

Guidelines

The University by-laws state that the student gets debarred if the absence reaches 30% for the students under the old by-laws (*Intake in the department from Semester 58 and before*) and more than 20% for the students under the New by-law (*Intake in the Department in Semester I, 2022-2023, semester 59*). The Debarred student has the right to appeal by applying in the SAAS link with evidence/ Email to Bus.Debar.mct@utas.edu.om The Debarred Student Investigation Committee will review the evidence from the date of submitting the appeal to verify the accuracy of all documents (s) submitted.

- Separate appeals need to be filed for different courses.
- Sick leaves stamped by MOH or any valid documents with an authorized excuse are required to complete the debar online appeal application. **Attendance Certificates** issued by public health centers and hospitals are not accepted as sick leave.
- The Ministry of Health (MoH) has activated the service of accrediting sick leaves issued by private clinics and hospitals in the Sultanate of Oman through the electronic health portal. Hence, paper sick leaves will not be accepted from private medical institutions.
- The dates of the valid documents should match the dates of the absence of the concerned course.
- In case of death of first-degree relatives, three days from the date of death will be considered as a valid excuse for the absence. The death certificate of the deceased relative needs to be submitted along with the appeal.
- Debarred students should continue attending classes and should take all internal assessments.
- The deadline for submitting appeals against debar is at least 5 days before the Commencement of the final examination.
- All the appeals will be reviewed within 5 working days from the date of appeal.
- The Debarred Committee decision will be sent to the concerned lecturers to Inform the student about the accept or reject decision.
 - a. For the Old Bye Law students (Intake of students from Semester 58 and before) Concerned lecturers must delete the absence from CIMS and Contact the Department Registrar to delete the Debar from CIMS.

b. For the New Bye-law students (Intake of students from Semester 59) If the debar appeal is accepted then the debar committee will send a request to the registrar to withdraw the course. If the debar appeal is rejected, then the student will fail the course.

c. During the Final Examination, all lecturers must print **the examination list** from CIMS so that it is evident whether or not the student is debarred.

- In case of a withdrawal request, the student should continue attending classes until withdrawal is approved to avoid getting debarred as some withdrawal requests might be rejected.