their leave credit for the period of the summer courses they are teaching on the condition that the credit of the remaining period does not exceed the due credit of two years. They can be compensated in cash for their leave credit.

Article (131) Any individual other than a member of the College staff, who is asked to discuss or examine theses or research projects for Masters or PhD degrees, and those asked to examine research projects of the College and scientific papers presented by College staff applying for academic promotion, shall be reimbursed as follows:

1. (150 RO) for the examination committee member discussing a research project for a Master or PhD degree, if residing inside the Sultanate, and (250 RO) for those delegated from abroad. In both cases, the College shall pay the accommodation costs and business class air ticket;
2. (200 RO) for a PhD thesis referee;
3. (150 RO) for the referee of a scientific paper submitted for promotion.
4. (100 RO) for referees of a Master's research project or a Master thesis;

Article (132) Individuals invited to give presentations or speeches in scientific symposiums or conferences or give lectures may be awarded (80 RO) per day with a business class air ticket.

Section Six

Overtime Rates

Article (133) Any work an employee is asked to perform outside the recognized official working hours shall be considered as overtime, provided that it is not a consequence of the employee's negligence or laziness in the performance of duties during the official office hours. Overtime work should be restricted to emergency cases and subject to the Minister or his delegate's approval.

Article (134) The remuneration for overtime work shall be calculated on an hourly basis and shall be awarded in accordance with the following rules:

1. The employee shall perform overtime in response to a written declaration. The employee shall not be eligible for the additional remuneration that is less than one hour's duration per day;

2. On normal days, overtime rates shall be calculated as time and a half, i.e. one and one half times the standard hourly rate;
3. The overtime rate for weekends and official holidays shall be calculated as double time- i.e. double the standard hourly rate;
4. The amount of remuneration paid to employees for their overtime should not exceed 50% of their salary unless a Ministerial Decision to the contrary be effected.

Article (135) Overtime remuneration that cannot be calculated on an hourly basis shall be about 50% of the employee's salary.

The application for payment approval must include full details of the nature of the work, the reasons necessitating it, and the time allocated for its execution.

Article (136) The aforementioned conditions governing overtime remunerative rates shall be awarded only to employees of fourth grade and below. If employees of higher grades be asked to perform overtime duties for work deemed as falling within communal occupational welfare or which is deemed as being urgent, the Minister or his delegate is authorized to award remunerative payments to the employee up to a maximum of 40% of salary and for a maximum period of four months per fiscal year.

Section Seven

Work Performance Efficiency Assessment Reports

Article (137) All employees who have finished at least six months of service in the College shall be subject to the system of job performance efficiency assessment reports. These reports shall be compiled according to the template prepared for this purpose.

Article (138) The work performance efficiency assessment report shall be prepared for any employee who has passed the probation period and has spent at least six months in service until the September of their year of employment.

Article (139) The efficiency scale shall be as follows:

- **'Excellent'** (for scores of ninety and above);
- **'Very Good'** (for scores of eighty and above);
- **'Good'** (for scores of seventy and above);
- **'Fair'** (for scores of fifty and above);

- **‘Weak’** (a score below fifty).

Employees shall be immediately notified in writing by their immediate supervisor of any negligence, default, or weakness noticed regarding their performance, this measure is intended as a means of improving work performance.

Article (140) Work performance efficiency assessment reports shall be prepared during the first half of October for approval during December of each year.

Article (141) The immediate supervisors of employees shall prepare for the Dean work performance efficiency assessment reports for those under their supervision. Immediately after the approval of these reports, the Administrative and Financial Affairs Office should, in writing, inform the employee whose report was rated **‘Weak’** of the contents of the report.

Appeals against the report shall proceed through the Appeals Committee at the Ministry within thirty days of the employee’s notification of the report’s content, the Committee processing the appeal must notify the employee within thirty days of the submission.

Article (142) In the event that the employee is delegated or seconded to a governmental body inside the Sultanate, the body where the employee has spent most of his service shall prepare the report for that year. In cases of secondment abroad, scholarship awards, study leave, study or training awards, sick-leave, and unpaid leave, the latest report shall be considered if the period of any of these cases should extend beyond six months.

Article (143) In the case of any employee who has had submitted against them two consecutive annual reports with the rating of **‘Weak’** shall have their case forwarded to the Committee of Human Resources Affairs at the Ministry. If the Committee should find the employee fit for transfer to another position of the same rank, the Committee shall recommend transfer to that position. If the employee should be found unfit, the Committee shall propose the termination of the employee’s service. In all cases, the issue shall be forwarded to the Minister for the appropriate decision.

Section Eight

Faculty Members and Staff Promotions

Article (144) Faculty members’ promotion shall be made on the basis of their efficiency in teaching, scientific research, and local community service, in accordance with the rules and procedures set out by ministerial decree and based on the Academic Council’s recommendation.

Article (145) For employees promotion, it is conditional that they meet the conditions required for the higher position, which position being one rank above the immediate preceding rank within the same category. It is also conditional that the promotion date shall have become due and that the nominee's work performance efficiency assessment report for the preceding year has been on the minimum scale designated as 'Fair'.

It is not permitted to promote the employee whose latest work performance efficiency assessment report has placed him on the scale designated as 'Weak'.

Article (146) It is not permitted to promote an employee during any period of imprisonment to which they are sentenced. Also, it is not permitted to promote an employee suspended from work or referred to the Administrative Accountability Committee or who is standing trial on a criminal count. Nevertheless in all of these circumstances, the grade shall be reserved. If the employee be not sentenced guilty or penalized with 'Warning' or 'salary deduction for a maximum period of five days', their promotion shall take effect from its due date, on the further condition that they be not subject to referral to the Administrative Accountability Committee or be standing trial on a criminal count.

Article (147) Employees shall not be promoted if any of the following penalties be issued against them before the expiry of the period shown opposite to each penalty:

1. Six months : in the case of salary deduction for more than five days and no more than fifteen days in maximum;
2. Nine months: in the case of salary deduction for more than fifteen days, deprivation of the regular increment, or salary decrease of one regular incremental value;
3. One year: in the case of being endorsed on a more serious penalty.

Article (148) Promotion shall be made on the basis of competency in the two areas of efficiency and seniority which areas being broken down percentagewise as follows:

- 70% for efficiency factor
- 30% for seniority factor

Article (149) The promotion decision shall be issued by the Minister. The promoted employee shall be entitled either to the first package of the new position or their previous salary added to one of the new position's increment, depending upon which offers the higher remuneration.

Section Nine

Transfer, Delegation, and Secondment

Article (150) Subject to the Minister's or his delegate's decision, the employee may be transferred or delegated to another place within the same College or to another of the Colleges.

Article (151) The Minister may transfer or delegate any employee from the College to the Ministry or any other state body or vice versa.

Article (152) Any such delegation shall be for a one year renewable period and for a maximum period of two years and shall be to the same position or grade the employee was holding prior to transfer or to the next grade up. The gross salary of the delegated employee and their payable dues shall be covered by the body from which they are delegated, and without the waiving of their rights to all the financial benefits to which they may be entitled at the body to which they are delegated, which benefits may be different from, or more than, their entitlement prior to their delegation. In such a case, the body to which they are delegated shall pay all these remunerations or the amount of increase. It shall also cover the employee's incentives if delegation has been made outside the official working hours.

Article (153) If the delegation period should take the whole of the maximum period stated in the preceding Article, procedures should be initiated to transfer the employee to the body to which they are delegated, or to return them to their original place of work. The date of transfer shall be the day following the delegation expiry.

Article (154) Based on Ministerial decision, the employee may, in response to an employee's request or acceptance, be seconded for a period not exceeding four years to any of the administrative units of the state or other universities and colleges in the Sultanate, to other international or regional organizations or universities abroad, or to other establishments or companies with which the government has a capital shareholding of at least 25%. The seconded employee's position shall continue to be vacant and may be occupied if the secondment period is no less than one year. Any seconded employee shall be returned to their position if it is vacant or to another position of the same rank if otherwise.

Article (155) The body to which the employee is seconded shall cover all the seconded employee's financial dues, and the period of secondment shall be calculated for the purpose of promotion and regular increment dues in accordance with the established rules relating to secondment.

Section Ten

Work Injuries and Occupational Diseases Compensation

Article (156) The applicable provisions of civil service law and its executive bylaws shall apply to all employees falling under this Bylaw with regard to work injuries and occupational diseases compensation.

Section Eleven

Training and Scholarships

Article (157) The applicable training provisions stated in the civil service law and its executive bylaws or any other regulatory decisions issued in this regard, shall apply to all employees falling under this Bylaw.

Article (158) The applicable provisions of the Law of Scholarships, Awards, and Bursaries and its executive bylaws or any other regulatory decisions issued in this regard shall apply to all employees falling under this Bylaw.

Chapter Twelve

Personnel Duties and Prohibited Actions

Article (159) A Position is an entrustment and responsibility. Consequently, employees shall have to carry out their stipulated duties in the light of the provisions, laws, and regulations around which these tasks are organized. Particularly, they must abide by the following rules:

1. They must perform their duties with the honesty and integrity expected of them, and they must dedicate the working time to perform their official occupational duties. They must endeavor to be accurate, objective and transparent in the tasks assigned to them.
2. They must be punctual and orderly at work, and adhere to official timetables;
3. They must cooperate with their superiors and colleagues with regard to the implementation of directives and instructions issued to them and must do so with the optimal accuracy and honesty and within the scope of the applicable laws, bylaws, and regulations;
4. Any purchases being made from the public purse must be based upon honesty and scrupulosity;
5. They must safeguard the College's assets and property;
6. They must adapt themselves to the prestige imposed upon them by their position and its attributes;
7. They must respect the Islamic regulations and instructions in their behavior both inside and outside the College;
8. They must abide by the College rules and regulations.

Article (160) The employee is prohibited from performing any of the following acts:

1. Holding another position or any other office of state or of other public organizations or institutions, while in the College's employment. An exception to this case is the entrustment

put in the employee to carry out other additional occupational duties on a temporary basis, following the Minister's or his delegate's approval, in accordance with the rules and conditions stipulated by the civil service law and its executive bylaws applicable in this regard and for the public welfare;

2. Negligence or default that causes financial loss to the Ministry or the College, or brings about any commitments towards other parties on behalf of the Ministry or the College;
3. Disclosure of confidential information, or data, or reports, and such like material that falls within the cognizance of the employees as a result of their holding of given posts, their association with them or in response to instructions issued in this regard, regardless of the means or mechanism by which disclosure is made. This ban shall continue to apply to employees even after their service termination, unless disclosure is made in the due process of testimony being given before an interrogation body at a court of law.
4. Abusing their position for personal gain or for the unauthorized granting of benefits to persons unentitled to such benefits;
5. The acceptance of any gifts, rewards or commission in any sort or form which would in any way compromise the efficient execution of their occupational duties;
6. Promoting or being party to the spreading of false claims or rumors that may harm any division of the Ministry or may have a negative impact on the performance of their duties;
7. Making any statement or giving information or data related to their position to the press or any other publication, without authorization to do so;
8. Publishing or giving a statement to the press or other forms of media that may be injurious to the general interest of the State or general occupational welfare. This particularly includes:
 - a. Impeding the implementation of public plans and programs;
 - b. Damaging the government's relations with another government ;
 - c. Damaging relations between the employees and the citizenry.
9. Participating in any prohibited political activity;
10. Organizing or taking part in gatherings and meetings at their place of work without the express permission of the competent authority.

11. Submitting malicious complaints against one of their colleagues or superiors, or against one of the officials whether in the same College in which they work or any of the other Colleges;
12. Circulating rumors that harm the College's welfare, the public welfare or the welfare of another individual or individuals;
13. Absence from work without authorized leave.

Article (161) In addition to what has been stated in the two preceding Articles; faculty members undertake to abide by the following rules:

1. Undertaking their teaching duties and the research entrusted to them;
2. Performing their academic guidance duties to assist students, to guide them, to provide them with information regarding the various academic activities, and the supervising of their research and practical training;
3. Attending the Department's meetings and taking part in the academic and administrative committees and affairs in the College in accordance with established provisions regulating this contribution;
4. Showing respect to the dignity of the post and maintaining academic traditions;
5. Strengthening the spirit of academic partnership;
6. Contributing to the scientific development and improvement of society, and communicating with all its classes by all known and feasible methods;
7. Avoiding religious, sectarian, and racial disputes.

Article (162) Faculty members shall be permitted to perform the following tasks:

1. Carrying out field, evaluative, or statistical studies, within the bounds of their domain, following the collection of the necessary approvals from competent authorities;
2. Giving lectures, participating in workshops, meetings, symposiums and other activities whenever necessary, and supervising graduate studies, research projects, and examinations in their Colleges or other universities, institutes, and educational institutions, following the approval of the College's officials, on the condition that such activities do not interfere with their occupational duties;

3. Carrying out research and providing scientific consultancy services in accordance with the relevant codes of regulation;
4. Attending conferences and scientific seminars related to their area of specialization, in accordance with the relevant codes of regulation.

Chapter six

Investigation and Administrative Accountability

Article (163) The general rules of law and the provisions stated in the civil service law and its applicable executive bylaws shall be effective regarding the procedures of interrogation and administrative accountability for which no statement is provided in this Bylaw.

Article (164) Any employee delinquent in the general requirements and commitments of their position, and in contravention of any of these commitments, or in breach of any of the prohibitions stated in this Bylaw, shall be held accountable and so penalized for that violation in accordance with the provisions of this Bylaw.

The employee shall not be exempted from responsibility on the pretext that they acted in response to their superior's directive, unless it is proved that the breach was made in fulfillment of a written directive issued by their superior, and that they had notified their superior of the breach in writing. In such a case, it shall be the sole responsibility of the source of the directive. The employee shall be held solely responsible for their personal fault in accordance with the precepts of civil law.

Article (165) It is not permitted to apply any penalty against any employee before interrogating them, informing them in writing and hearing their defense. The decision for the penalty endorsement must be attributive. In the event of minor breaches, it shall suffice to listen to the employee's statements verbally, on the condition that the content of these statements would be taken into consideration when the decision of the penalty endorsement is taken, which - in this case - must be no more than on the level of 'Warning' or 'salary deduction' up to a maximum period of three days.

Article (166) It is not permitted to put any employee under administrative accountability for any criminal accusation attributed to them before a final sentence is handed down by the competent court. The acquittal sentence shall not waive the administrative accountability if the latter should be of necessity.

The penalty sentence shall be absolutely binding and proportionate to the type of violation committed and the validity of its attribution to the accused.

Article (167) Administrative accountability shall cease to be effective three years following the commitment of the breach. Nevertheless, if the incident counts as a criminal offense, administrative accountability shall continue to be valid until the criminal suit ceases. The prescription period towards termination shall be interrupted in the event of any new interrogation, accusation, or trial procedures and the prescription period shall start again on the date of the latest action taken regarding the breach.

If more than one accused are involved, the interruption of the prescription period for one of them shall apply to the other accused even though no penal measures interrupting the prescription period were taken against them.

Article (168) The Minister is authorized to suspend the employee referred to interrogation for the purpose of facilitating that interrogation and if such suspension be considered as being of necessity. The suspended employee's gross salary shall continue being paid during the period of suspension and investigation, which payment not exceeding a one month period unless authorized by the competent Accountability Council, which - in this case - is authorized to effect suspension on half salary. If interrogation be kept on hold and an acquittal be given, or the employee be penalized on a level of 'Warning' or 'salary deduction' for no more than a five-day period, the employee shall be entitled to backdated dues withheld during the period of suspension.

Article (169) Any employee remanded in custody for whatever alleged offence shall be considered as being under suspension and on half pay for the duration of their custodial period. If interrogation be put on hold or there be a subsequent acquittal, the employee shall be entitled to the backdated salary withheld during the period of suspension.

Article (170) Any employee sentenced to imprisonment shall be considered suspended from their job for the period of their imprisonment and shall be deprived of their gross salary for that whole period; it is not permitted to process their promotion while they are serving their sentence. If it be proven that the employee is the breadwinner of some dependents who rely upon his salary as their sole source of income and that this situation be confirmed by a certificate issued by the competent authority, the dependents shall be entitled to half of the employee's gross salary, which shall be divided in the case of multiple dependency, until a decision shall be made either to return the employee to work or to terminate his service, without prejudice to the provisions of Articles (184) and (188) of this Bylaw.

Article (171) Enforcing administrative accountability and the penalty endorsement shall be within the jurisdiction of the Administrative Accountability Council of the body to which the employee was affiliated

at the time when the breach was committed, which breach having occurred at the original place of work
or the one to which they had been delegated or seconded.

Article (172) The penalties that can be handed down to employees shall be as follows:

First: Employees occupying the fourth grade or below on the rank-scale of support and administrative
positions:

1. Warning;
2. Salary deduction for a maximum period of three months per year;
3. Regular increment deprivation;
4. Decreasing the salary by one increment according to the employee's grade;
5. Scaling-down the position or the financial grade to the rank or position immediately below the one currently held by the employee; or scaling down both the position and the financial grade.
6. Retirement on Pension;
7. Discharge.

Second: Employees occupying positions on the faculty members' rank-scale, and those occupying
support and administrative positions of the third grade and above:

1. Notification;
2. Reprimand;
3. Promotion delay for a maximum period of two years at a time when such promotion becomes due.
4. Scaling-down the position or the financial grade to the grade immediately below the grade or position, currently held by the employee, or scaling down both the position and the financial grade.
5. Retirement on Pension;
6. Discharge.

Article (173) The Minister is authorized to put the employee's interrogation on hold, sign the 'Warning' penalty or 'salary deduction' for a maximum period of ten days at a time and for no more than thirty days per year, or to refer the employee to the competent Administrative Accountability Council for

interrogation. Suspension of interrogation is conditional upon there being no suspicion of criminality in the alleged act which criminality necessitating referral to the competent authority for interrogation.

The Minister is also authorized to delegate the authority of deciding whether or not to put interrogation on hold, endorse the 'Warning' penalty or 'salary deduction' for a maximum period of three days at a time and for no more than fifteen days per year.

Appeals against the above-mentioned penalties must be submitted to the Minister within sixty days of an employee being informed of the decision or that there be certainty of their knowledge of it. After the expiry of sixty days from the date of the appeal submission and that within this timescale there shall be no consideration made of or action taken on it, the grievance shall then be considered as having been ipso facto rejected. In all cases, the decision regarding the appeal shall be final.

Article (174) The Minister shall form the Administrative Accountability Council in the College with a Chairperson and two members. It is a condition that Chairperson's grade be no less than the first grade, or its equivalent, and the degree of two members should not be less than the third grade or its equivalent.

One of the two members must be specialized in law.

Article (175) The Administrative Accountability Council stated in the preceding Article shall be entrusted to interrogate employees of grade four and below, and to consider the employee's suspension from work or to extend this suspension in accordance with Article (168) of this Bylaw. The Council is authorized to sign any of the penalties stated in the (First) subsection of Article (172) of this Bylaw. The two penalties 'Retirement on pension' and 'Discharge' shall not come into effect prior to the Minister's approval. In the event of the Minister declining to give approval, the penalty of immediately lesser severity than each of the aforementioned two shall be duly applied.

Article (176) The Minister shall form the Supreme Administrative Accountability Council with the Director General as Chairperson and two other members, the grade of each must be no less than grade (C) or its equivalent on faculty members' rank-scale. One of the two members must be specialized in law, taking into account that none of the Council members shall be of a lower grade than the employee referred to the Council.

Article (177) The Supreme Administrative Accountability Council referred to in the preceding Article shall be entrusted with the task of interrogating employees occupying the grades of faculty members who are of the rank 'third grade' and above, and to consider the employee's suspension from work or to extend an already existing suspension in accordance with the provision of Article (168) of this Bylaw. The

Council is also authorized to hand down any of the aforementioned penalties stated in Article (172) according to the position or grade of the employee coming before it. With regard to the application of all forms of penalty, the decisions of the Supreme Administrative Accountability Council shall be deemed as being final. The two penalties 'Retirement on Pension' and 'Discharge' shall not become effective prior to the Minister's approval. In the event of their failing to gain approval, the penalty immediately below these shall apply.

Article (178) If a number of employees be collectively charged with a breach and should it be that one of their number be occupant of a grade specified in Article (177) above, all accused shall be subject to interrogation by the Supreme Administrative Accountability Council.

Article (179) The employee's referral to the competent Administrative Accountability Council must be made by the Minister or his delegate. The referral decision must include a detailed statement of the alleged breaches committed by the employee, and the date of their accountability session. The employee must be informed of this date at least fifteen days before the due date of the session. If the employee should fail to appear before the Council notwithstanding their having been notified, the Council shall proceed with the accountability session in absentia of the employee. The employee shall have the right to make their defense verbally or in writing, and they shall be entitled to professional legal defence.

Article (180) The competent Council's Chairperson or member must refrain from considering any issue referred to the Council if any condition or cause should legally require this action.

Article (181) The sessions of the Administrative Accountability Council shall be held in accordance with the general rules governing litigation issues brought before courts of law. The session shall not be legal unless attended by all the Council's members; decisions shall be passed by majority vote. The two penalties 'Retirement on Pension' and 'Discharge', shall not be handed down unless by consensus agreement.

Article (182) If the Administrative Accountability Council finds that the employee's alleged breach be of a criminal nature, it must pass the issue to the Minister for consideration of its referral to the competent authority for the purpose of interrogation. In such a case, the administrative accountability procedures shall cease until a final decision or judgment shall be made in this regard. Thereafter, administrative accountability shall be carried out if deemed necessary.

Article (183) The employee shall have the right to appeal to the Minister against the Accountability Council's decision within sixty days of being informed of the decision or on the certainty of their

knowledge of it. The appeal must be processed within sixty days of the submission date. In the event that no consideration has been given to the appeal or any decision having been made with regard to it after the lapse of sixty days from the date of its submission, it shall ipso facto be considered as having been rejected.

Article (184) Any employee's termination of service for whatever reason shall not suspend accountability, if the commencement of the employee's interrogation be prior to the termination of their service.

In the case of financial wrongdoing that results in the loss of state funds and/ or property, the employee may be referred to the competent Administrative Accountability Council or to the competent interrogation body, even if they be not interrogated prior to their service termination. This shall be applicable up to a period not exceeding five years prior to termination.

In such cases, a portion of the employee's salary or bonus may be suspended for a maximum period of six months, or a maximum deprivation of a quarter of the retired employee's pension being paid. These penalties shall be subject to the decision of the competent Administrative Accountability Council and shall apply until termination of the interrogation period.

Article (185) The Administrative Accountability Council that is entrusted to consider the case prior to an employee's service termination shall be entrusted to the employee's accountability post their service termination. Without prejudice to the Ministry's right to recover the assets of whose loss the employee was the cause, the employee may be penalized in one of the following ways:

1. The forfeiture of no more than their salary at an amount which was pertaining when the violation took place.
2. Deprivation of a quarter of the bonus or pension for a maximum period of six months.

Article (186) Administrative accountability shall be ended on the employees' death.

Article (187) The penalties signed against the employee may be waived on the expiry of the following periods:

Six months: in the case of 'Reprimand', 'Warning' or 'a maximum five day salary deduction';

One year: in the case of a salary deduction exceeding five-day period;

Two years: for other penalties.

The penalty can be waived by ministerial decision in response to an employee's appeal, if their conduct and performance since the penalty was signed came to be satisfactory and if such satisfactory change be

confirmed by their work performance efficiency assessment reports, their service profile, and their superiors' opinion. If waived, the penalty shall be considered as being void in perpetuity. Yet, this shall not waive the forfeitures and fines resulting from the penalty. All the penalty documents and all that refers or relates to it shall be removed from the employee's service profile.

Chapter Seven

Service Termination

Article (188) The employee's service shall be terminated on account of any the following reasons:

1. Reaching the age of sixty;
2. Resignation, or joining the service of any foreign government without the Minister's authorization is deemed to be a resignation;
3. Health breakdown confirmed by the decision of the competent medical authority, provided that the decision is issued following the exhaustion of sick-leave, unless the employee requests termination of their service prior to leave expiry;
4. Service redundancy due to the abolition of the post being held by the employee and without prejudice to the provision of Article (192) of this Bylaw;
5. Retirement on pension or discharge from service by the decision of the competent Administrative Accountability Council;
6. Loss of Omani nationality;
7. Final judgment of a penalty for a felony or a crime involving moral turpitude or dishonesty. Nevertheless, if it be a first judgment, a suspended judgment, or pardon by a Royal Decree, the Minister is authorized to retain the employee in service if the Minister found - based on the circumstances of the incident and the grounds for verdict - nothing prejudicial to the position's requirement. If it be decided not to keep the employee in service, their service must be terminated on the date the decision was taken;
8. Obtaining two successive work performance efficiency assessment reports of 'Weak' in scale, based on the Human Resources Committee's proposal.
9. Death.

Article (189) Subject to the Minister's decision, service of the employee who has reached the age of sixty may be extended for a further maximum period of five years if such extension be deemed as being within the domain of the public interest.

Article (190) Any employee may submit their unconditional resignation in writing - stating the specific date for service termination. The resignation letter must be submitted at least thirty days prior to its specified date and its acceptance shall be conditional upon the Minister's or his delegate's approval. A decision whether to accept or reject the resignation application must be made within thirty days of its submission. Otherwise, it shall be considered *accepted*. Nevertheless, it is possible to postpone taking action regarding the resignation request if such postponement be deemed as falling within the domain of occupational welfare. Nevertheless a decision on this postponement must be effected before the designated thirty-day period expires.

Article (191) If the employee be referred to administrative accountability, their resignation shall not be accepted prior to the end of the accountability period, or the obtaining of an acquittal in a court of law, or in the case of penalties applied to other than those of 'Retirement on Pension' or 'Discharge'.

Article (192) If the position with its financial grade be abolished and thus no longer within the College's budget, the occupant of that position shall be transferred to another position of the same grade in the same College if it be vacant and the employee meets its requirements. Otherwise, the employee's service shall be terminated on the date their position is abolished

Article (193) The employee - or their heirs in the case of death - shall receive a copy of their service termination decision, a copy shall be kept in their service profile, and another one - along with all other documents and templates related to this decision - shall be sent within a maximum period of two weeks to the competent body so that it may take actions regarding the payment of end-of-service gratuity.

Article (194) In the event of a non-Omani employee's death, the College shall cover the costs of the transfer of their body, along with their personal luggage, to their home country or their permanent place of residence and, under the accompaniment of one attendant. If the attendant be not an employee, they shall be entitled to an air ticket and a grant of (500 RO).

Article (195) All provisions stated in the civil service law and its applicable executive bylaws shall be effective regarding the end-of-service gratuity.

Appendices

Appendix (1)

Schedule of Faculty Members Employment Requirements

Position Title	Grade	Minimum Requirements for Employment
Professor	A.	PhD or its equivalent plus at least 10 years experience in teaching and research at one of the recognized universities or higher education institutions, at least one year of which must be spent in a similar position (conditional to having obtained the academic rank)
Associate Professor	B.	PhD or its equivalent plus at least 6 years experience in teaching and research at one of the recognized universities or higher education institutions, at least one year of which must be spent in a similar position (conditional to having obtained the academic rank)
Assistant Professor	C.	PhD or its equivalent*
Lecturer	D.	Masters or its equivalent plus at least 4 years of teaching experience
Assistant Lecturer	E.	Masters or its equivalent
Language Teacher	F.	Bachelor plus at least 4 years of teaching experience
Teacher of Special Subjects	G.	To be specified by the Minister's decision following the Board of Trustees' approval

In the event that no PhD or its equivalent holders are available to occupy an Assistant Professorial position in a certain field, the Minister - based on the General Director's recommendation - is authorized to employ Master's holders or equivalent in the relative academic field where the required faculty members are in short supply, provided that they have at least 6 years of teaching experience.

Appendix (2)

Schedule of Support and Administrative Staff Employment Requirements

Job title	Grade	Minimum Requirements for Employment
Consultant/ Senior Expert	A	<ul style="list-style-type: none"> – PhD plus 10 years experience – Masters plus 13-years experience – Undergraduate degree plus 20 years experience
Consultant/ Junior Expert	B	<ul style="list-style-type: none"> – PhD plus 8 years experience – Masters plus 11 years experience – Undergraduate degree plus 17 years experience
Consultant/Third-rank Expert	C	<ul style="list-style-type: none"> – PhD plus 6 years experience – Masters plus 9 years experience – Undergraduate degree plus 14 years expertise
Expert	D	<ul style="list-style-type: none"> – PhD plus 4 years experience – Masters plus 7 years experience – Undergraduate degree plus 11 years experience
Centre Director/ Manager	E	<ul style="list-style-type: none"> – PhD – Masters plus 5 years experience – Undergraduate degree plus 8 years experience
<ul style="list-style-type: none"> – Assistant Centre Director – Deputy Manager 	1	<ul style="list-style-type: none"> - Master plus 4 years experience - Undergraduate degree plus 6 years experience
<ul style="list-style-type: none"> – Senior Specialist – Head of Department 	2	<ul style="list-style-type: none"> – Masters plus 3 years experience – Undergraduate degree plus 5 years experience
<ul style="list-style-type: none"> – Junior Specialist – Senior Accountant – Senior Treasurer – Senior Storekeeper – Senior Researcher – Senior Auditor – Senior Supervisor of Halls of Residence 	3	<ul style="list-style-type: none"> – Masters plus 2 years experience – Undergraduate degree plus 4 years experience

<ul style="list-style-type: none"> - Third-rank Specialist - Junior Accountant - Junior Treasurer - Junior Storekeeper - Junior Researcher - Junior Auditor - Junior Supervisor of Halls of Residence 	4	<ul style="list-style-type: none"> - Masters - Undergraduate degree plus 3 years experience
<ul style="list-style-type: none"> - Specialist - Third-rank Accountant - Third-rank Treasurer - Third-rank Storekeeper - Third-rank Researcher - Third-rank Auditor - Third-rank Supervisor of Halls of Residence 	5	<ul style="list-style-type: none"> - Undergraduate degree plus 2 years experience - Diploma plus 6 years experience - General Diploma plus 12 years experience
<ul style="list-style-type: none"> - Senior Technician - Accountant - Treasurer - Storekeeper - Researcher - Auditor - Supervisor of Halls of Residence 	6	<ul style="list-style-type: none"> - Undergraduate degree - Diploma plus 2 years experience - General Diploma plus 8 years experience
<ul style="list-style-type: none"> - Junior Technician - Senior Clerk - Senior Typist - Senior Coordinator - Driver Foreman 	7	<ul style="list-style-type: none"> - Diploma - General Diploma plus 4 years experience

<ul style="list-style-type: none"> - Technician - Clerk - Typist - Coordinator - Senior Driver 	8	- General Diploma
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<ul style="list-style-type: none"> - Junior Driver 	9	10 year expertise
<ul style="list-style-type: none"> - Third-rank Driver - Senior office-Assistant - Senior Guard - Senior Telephone Operator 	10	8 years experience janitor
<ul style="list-style-type: none"> - Driver - Junior office-Assistant - Junior Guard - Junior Telephone Operator 	11	6 years experience
<ul style="list-style-type: none"> - Office-assistant - Guard - Telephone Operator 	12	4 years experience
<ul style="list-style-type: none"> - Senior Janitor - Senior Labourer 	13	4 years experience
<ul style="list-style-type: none"> - Janitor - Labourer 	14	None

- Job titles and descriptions shall be drawn up by decision of the Director General.

Appendix (3)

Nature of Work, Water, Electricity, Accommodation, Furniture, , Telephone and Transfer Allowances

Clause (1) Employees shall be awarded the allowances stated in this Appendix as shown in the following Table:

Grade	* Nature of Work Allowance	Water Allowance	Electricity Allowance	Accommodation Allowance		Phone Allowance		Transfer Allowance	
				Omani Employee	Non-Omani Employee	Omani Employee	Non-Omani employee	Omani Employee	Non-Omani Employee
A	120	20	50	400	250	30	30	15% of their monthly basic salary	15% of their monthly basic salary to a maximum amount of (75RO)
B	100	20	50	400	250	30	30		
C	80	20	50	400	250	30	30		
D	60	20	50	400	250	30	30		
E	-	8	36	400	250	15	15		
1	-	8	36	330	150	15	-		
2	-	8	36	330	150	15	-		
3	-	6	24	250	150	15	-		
4	-	6	24	250	100	15	-		
5	-	6	24	250	100	-	-		
6	-	5	12	180	100	-	-	30	30
7	-	5	12	180	100	-	-	30	30
8	-	4	12	70	100	-	-	30	30
9	-	4	10	50	60	-	-	30	30
10	-	4	10	50	60	-	-	30	30
11	-	3	9	40	60	-	-	30	30
12	-	2	8	30	60	-	-	30	30
13	-	2	8	30	60	-	-	30	30
14	-	2	6	25	60	-	-	30	30

* For faculty members only

Clause (2) Water and electricity allowances shall be suspended under the following conditions:

- a) If the employee be absent from work and the absence be considered as unpaid leave;
- b) If the employee be awarded unpaid leave of any kind;
- c) If the employee occupies accommodation supplied with water and electricity, or in a hotel or a guesthouse at the government's expense.

Clause (3) Telephone allowance is conditional upon employees being in possession of a telephone line registered in their names.

Clause (4)

- a) Employees who are awarded transfer allowance shall not be permitted to the use the College's transportation, and this allowance shall not be paid if employees use this transportation or are absent or are taking unpaid leave;
- b) In all cases, transfer allowance shall not be paid to employees who are already using the College's cars or are provided with them for transportation.

Clause (5) Accommodation Allowance:

First: For Omanis:

- a) Accommodation allowance shall be not awarded to those employees who are provided with government accommodation in accordance with the government housing system mentioned in this Appendix;
- b) If the husband and wife are Omani employees and one them be provided with government accommodation, the other spouse shall be entitled to accommodation designated by his/her category or grade;
- c) The Omani female employee married to a non-Omani shall be entitled to accommodation allowance designated by her financial grade whether her husband be provided with government accommodation or paid accommodation allowance;
- d) It is not permitted to combine the accommodation allowance mentioned in Clause (1) and the accommodation allowance designated for diplomatic missions and consulates abroad.

Second: For non-Omanis

The non-Omani employee shall be awarded the accommodation allowance designated by their financial scale.

Clause (6) Non-Omani employees shall be awarded furniture allowance as illustrated below:

Grades	Furniture allowance (Paid only once)
From A to C	2000
From D to E	1800
From 1 st to 3 rd grade	1600
From 4 th to 8 th grade	1400
From 9 th to 14 th grade	1200

Furniture allowance shall be repaid by an employee working on a contractual basis with a payment being calculated on a declining scale over a four year period at the end of which period the debt shall be considered as having been discharged. The College's right to recover this allowance shall be waived if the employee's service be terminated for any reason.

Clause (7) Government Accommodation System for Omani employees

First: The following rules shall be applied to Omani employees who are transferred to another College for reasons of occupational welfare:

- a) Employees of grade 8 and below shall not be provided with government accommodation but instead shall be paid their designated accommodation allowance.
- b) Employees of grade 7 and above whose private place of residence is less than (50km) away from their place of work shall not be provided with government accommodation but instead shall be paid their designated accommodation allowance.
- c) Employees of grade 7 and above whose private place of residence is more than (50km) away from their place of work may choose to stay in government accommodation (owned or rented) or to receive their designated accommodation allowance. The employees shall be obliged to confirm their choice in writing every Gregorian year. A copy of this confirmation shall be sent to the Ministry of Finance as required in the template prepared for this purpose.

Appendix (4)
Travel Allowance

First: Missions inside the Sultanate

Clause (1) The employee delegated for an official mission inside the Sultanate shall be entitled to travel allowance for each day spent out of their place of work, as shown in the following Table:

Grade	Allowance
From (A) to 2 nd grade	40
From grade 3 to grade 8	35
From grade 9 to grade 14	25

Clause (2) The allowance shall be reduced to a quarter of the above rates if the College meet the food and accommodation expenses of the delegated employee or to half if the expenses of one of these items is met by the college (i.e. food or accommodation).

Clause (3) Entitlement to the travel allowance is conditional upon the distance between the original place of work and the mission destination being of no less than (100km).

Clause (4) It is not permitted to award travel allowance for more than forty days for one single mission.

Second: Official Missions Abroad:

Clause (5) The decision authorizing the mission shall specify the period required for its fulfillment, which must be within the actual time required for the purpose of the mission.

Clause (6) The employee delegated for an official mission abroad shall be entitled to travel allowance for each day as illustrated in the following Table:

Grade	Allowance
From grade (A) to grade 2	150
From grade 3 to grade 8	120

From grade 9 to grade 14	95
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Clause (7) Travel allowance shall be paid as follows:

- a) 100% for the first thirty days;
- b) 70% for the remainder of the days

Clause (8) Travel allowance shall cover expenditure on accommodation, food, internal transportation, and other sundry items.

Clause (9) If another state or organization should cover some or all of the costs of the sustenance of the employee delegated to an official commission abroad, or if the employee be awarded a financial grant, the employee shall be entitled to the travel allowance referred to in Clause (8) according to the following conditions:

- a) 75% of the allowance if only food or accommodation is paid for;
- b) 50% of the allowance if food and accommodation are paid for;
- c) 75% of the allowance minus the financial grant if only food or accommodation is paid for in addition to the grant;
- d) 50% of the allowance minus the financial grant if food and accommodation are paid for in addition to the grant;
- e) In the case that only a financial grant was awarded by that other state or organization without paying for food and accommodation, the value of the financial grant shall be deducted from the allowance given by the Ministry. However, if the grant be greater than the allowance amount, then no allowance shall be awarded.

Clause (10) In the event of employees being sent on official delegations, the value of travel allowance for the head of the delegation - under any circumstance - should not be less than the largest allowance endorsed for any other member of the delegation.

Clause (11) If the employee be delegated for an official mission as a member of a delegation on behalf of the Sultanate, they shall be entitled to a travel allowance of no less an amount than any other member of the delegation.

Clause (12) The employee shall be eligible for a ticket in accordance with the relocation rules stated in Appendix (4) of the Bylaw.

Clause (13) The delegated employee shall have the right for cash compensation of the full value of the ticket.

Appendix (5)
Training Allowance

Clause (1) The employee who is delegated for training abroad shall be entitled for training allowance as follows:

Grade	Allowance
From (A) to (D)	80
From grade (E) to grade 2	70
From grade 3 to grade 5	60
From grade 6 to grade 8	50
From grade 9 to grade 14	40

Clause (2) Training allowances shall be paid as follows:

- c) 100% for the first thirty days
- d) 40% for the second thirty days
- e) 25% for the remainder of the days

Clause (3) If another state or organization should cover some or all of the costs of the sustenance of the employee delegated for training abroad, or if the state or organization pay the employee a financial grant, the employee shall be awarded the training allowance referred to in Clause (1) as follows:

- a) 75% of the allowance if only food or accommodation are paid for;
- b) 50% of the allowance if food and accommodation are paid for;
- c) 75% of the allowance minus the financial grant awarded if only food or accommodation are paid for in addition to the grant;
- d) 50% of the allowance minus the financial grant awarded if food and accommodation are paid for in addition to the grant;
- e) In the case that only a financial grant was awarded by that other state or organization without paying for food and accommodation, the value of the financial grant shall be

deducted from the allowance given by the Ministry. However, if the grant be greater than the allowance amount, then no allowance shall be awarded.

Clause (4) The provisions of travel allowance inside the Sultanate stated in Appendix (4) shall be applied to employees delegated for training inside the country, without being bounded by the maximum period delegated for the allocation of travel allowance.

Clause (5) It is not permitted to combine the designated allowance and any other expenditure awarded under the provisions of the Scholarship, Grants, and Study Bursaries Law.

Clause (6) The employee shall retain gross salary during the training period whether inside the country or abroad.

Clause (7) An air ticket shall be paid in accordance with the relocation rules stated in Appendix (6).

Clause (8) The delegated employee shall have the right for cash compensation for the whole cost of the ticket.

Appendix Six

Relocation Rules

First: Relocation inside and outside the Sultanate:

Clause (1) The Omani employee shall be entitled to relocation at the College's expense according to the following conditions:

- a) Employees, their spouse, and their children in case of transfer;
- b) Employees, their spouse, and their children in the case of the employee being delegated for a period exceeding that of two months;
- c) The employee alone in case of his being delegated for less than a two-month period;
- d) The employee alone in the instance of his being delegated for an official mission or training.

Clause (2) Air tickets shall be paid for Omani employees working at the College of Applied Science - Salalah, who are from outside of the Dhofar Governorate, and those from the Dhofar Governorate but working in other Colleges of Applied Science outside of Dhofar under the following conditions:

- a) On their first trip on appointment to start their job in the College;
- b) A Round trip ticket for their regular leave-taking once a year only.

In these cases, tickets shall be paid to any employee, their spouse, and their children 21 years of age or less and who are still under their charge.

Clause (3) The non-Omani employee, their spouse, and three of their children of 21 years of age or less shall be entitled to an air ticket when initially arriving at the Colleges for the first time, on their service termination, and during their annual leave.

Second: General Provisions:

Clause (4) In the case of transfer or delegation being made to another establishment outside the College, relocation costs shall be covered by the establishment to which the employee is transferred or delegated.

Clause (5) The employee shall be entitled to an additional weight of (30 kg) on luggage if relocation is effected by air.

Clause (6) Relocation by air shall be arranged as follows:

- a) On business class, for those occupying the positions of Dean, Assistant Dean, Professor, Associate Professor, Assistant Professor, Centre Director, Manager, or other positions of equivalent rank;
- b) On economy class, for all other positions;
- c) As for official delegations, the ticket class of the delegated employee shall be the same as that of the delegation member highest in rank, or who is the head of the delegation. Tickets of the delegation members should not be higher than business class.

In all cases, it is a condition for all delegation members that for entitlement to their highest ticket class they all be travelling together on the same flight.

Clause (7) A cash compensation of 75% of the total ticket value shall be paid on first arrival and service termination. Furthermore, it is not conditional that an employee be on leave in order to gain entitlement to the annual ticket.

Clause (8) In the case of an employee using a private means of relocation inside or outside of the Sultanate, the employee shall be entitled to cash compensation for this relocation.

Clause (9) On service commencement and service termination, the non-Omani employee contracted abroad shall be entitled to cash compensation for the transportation of their extra luggage (20 kg), (10 kg) for their spouse's luggage, and (5 kg) for three of their children's luggage.

Appendix (7)

Administration Allowance

The Dean, Assistant Dean, and Head of an Academic Department shall be awarded administration allowance as illustrated below:

Position	Monthly Allowance
Dean	200
Assistant Dean	100
Head of an Academic Department	50

Appendix (8)

Uniform for some Positions Occupants

Position	Uniform
Laboratory Staff and Technicians	They shall be provided with three shirts and three pairs of trousers on commencement of their service, and two of each type once a year.
Mechanics, Technicians, and Technical Workers,	They shall be provided with three shirts, three pairs of trousers, and a pair of shoes on their commencement of service, and two of each type with a pair of shoes once a year.
Office Assistants, Janitors, Drivers, Guards, and Military	Male employees are provided with two garments (<i>Dishdasha</i>), and two head scarves (<i>Massar</i>) on commencement of their services. The same number of items shall be provided every six months. If they are non-Omanis, they can be provided with two shirts and two pairs of trousers. In the same way, female employees are provided with two gowns, two pants, and head cover.

Appendix (9)

Nature of Work Allowance for Drivers

Clause (1) Occupants of the positions of Driver Foreman and Driver shall be awarded (18 RO) per month as nature of work allowance.

Clause (2) This allowance shall be suspended in the following cases:

- a) Transfer or delegation to other positions;
- b) Unpaid-absence days;
- c) Leave-taking of any kind, with the exception of emergency or sick leave up to a maximum period of seven days;
- d) Scholarship or study grant delegation.

Appendix (10)

Contracts of Employment

Contract (1)

Job Contract for Non-Omani Staff Contracted from outside the Sultanate

This agreement is made on corresponding to / / 20

On behalf of the Government of the between the Ministry of Higher Education Sultanate of Oman, Represented by The Minister of Higher Education (hereinafter referred to as the **'First Party'**);

And....., a National of..... (hereinafter referred to as the **'Second Party'**).

As follows:

Article (1) The First Party agrees to employ the Second Party at the College of Applied Sciences (.....) as (.....) on the financial grade (.....) for the following financial monthly allowances to be paid at the end of each Gregorian month:

Monthly Allowance	RO
Basic Salary	
Accommodation Allowance	
Transportation Allowance	
Electricity Allowance	
Water Allowance	
Telephone Allowance (if installed)	
Nature of Work allowance	
Gross salary	
Furniture allowance	

Article (2) This contract shall be effective from the date of the Employee's arrival on / /20 and shall continue to be valid for two years unless terminated prior to its expiry date for any of the reasons stated in the Executive Bylaw of the Royal Decree (62/2007) regulating the Colleges of Applied Sciences.

Article (3) If neither of the two parties two months prior to the expiry of this contract, has notified the other party of their unwillingness to renew this contract, it shall be considered as having been automatically renewed for another year, and it shall thereafter be renewed from one year to another by the same procedure.

Article (4) The Second Party undertakes to work at any location the First Party so chooses, and undertakes to accept transfer from one location to another for reasons of the greater occupational good.

Article (5) Any of the two parties may terminate this contract without giving reasons for termination on the condition that the other party is notified at least three months prior to the date of termination, which shall be counted as actual service. The First Party may waive their right of the notification period or part of it if the Second Party's conditions are deemed as being of an urgent nature and such waiving of rights being performed, without prejudice to the greater occupational welfare.

Article (6) While this contract is effective, the Second Party shall be subject to the provisions of the Executive Bylaw of the Royal Decree (62/2007) regulating the Colleges of Applied Sciences. Also, they shall be subject to all that is decided by the Government from time to time regarding civil service employees, and they shall be eligible for all rights and be subject to all liabilities stated in this Bylaw regarding any issue, whether or not any text in this contract may refer directly or indirectly to it.

Article (7) The Second Party undertakes to respect and comply with the rules and regulations of the Sultanate as well as respecting its social cultural and religious traditions and they shall exercise sincerity and loyalty in their duties. They shall perform their duties and functions, including those duties and functions of the position, together with any duties required by the First Party in the usual conduct of business. They shall not enter into any employment with another employer after working hours.

Article (8) The Second Party and their family members residing with them shall be eligible for free medical treatment and medical services within the public clinics and hospitals inside the Sultanate, with the exception of treatment for the diseases and for operations referred to in the decisions of the Civil Service Council (6/2005). Any of the Second Party's family members transferred to the private sector's sponsorship shall not be eligible for these free medical treatments and services.

Article (9) In case of sickness, the Second Party shall be entitled to a maximum sick leave of three months with full salary. If this period expires without the Second Party having yet recovered, they shall be referred to the competent medical authority for judgment on their fitness for work. If the Second Party be found unfit, the contract shall be considered terminated from the date of the declaration of unfitness.

Article (10) The Second Party shall be eligible for end-of-service basic salary gratuity for each year of service for up to a maximum period of (12) years, to be calculated on the basis of the latest basic salary the Second Party received, minus the deductible amounts and unpaid leaves. The Second Party who spends less than two full-years in service shall not be eligible for such gratuity, unless termination be caused by death or disability contracted during the discharge of their work related duties.

Article (11) If the Second Party terminates their service without abiding by the notification period condition stated in Article (5) of this contract, they shall be deprived of the gratuity stated in the preceding Article, unless the First Party should make an exception to this condition.

Article (12) First: The Second Party, the Second Party's spouse, and three of their children up to the age of twenty-one shall be eligible for air-tickets compatible with their rank and subject to the following conditions:

- a) From their place of residence to the Sultanate on their service commencement;
- b) From their place of work in the Sultanate to their place of residence on their service termination regardless of the reason for termination, and provided that they leave the Sultanate immediately.

On service commencement and termination, the Second Party shall be eligible for cash compensation for the transference of an additional (20 kg) of their personal luggage, an additional (10 kg) for their spouse's personal luggage, and (5 kg) for each of their three children.

The Second Party shall not be eligible for cash compensation stated in the preceding Article if their own and family's tickets cover the extra weight of their luggage included by the cash compensation mentioned above.

Second: The Second Party shall be eligible for 75% cash compensation of the value of air-tickets compatible with their ranks which shall be provided to them, their spouse, and three of their children who are less than twenty-years of age, the tickets being for travel to and from their place of work in the Sultanate and given once only during the year the contract is in effect.

Any of the Second Party's family members who are transferred to work in the private sector shall be eligible for neither the tickets nor for cash compensation.

Article (13) The Second Party undertakes to desist from involvement in any political, religious, or social activity that contradicts Omani laws and regulations, or that may compromise national security, provoke religious or sectarian strife or create feelings of hatred and resentment among the citizens and its residents.

Article (14) This contract is provided in two duplicate copies, and each party shall be given a copy for due consideration.

Second Party's **Signature**

First Party's **Signature**

Contract (2)

Contract of Employment for Non-Omani Staff Contracted inside the Sultanate

This agreement is made on corresponding to / / 20

On behalf of the Government of the between the Ministry of Higher Education
Sultanate of Oman, Represented by The Minister of Higher Education (hereinafter referred to as the
'First Party');

And....., a National of..... (hereinafter referred to as the **'Second Party'**).

As follows:

Article (1) The First Party agrees to employ the Second Party at the College of Applied Sciences
(.....) as (.....) on the financial grade (.....) for the following financial monthly
allowances to be paid at the end of each Gregorian month:

Monthly Allowance	RO
Basic Salary	
Accommodation Allowance	
Transportation Allowance	
Electricity Allowance	
Water Allowance	
Telephone Allowance (if installed)	
Nature of Work allowance	
Gross salary	
Furniture allowance	

Article (2) This contract shall be effective from the date of the employee's arrival on / /20 and shall continue to be valid for one year unless terminated prior to its expiry date for any of the reasons stated in the Executive Bylaw of the Royal Decree (62/2007) regulating the Colleges of Applied Sciences.

Article (3) If neither of the two parties two months prior to the expiry of this contract, has notified the other party of their unwillingness to renew this contract, it shall be considered as having been automatically renewed for another year, and it shall thereafter be renewed from one year to another according to the same procedure.

Article (4) The Second Party undertakes to work at any location the First Party chooses , and undertakes to accept transfer from one location to another for reasons of the greater occupational good.

Article (5) Any of the two parties may terminate this contract without giving reasons for termination on the condition that the other party is notified at least three months prior to the date of termination, which shall be counted as actual service. The First Party may waive their right of the notification period or part of it if the Second Party's conditions are deemed as being of an urgent nature and such waiving of rights being performed without prejudice to the occupational welfare.

Article (6) While this contract is effective, the Second Party shall be subject to the provisions of the Executive Bylaw of the Royal Decree (62/2007) regulating the Colleges of Applied Sciences. Also, they shall be subject to all that is decided by the Government from time to time regarding civil service employees, and they shall be eligible for all rights and be subject to all liabilities stated in this Bylaw regarding any issue whether or not any text in this contract may refer directly or indirectly to it.

Article (7) The Second Party undertakes to respect and comply with the rules and regulations of the Sultanate as well as respecting its social cultural and religious traditions and they shall exercise sincerity and loyalty to their duties. They shall perform their duties and functions including those duties and functions of the position, together with any duties required by the First Party in the usual conduct of business. They shall not enter into any employment with another employer after working hours.

Article (8) The Second Party and their family members residing with them shall be eligible for free medical treatment and medical services within the public clinics and hospitals inside the Sultanate, with the exception of treatment for the diseases and for operations referred to in the decisions of the Civil Service Council (6/2005). Any of the Second Party's family members transferred to the private sector's sponsorship shall not be eligible for these free medical treatments and services.

Article (9) In case of sickness, the Second Party shall be entitled to a maximum sick leave of three months with full salary. If this period expires without the Second Party having yet recovered, they shall be referred to the competent medical authority for judgment on their fitness for work. If the Second Party be found unfit, the contract shall be considered terminated from the date of the declaration of unfitness.

Article (10) The Second Party shall be eligible for end-of-service basic salary gratuity for each year of service for up to a maximum period of (12) years, to be calculated on the basis of the latest basic salary the Second Party received, minus the deductible amounts and unpaid leaves. The Second Party who spends less than two full-years in service shall not be eligible for such gratuity, unless termination be caused by death or disability contracted during the discharge of their work related duties.

Article (11) If the Second Party terminates their service without abiding by the notification period condition stated in Article (5) of this contract, they shall be deprived of the gratuity stated in the preceding Article, unless the First Party should make an exception to this condition.

Article (12) The Second Party undertakes to desist from involvement in any political, religious, or social activity that contradicts Omani laws and regulations, or that may compromise national security, provoke religious or sectarian strife or create feelings of hatred and resentment among the citizens and its residents.

Article (13) This contract is provided in two duplicate copies, and each party shall be given a copy for due consideration.

Second Party's Signature

First Party's Signature

Contract of Temporary Employment

H On the day: / / 14

G Corresponding to: / / 20

Agreement is made between:

1. The Ministry of Higher Education in Muscat, on behalf of the Government of the Sultanate of Oman, Represented by *The Minister of Higher Education* (hereinafter referred to as the 'First Party'); and
2. Mr. /Ms. ----- a National of -----(hereinafter referred to as the 'Second Party') .

The First Party and Second Party acknowledge their competency to conclude a contract, and agree to the following:

The First Party agrees to employ Mr./Ms. as at the College of Applied Sciences (.....) as (.....) for the following financial monthly allowances to be paid at the end of each Gregorian month:

Monthly Allowance	RO
Basic Salary	
Accommodation Allowance	
Transportation Allowance	
Electricity Allowance	
Water Allowance	
Telephone Allowance (if installed)	
Nature of Work allowance	
Gross salary	
Furniture allowance	

unless terminated prior to its **Article (2)** This contract is effective from / / 20 up to / / 20 expiry date for any reason, which reason being solely at the Ministry's discretion.

Article (3) The Second Party shall be subject to a three-month probation period starting from the commencement date of employment as specified in Article (2) of this contract. In the case of any proven security breaches or unfitness for work on the part of the Second Party, the First Party shall have the right to terminate their service.

Article (4) If neither of the two parties has two months prior to the expiry date of the contract, notified the other party of their unwillingness to renew this contract, it shall be considered as having been automatically renewed for another year, it thereafter being renewed from one year to another according to the same procedure.

Article (5) Any of the two parties may terminate this contract without giving reasons for termination on the condition that the other party be notified at least two months prior to the date of termination.

Article (6) The Second Party shall be eligible for a regular leave with full salary for (60) days per annum calculated as (5) days per month. The Second Party shall not be permitted to take such leave during the course of the Colleges' academic year.

Article (7) The Second Party and their family members residing with them shall be entitled to free medical treatment and medical services within the public clinics and hospitals inside the Sultanate, with the exception of the treatment of the diseases and the operations referred to in the decision of the Civil Service Council (6/2005). Any of the Second Party's family members transferred to the private sector's sponsorship shall not be eligible for these free medical treatments and services.

Article (8) In the case of sickness, the employee shall be entitled to a maximum sick leave for (30 days) with full salary. If this period expires without the Second Party having recovered, they will be referred to the competent medical authority for judgment on their fitness to resume work. If the Second Party be found unfit, the contract shall be considered terminated from the date of the declaration of unfitness.

Article (9) Non- Omani employees shall be entitled to the following:

First: The Second Party, their spouse, and three of their children up to the age of twenty-one shall be entitled to air-tickets compatible with their employment scale and subject to the following rules:

- From their place of residence to the Sultanate on their service commencement;
- From their place of work in the Sultanate to their place of residence on the termination of their service, whatever the reason for such termination may be but conditional upon their immediate departure from the Sultanate.

On service commencement and termination, the Second Party shall be entitled to cash compensation for the transference of an additional (10 kg) of their personal luggage, an additional (10 kg) for their spouse's personal luggage, and (5 kg) for each of their three children's luggage.

The Second Party shall not be eligible to the cash compensation stated in the preceding article if their own and family's tickets cover the extra weight of their luggage included in the cash compensation mentioned above

Second: The Second Party shall be eligible for 75% cash compensation of the value of the economy class tickets' value provided to them, to their spouse, and to three of their children who are less than twenty-years old and which compensation representing travel to their place of work in the Sultanate and provided on a once per annum basis.

Article (10)

If delegated for an official mission inside the Sultanate or abroad, the Second Party shall be entitled to the following:

- Travel allowance as per the categories shown in the Executive Bylaw of Royal Decree (62/2007) regulating the Colleges of Applied Sciences, with respect to the amount of their salary. The allowance should not exceed its maximum limit.
- Air tickets as per their salary scales, if traveling by air.

Article (11) The Second Party shall be eligible for end-of-service basic salary gratuity for each year of service up to a maximum period of (12) years. It shall be calculated on the last basic salary the Second Party received, minus the amount of days deducted and unpaid leaves. If the Second Party spends less than two full-years in service, they shall not be eligible for such gratuity, unless termination is caused by death or disability contracted during the discharge of their work related duties.

Article (12) The Second Party undertakes to respect and comply with the rules and regulations of the Sultanate as well as to respect its social, cultural and religious traditions and they shall be sincere and loyal to their duties. They shall perform their duties and functions including those duties and functions of the position, together with any duties required by the employer in the usual conduct of business. They shall not enter into any employment with another employer after working hours.

Article (13) The Second Party undertakes to desist from involvement in any political, religious, or social activity that contradicts Omani laws and regulations, or that may compromise its security, provoke

religious or sectarian strife or create feelings of hatred and resentment among the citizens and its residents.

Article (14) The provisions of the Executive Bylaw of Royal Decree (62/2007) regulating the Colleges of Applied Sciences shall be applied to all issues that are not referred to in this contract and shall be so applied without prejudice to the temporary status of the Second Party.

Article (15) This contract is provided in two duplicate copies, and each party shall be given a copy for due consideration.

Second Party's Signatur

First Party's Signature