



Preparatory Studies Centre General Foundation Program Prospectus

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List of Abbreviations

Abbreviation	Full Form
GE	General English
MSS	Mathematics for Social Sciences
MS	Mathematics for Sciences
CA	Continuous Assessment
CS	Computing Skills
CT	Challenge Test
EL	English Language
EPT	English Placement Test
FE	Final Exam
GFP	General Foundation Program
GSS	General Study Skills
ICDL	International Computer Driving License (www.icdlgcc.com)
IELTS	International English Language Testing System (www.ielts.org)
MET	Mathematics Entry Test
CSET	Computing Skills Entry Test
TOEFL	Test of English as a Foreign Language (www.ets.org/toefl/)
UTAS	University of Technology and Applied Sciences
EWT	English Waiver Test
PSC	Preparatory Studies Centre

Glossary

General Glossary		
No.	Term	Definition
1.	Withdrawal (W)	'W' refers to withdrawal with valid excuses. 'W' is awarded in the following cases: 1. A student who surpasses the tolerated absence percentage of the relevant GFP component with a valid health or other compelling excuse is debarred from the final exam and receives a 'W' in that component. 2. A student who is absent for 10 consecutive study days in all the registered courses with a valid health or other compelling excuse is debarred from the final exam and receives a 'W' in all registered courses.
2.	Failure to Withdraw (FW)	'FW' refers to failing for unexcused absence. 'FW' is awarded in the following cases: 1. A student who surpasses the tolerated absence percentage of the relevant GFP component due to unexcused absences is debarred from the final exam and receives an 'FW' in the relevant GFP component. 2. A student who is absent for 10 consecutive study days in all registered courses without a valid excuse. This student is considered to have unofficially withdrawn from the university. 3. A student who is awarded more than two (W) grades in any component shall have any subsequent W converted to FW in that component.
3.	Dismissed	A suspended student who exhausts the two permitted chances to pass the Exit Exam in any of the GFP components and did not submit any valid proficiency certificate within the allotted suspension period is dismissed from the University.
4.	Suspension in GFP	A student who fails any component twice is suspended for one semester. A Suspended student is permitted two chances to sit for the component Exit Exam and/or submit an approved proficiency certificate, where applicable, in the relevant component. Suspension in any of the components shall not affect student's progression in the other GFP components.



General Glossary		
No.	Term	Definition
5.	Final Exam	A comprehensive exam given to students at the end of the semester.
6.	Exit Exam	A comprehensive exam given to suspended students who have exhausted the repeat chance to demonstrate that they have met the exit standard of a GFP component.
7.	Entry Test	A test given to all new students who join UTAS. It aims to assess the proficiency level of students' knowledge. The test includes 2 parts. Students need to pass part 1 to be eligible to sit for part 2. Passing both parts exempts students from studying the component.
8.	Make-Up Exam	An exam given to students who have missed a scheduled exam for a valid reason.
9.	Cumulative Mark	The sum/total of the Continuous Assessment mark and the Final Exam mark.
10.	(IC) Grade	An (Incomplete) grade is awarded in cases of extenuating circumstances that prevent the student from completing a course requirement within the specified time, such as illness, accidents, emergency family circumstances, and other similar situations.

English Component Glossary		
No.	Term	Definition
11.	English Placement Test	A test given to all new students who join UTAS. It aims to determine their English language proficiency level and place them in the program accordingly.
12.	High-flyers	Students who score greater than or equal to 78 in the English Placement Test are identified as high-flyers.
13.	English Waiver Test	A General English 3 Final Exam given to high-flyers who score greater than or equal to 78 in the English Placement Test. These high-flyers need to score greater than or equal to 70 in the English Waiver Test to be exempted from the English component; otherwise, they will have to study General English 3.



English Component Glossary		
No.	Term	Definition
14.	English Placement Validation Test	A level Final Exam given to general English 1 and General English 2 students whose language proficiency is higher than the level they have been placed in as identified by their instructors during the first two weeks of the semester. Students who achieve a score of greater than or equal to 80 in this test are upgraded to the next level (GE2 or GE3).
15.	English Challenge Test	The GE2 Final Exam is given to students who achieve a cumulative grade of A or A- (greater than or equal to 90) in GE1. If they score greater than or equal to 80 in this test, they will be exempted from studying GE2 English and be eligible to study GE3 English course.
16.	English Language Proficiency Certificate	A formal document showing students' English language proficiency level issued by a reputable organization. UTAS accepts the academic International English Language Testing Certificate (IELTS) and the Test of English as a Foreign Language (Internet-based Test) (TOEFL (iBT)).
Computing Skills Component Glossary		
17.	IT Proficiency Certificate	A formal document showing students' IT proficiency level issued by a reputable organization.

1. Introduction

This document provides information and guidelines about the General Foundation Program (GFP) offered at the University of Technology and Applied Sciences (UTAS). It outlines the GFP structure, entry and exit standards, progression, assessment, language admission criteria, general guidelines, examination regulations, appeal, attendance and discipline and order. The document does not apply to the education programs taught in Arabic at UTAS-Rustaq and Musandam.

2. GFP Structure

The Program consists of four components: English Language, Mathematics, Computing Skills, and General Study Skills (GSS) as illustrated in figure one. The General Study Skills learning outcomes are embedded in all the GFP components. The English component consists of three courses: General English 1 (GE1), General English 2 (GE2), and General English 3 (GE3). The Mathematics component consists of two courses: Mathematics for Social Sciences (MSS) and Mathematics for Sciences (MS). Students enroll in one of these courses depending on their specialization. The Computing Skills component is offered as one course.

Each semester, foundation students shall register for the required components of the GFP that they have to successfully complete at a certain level to progress to the next level or complete the program. Figure 1 illustrates the structure of the GFP.

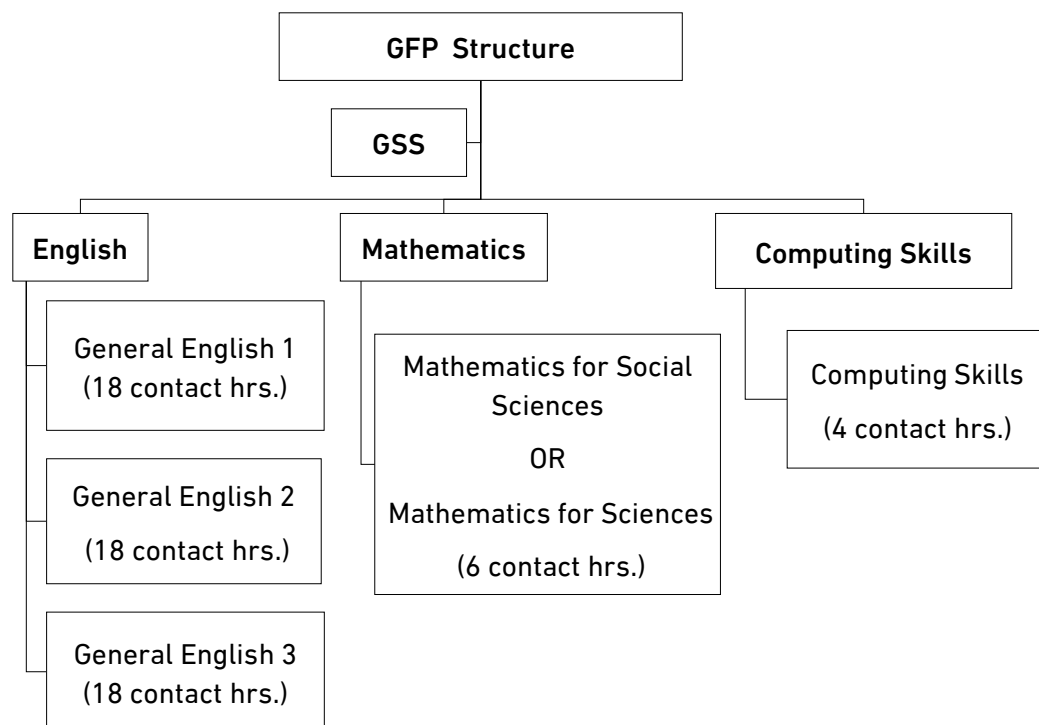


Figure 1. GFP Structure

As Figure 1 shows, the English Language component is structured into three ability levels. Students may enroll in one of the two Mathematics courses (MS or MSS) based on their specialization. The GFP structure is flexible as it is designed to offer all GFP courses every semester to meet the needs of all the students. The table below gives a breakdown of the number of hours per course of study as shown in Figure 1 above and their prerequisites.

Table 1. GFP Courses

Course Code/Name	Contact hours per week	Prerequisites
FPGE0001 General English 1	18	Equivalent English Placement Test score
FPGE0002 General English 2	18	Pass in GE1 or equivalent English Placement Test score
FPGE0003 General English 3	18	Pass in GE2 or equivalent English Placement Test score
FPMH0001 Mathematics for Social Sciences	6	Did not attain the passing mark for the mathematics Entry Test
FPMS0001 Mathematics for Sciences	6	Did not attain the passing mark for the mathematics Entry Test
FPCS0001 Computing Skills	4	Did not meet the required passing score of CS Entry Test.

3. Course Offerings

GFP students are expected to complete the GFP program in one and a half years. As illustrated in Table 2, students are expected to register for one of the General English courses (GE1, GE2) and one of the Mathematics courses (MS or MSS) or Computing Skills course upon entry into the program. In their second semester, they are required to register for subsequent General English courses and Mathematics courses (MS or MSS) or Computing Skills. In their last semester, they are required to register for the remaining courses.

Students who enter the program at GE3 may register for all GFP components or a minimum of two components (GE3 and Mathematics or Computing Skills).

Table 2. Course Offerings

Entry Level	Semester 1	Semester 2	Semester 3
Entry at GE1	- GE1 - Mathematics or CS	- GE2 - Mathematics or CS	GE3
Entry at GE2	- GE2 - Mathematics or CS	- GE3 - Mathematics or CS	
Entry at GE3	- GE3 - Mathematics and/or CS	Mathematics or CS	

4. English Language

4.1. Entry and Exit Standards

Newly admitted students to UTAS are required to sit for the English Placement Test (EPT). Students are placed into different levels according to their score in the EPT as illustrated in Table 3:

Table 3. English Language Levels Entry Standards

Placement Test Entry Score	0-45	46-69	70-100*
Levels	GE1	GE2	GE3

* ≥ 78 eligible for the English Waiver Test (EWT).

The following standards governing entry and exit shall apply:

- The students who score greater than or equal to 78 in the English Placement Test (high-flyers) shall sit for the English Waiver Test (EWT). If they score greater than or equal to 70 in the EWT, they shall be exempted from the GFP English component. If their score in the EWT is less than 70, they shall study GE3.
- Students who submit a valid academic IELTS or TOEFL (iBT) certificate—issued by an official local or international testing center and not older than two years—are eligible for exemption from the GFP English component, as detailed in the Language Admission Criterion Article. Proficiency certificates submitted within the first two weeks of the semester will be accepted for exemption. However, certificates submitted after this period will not be considered and the student will be required to study the relevant level. In such cases, the certificate will be considered for exemption in the following semester.
- In case a student fails in any of the GFP English levels, s/he shall be allowed to repeat that level once. If s/he fails any English level twice, s/he is suspended for one semester and

shall forfeit his/her right to enrolment for GFP English levels. However, this suspended student shall be granted two chances to sit for English Exit Exam as follows:

- Students whose suspension period starts at the end of the Fall Semester are allowed to take the Exit Exam at the end of the subsequent Spring Semester and the beginning of the subsequent Fall Semester or can submit an approved proficiency certificate no later than the end of the second week of the Fall Semester in the next academic year.
- Students whose suspension period starts at the end of the Spring Semester are allowed to take the Exit Exam at the beginning and end of the subsequent Fall Semester or can submit an approved proficiency certificate no later than the end of the second week of the subsequent Spring Semester.
- Suspended students who exhaust the two chances to sit for English Exit Exam and/or do not present a valid proficiency certificate within the suspension period will be dismissed from the university.

D. The English Exit Exam is administered three times a year: at the beginning and end of Fall semester and the end of Spring semester.

4.2. Entry, Progression and Exit Tests

The following diagram illustrates the progression in English, and it encapsulates all possible routes a GFP student may take.

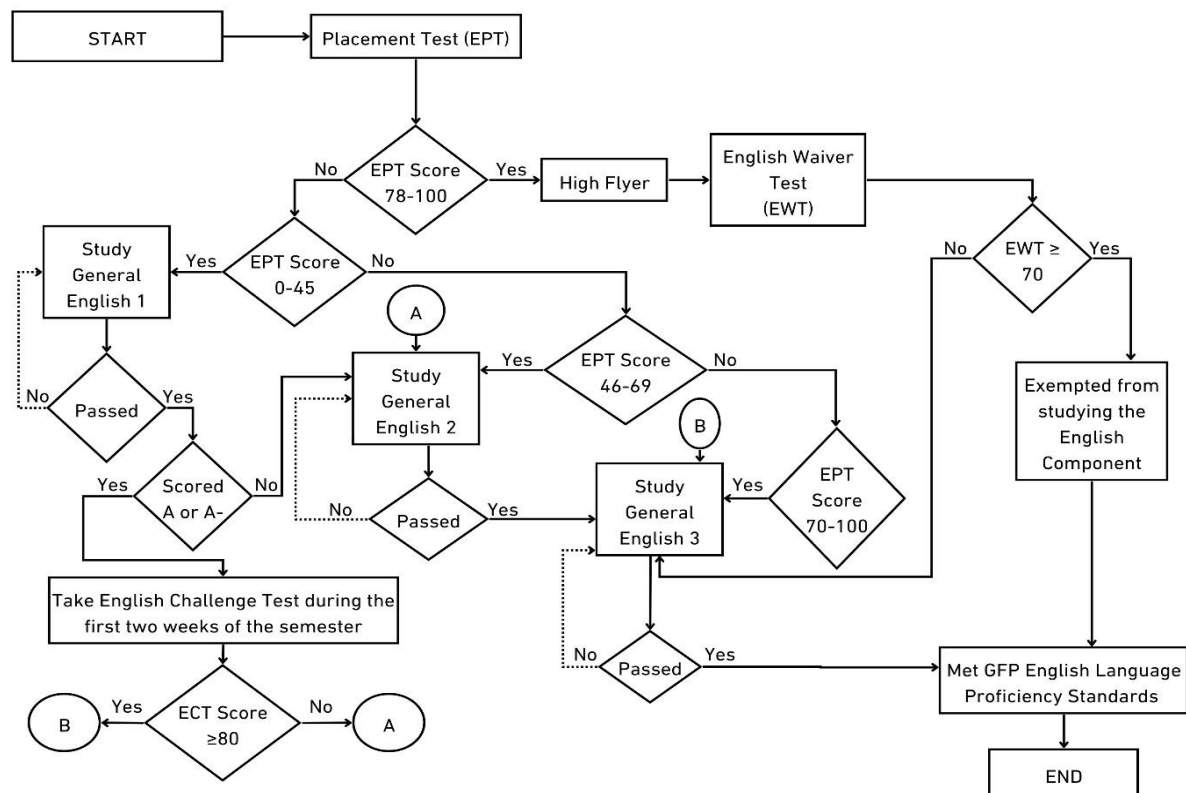


Figure 2. Student Progression in the English component

4.2.1. English Placement Test (ELPT0001)

The English Placement Test is given to all new students who join the university without being exempted by holding an alternative entry qualification as detailed in 4.1 Article (B). The EPT aims to place students in different General English language levels (1-3) according to their English language proficiency.

4.2.2. English Placement Validation Test (ELVT0001/ ELVT0002)

A level Final Exam given to GE1 and GE2 students whose language proficiency is higher than the level they have been placed in as identified by their instructors during the first two weeks of the semester. Students who achieve a score of greater than or equal to 80 in this test are upgraded to the next level.

4.2.3. English Waiver Test (WTEL0003)

Students who achieve a mark of greater than or equal to 78 in the English Placement Test may sit for the English Waiver Test in order to be exempted from studying GE3. If the student scores greater than or equal to 70 in this English Waiver Test, s/he will be exempted from the English component. However, students who score less than 70 on the English Waiver Test will need to enroll in GE3. The English Waiver Test ensures that high-flyers students meet the proficiency requirements to advance to Year One of the academic program.

4.2.4. English Challenge Test (CTFP0002)

The purpose of the English Challenge Test is to allow high achieving students in GE1 to move up to a higher level to recognize their performance and minimize their time in the GFP. Students who achieve an A or A- in GE1 are given the chance to sit for an English Challenge Test. If they achieve a total mark of 80 or higher in this test, they shall be able to move up to GE3. The test is administered during the induction week.

4.2.5. English Exit Exam (EXEL0003)

The English Exit Exam is a GE3 Final Exam given to suspended students who have exhausted the repeat chance to study on any of the English Language levels. Suspended students are granted two chances to sit for the English Exit Exam and/or submit a valid English Language Proficiency Certificate. The passing score is 50%.

4.3. Contact Hours

Each level comprises a number of contact hours. Contact hours are additional to student independent learning hours. Although the key items and skills of each course are presented and practiced in class, students are expected to revise and do homework wherever required. The contact hours are detailed in Table 4 below for each of the GFP English levels.

Table 4. English Contact Hours per Level

Level	Courses*	No. of Hours/ Week	Total No. of Hours/Week
GE1	Reading & Writing + (Integrated Grammar & Lexis)	10	18
	Listening & Speaking + (Integrated Grammar & Lexis)	8	
GE2	Reading & Writing + (Integrated Grammar & Lexis)	10	18
	Listening & Speaking + (Integrated Grammar & Lexis)	8	
GE3	Reading & Writing + (Integrated Grammar & Lexis)	8	18
	Listening & Speaking + (Integrated Grammar & Lexis)	7	
	Project & Presentation	3	

*General Study Skills (GSS) is embedded in the teaching of the GFP courses.

4.4. Assessment

The English Language course assessment scheme includes Continuous Assessment (CA) and a Final Exam (FE), with both components carrying equal weightage of 50%. In continuous assessment (CA), 30% of the marks are assigned to the Midterm Exam, while the remaining 20% is distributed among other formative assessment components. The CA includes components like presentations, E-Learning activities, writing portfolios, active participation, and project report and presentation. (Refer to the Assessment Booklets for further details). Table 5 shows the mark distribution for the English component.

Table 5. Assessment Scheme for English Language Levels

Levels	Continuous Assessment (CA)		Total CA	Final Exam (FE) (out of 100)	Cumulative Mark (CA + FE)
	Midterm Exam	Other CA Components			
GE1-GE3	30%	20%	50%	50%	100%

To pass a level, a student must attain a cumulative mark (CA + FE) and a Final Exam mark of 50% or higher. In other words, a student must pass both the cumulative mark and the Final Exam to move to the next level. Table 6 provides different pass/ fail scenarios.



Table 6. different pass/ fail scenarios for English.

Scenarios	CA (50)	FE (50)	Cumulative Mark (100) (CA+FE)	Grade	Result
Case 1	25	25	50	D	Pass
Case 2	40	20	60	F	Fail
Case 3	21	40	61	C-	Pass
Case 4	17	30	47	F	Fail

5. Mathematics

5.1. Entry and Exit Standards

As part of the entry and exit standards for the Mathematics component, all newly admitted students are required to take the Mathematics Entry Test (MET), which is designed to evaluate their proficiency in essential mathematical skills. The MET consists of two parts, with students needing to pass Part 1 in order to qualify for Part 2. Those who successfully pass both parts of the test are exempted from studying the Mathematics component, as depicted in Figure 3. However, students who either fail Part 1 or pass Part 1 but do not pass Part 2 will be required to enroll in one of the Mathematics courses—either Mathematics for Social Sciences (MSS) or Mathematics for Sciences (MS)—depending on their academic specialization.

- A student who fails the Mathematics Course (MS or MSS) for the first time will repeat the course by attending regular classes.
- A student who fails for the second time will not be allowed to retake the course, but s/he will be given two chances to sit for the pertinent Mathematics Exit Exam.
- A suspended student who exhausts the two chances to sit for the pertinent Mathematics Exit Exam within the suspension period will be dismissed from the university.
- A student who passes the Mathematics course will be considered as met GFP Mathematics Exit standards.

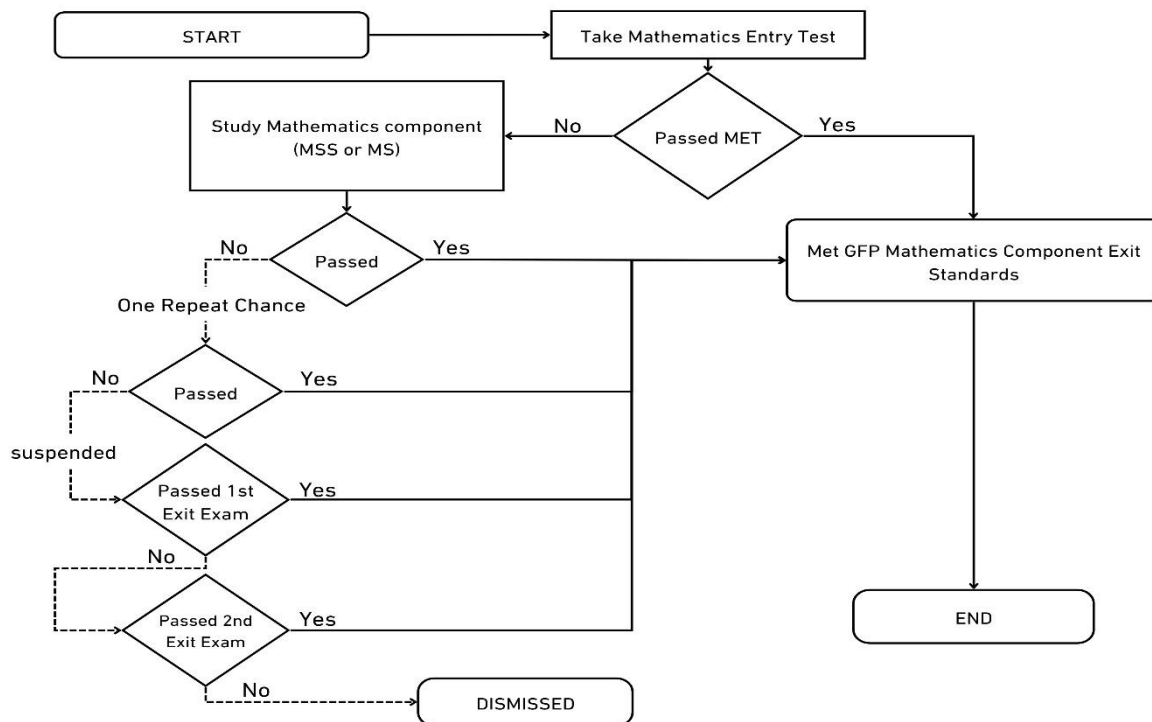


Figure 3. Student Progression in Mathematics

5.2. Entry, Progression and Exit Tests

5.2.1. Mathematics Entry Test (MAET0001)

The Mathematics Entry Test is given to all new students who join the university. The test includes 2 parts. Students need to pass part 1 to be eligible to sit for part 2. Passing both parts exempts students from studying the component. Students will be enrolled in the Mathematics course (MSS or MS) if they either do not pass Part 1 or pass Part 1 but fail Part 2. The passing score for each part is 50%.

5.2.2. Mathematics Exit Exams (EXMH0001 & EXMS0001)

- A. When a student exhausts the two permitted chances to study a Mathematics course, s/he shall not be allowed to register for that course again. However, the student may still take the relevant Mathematics Exit Exam up to two times during the suspension period. The Exit Exam is administered twice a semester. Suspended students shall be granted two chances to sit for the Exit Exam as follows:
- Students whose suspension period starts at the end of the Fall Semester are allowed to take the Exit Exam at the end of the subsequent Spring Semester and the beginning of the subsequent Fall Semester.
 - Students whose suspension period starts at the end of the Spring Semester are allowed to take the Exit Exam at the beginning and end of the subsequent Fall Semester.



- B. Suspended students in Mathematics (MSS, MS) are allowed to enroll in a Higher Education Institution with an accredited General Foundation Program (GFP) by the Oman Authority for Quality Assurance of Education (OAQAE). These students will receive a pass grade. The implementation procedure is as follows:
1. Perform a preliminary verification by checking that the certificate is issued by an accredited HEI as per the approved list and the certificate has the stamp/seal and signature of the issuing HEI.
 2. Verify the authenticity of the student certificate by emailing the issuing Higher Education Institution (HEI) to verify the following:
 - i. Student Identity- Match the student's name and other identifying information on the certificate with their official university records.
 - ii. Course Completion Date- Confirm that the date on the certificate is current and relevant and matches the official university records of the issuing authority.
 - iii. Student Enrollment- Confirm that the student named on the certificate was enrolled in the university for a Mathematics course.
 - iv. Grade Verification- Ensure that the grade awarded on the certificate matches the grade awarded by the issuing Higher Education Institution (HEI).
 - v. Course Equivalency- Determine the equivalence of the student's enrolled Mathematics course as per the Oman Academic Standards of the OAQAE.
 3. Students whose suspension period starts at the end of the Fall Semester must successfully complete the relevant Mathematics component no later than the end of the second week of the Fall Semester in the next academic year.
 4. Students whose suspension period starts at the end of the Spring Semester must successfully complete the relevant Mathematics component no later than the end of the second week of the Spring Semester in the next academic year.
 5. Update the student status in the CIMS after successful certificate verification and equivalency determination by the issuing authority, in accordance with OAS for Mathematics courses.

5.3. Contact Hours

Each Mathematics course comprises a number of contact hours. Contact hours are additional to student independent learning hours. Although the key items and skills of each course are presented and practiced in class, students are expected to revise and do homework wherever required. The contact hours are detailed in Table 7. The Mathematics courses are offered to students every semester.



Table 7. Contact Hours per Mathematics Course

Course	No. of Contact Hours
Mathematics for Social Sciences OR	6hrs./wk./course
Mathematics for Sciences	

5.4. Assessment

The Mathematics course assessment is divided into two modules, with Module 1 contributing 40% and Module 2 contributing 60% to the final grade. In Module 1, students are evaluated through a quiz (10%), an assignment (5%), self-study tasks (5%), and a Midterm Exam (MTE) worth 20%. In Module 2, the components are similar, with a quiz (10%), an assignment (5%), self-study (5%), and a Final Exam (FE) which carries the highest weight at 40%. To pass Mathematics, students must achieve at least 50% of the total marks in Module 2, as well as a minimum of 50% in the overall cumulative score from both Module 1 and Module 2 combined.

Table 8. Assessment Scheme for Mathematics Courses

Continuous Assessment	Midterm Exam (Module 1)	20%
	Other Assessment (Module 1 + Module 2)	40%
Final Exam (Module 2)		40%
Total		100%

Table 9 provides different pass/ fail scenarios.

Table 9. Different pass/fail scenarios for mathematics

Scenarios	Module 1 Mark (out of 40)	Module 2 Mark (out of 60)	*Cumulative Mark (out of 100)	Module 2 Mark Status	Cumulative Mark Status	Final Result
Case 1	14	33	47	Pass	Fail	Fail
Case 2	16	29	45	Fail	Fail	Fail
Case 3	35	18	53	Fail	Pass	Fail
Case 4	20	33	53	Pass	Pass	Pass

*The sum of Module 1 and Module 2

6. Computing Skills

6.1. Entry and Exit Standards

Students gain entry into the Computing Skills component of the GFP through the Computing Skills Entry Test. A student who holds a valid Computing Skills proficiency certificate from an international qualifying exams like ICDL (English Medium) (refer to Table 10) or passes both parts of the Computing Skills Entry Test is considered to have fulfilled the requirement for this component and is exempted from studying it. However, students who do not achieve a passing score on the Computing Skills Entry Test will need to study the Computing Skills Course for GFP, as depicted in Figure 4.

- A student who fails the Computing Skills course for the first time will repeat the course by attending regular classes.
- A student who fails the Computing Skills course for the second time will not be allowed to retake the course, but s/he will be given two chances to sit for the Computing Skills Exit Exam and/or to present a valid IT Proficiency Certificate within the suspension period.
- A student who passes the Computing Skills Exit Exam (greater than or equal to 50%) or presents a valid IT proficiency certificate will be considered as met GFP Computing Skills requirement.

Table 10. Certificates as Equivalent to the Computing Skills Course

Certificate (English Medium)	Covered Content
International Computer Driving License (ICDL)	• Computer and online Essentials • Office Essentials
*Internet Core Competency Certification (IC3)	• Computing Fundamentals • Living Online • Key Applications

*IC3 Exam is taken at UTAS Premises only according to the international dates.

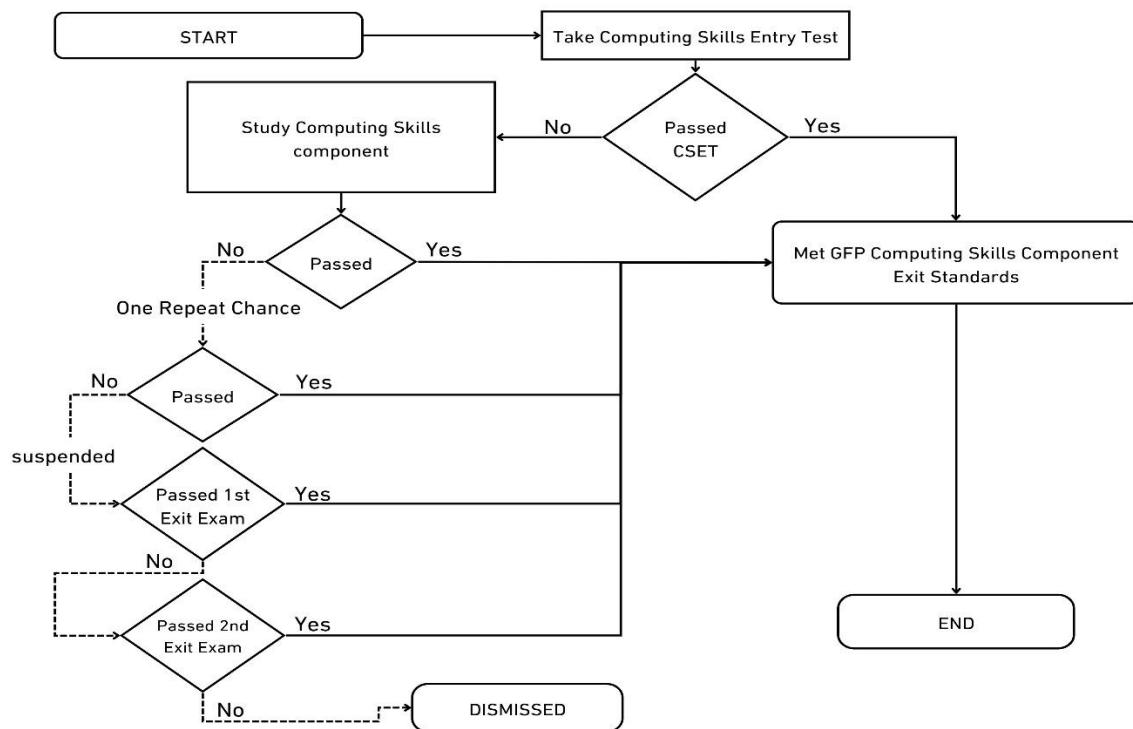


Figure 4. Student Progression in Computing Skills

6.2. Entry, Progression and Exit Tests

6.2.1. Computing Skills Entry Test (CSET0001)

The Computing Skills Entry Test is given to all new students who join the university. It aims to assess the proficiency level of students' knowledge of computing skills. The test includes 2 parts. Students need to pass part 1 to be eligible to sit for part 2. Passing both parts exempts students from studying the component. Students who do not pass Part 1, and those who pass Part 1 but don't pass Part 2, will study the Computing Skills course. The passing score is 50%.

6.2.2. Computing Skills Exit Exam (EXCS0001)

When a student exhausts the two permitted chances to study Computing Skills, s/he shall not be allowed to register for the course again. The student will be suspended from this GFP component for one academic semester. The Exit Exam is administered four times a year. Suspended students shall be granted two chances to sit for the Exit Exam as follows:

- Students whose suspension period starts at the end of the Fall Semester are allowed to take the Exit Exam at the end of the subsequent Spring Semester and the beginning of the subsequent Fall Semester or can submit an approved proficiency certificate no later than the end of the second week of the Fall Semester in the next academic year.
- Students whose suspension period starts at the end of the Spring Semester are allowed to take the Exit Exam at the beginning and end of the subsequent Fall Semester or can

submit an approved proficiency certificate no later than the end of the second week of the subsequent Spring Semester.

- Suspended students who exhaust the two chances to sit for Computing Skills Exit Exam and do not present a valid IT proficiency certificate within the suspension period will be dismissed from the university.

6.3. Contact Hours

The Computing Skills course comprises four contact hours. Contact hours are additional to student independent learning hours. Although, the key items and skills of the course are presented and practiced in class, students are expected to revise and do homework wherever required. The Computing Skills course is offered to GFP students from GE1 onwards. The teaching hours per week are presented in table 11:

Table 11. Contact Hours for the Computing Skills Course

Course	No. of Contact Hours
Computing Skills	4 hrs./wk.

6.4. Assessment

The assessment of Computing Skills comprises of Continuous Assessment and the Final Exam. To pass the course, students must achieve a cumulative mark (CA + Final Exam) of greater than or equal to 50%. Table 12 below shows the structure of the Computing Skills Assessment Scheme.

Table 12. Assessment Scheme for Computing Skills Course

Continuous Assessment	50 %
Final Exam	50%
Total	100%

7. GFP Grading Scale

The grades to be awarded shall be classified as follows:

Table 13. GFP Grading Scale

Grade Point	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Score x/100	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	00-49

Note: At UTAS, marks for the General Foundation Program (GFP) are not rounded during the semester. This means that students' scores in Continuous Assessment tasks and examinations are recorded as they are, without being rounded to the nearest whole or first decimal number. However, rounding is applied automatically through the CIMS system at the end of the semester.

8. Language Admission Criterion

GE3 students at UTAS who have successfully met the GFP Exit standards are conditionally admitted to one of the chosen degree program's three academic levels (Diploma, Advanced Diploma, or Bachelor). The pertinent academic level shall initially be determined based on the student's performance in GE3 Level (Cumulative Mark) or the Academic IELTS bands or TOEFL iBT as shown in table 14.

Table 14. English Language Admission Criterion

Academic Level	GE3 Level Cumulative Mark	IELTS Band*	TOEFL iBT Score
Diploma	50-61	4.5	56
Advanced Diploma	62-69	(with no component lower than 4)	(with no component lower than 13)
Bachelor	70-100	greater than or equal to 5 (with no component lower than 4.5)	greater than or equal to 64 (with no component lower than 15)

* Based on OAQAE GFP Quality Audit Manual

The above conditions apply to programs that offer three academic levels (Diploma, Advanced Diploma, and Bachelor's). Students enrolled in programs that offer only a Bachelor's degree must meet the requirements specified in the table for the Bachelor's level.

9. General Guidelines

- A. The maximum study period in GFP is two years including the repeat chance.
- B. Students are not permitted to postpone a semester of their GFP study except for valid reasons or in insurmountable circumstances upon the approval of the concerned authorities. Postponement is awarded for one semester and applicable to all GFP components. The period of the first postponement shall not be calculated from the maximum GFP study period. An extension of postponement for one more semester due to insurmountable circumstances might be granted by the branch council and it shall be calculated from the maximum GFP study period.
- C. Subsistence allowances shall not be paid to the students during their postponement period.
- D. Students are not permitted to withdraw from any of the registered GFP courses.
- E. Students who successfully complete both the English Language component and the Mathematics course (MS/MSS) or the Computing Skills components shall be allowed to register for some Diploma – Year One courses of their academic program, in addition to the remaining GFP course provided that:



- 1) The remaining GFP course is not a prerequisite for the registered course(s).
 - 2) A student with GFP Mathematics course is not allowed to register for more than 6 credit hours or 2 courses maximum.
 - 3) A student with GFP Computing course is not allowed to register for more than 9 credit hours or 3 courses maximum.
 - 4) If a student fails in Mathematics (MSS/MS) or Computing skills while studying the courses of year one of the academic program, s/he will not be permitted to register any other year one courses.
 - 5) If a student fails any component while studying in the General Foundation Programme, the student will not be permitted to register for any Year One courses until the relevant component has been successfully completed.
- F.** Students referred to as High-Flyers who have successfully passed the English component via the English Waiver Test or obtained the required IELTS band, along with either the Mathematics or Computing Skills course, are permitted to register for certain Year One Diploma courses from their academic program. This is allowed in addition to any remaining GFP course(s), provided that the conditions 1 to 4 of Article (9E) are satisfied.
- G.** A suspended student who exhausts the two permitted chances to pass the Exit Exam in any of the GFP components and/or did not submit any valid proficiency certificate within the allotted suspension period is dismissed from the university.
- H.** Allowances shall not be paid to students who are suspended from all GFP components during their suspension period.

10. Examination Guidelines

- a) Students are required to present their university student card, civil ID card, driving license, or a digital ID from an official application (e.g. Royal Oman Police Application). Failure to comply with this requirement will result in preventing students from taking the exam.
- b) Students may enter the exam room no later than 30 minutes from the scheduled start of the examination. Late students shall not be granted any additional time.
- c) Students may hand in their exam papers only after the first half of the time assigned to the exam has passed.
- d) Students shall submit their exam papers only once. After doing so, they have no right to look at their answers or change them.
- e) Students who fail to attend any continuous assessment task must provide a valid justification for their absence (refer to Article 12g) to the respective PSC Unit Head within

three working days of the scheduled assessment date. If the request is approved, a make-up assessment will be arranged.

- f) Students who miss the final exam shall be awarded an "IC" grade (Incomplete). If the students wish to apply for a make-up exam, they shall submit a document justifying their absence to the Admission and Registration Center within three working days after the exam. If their request is granted, a make-up exam shall be arranged.
- g) Students who miss the make-up exam are awarded an F.

11. Appeal

- a) The student is entitled to submit a request to review the final grade in any component to the Admission and Registration Center according to the approved form and policies within a maximum period of three working days from the date of announcing the final result. The student has the right to appeal in one course without fees while certain fees are applied to the other courses. These fees are refundable in case of an error is found in the final grade according to the regulating policies.
- b) The final results are reviewed by the Preparatory Studies Center to ensure that all questions are marked, and all results are reviewed in the approved electronic systems. The final results of the appeals are approved by the Assistant Vice Chancellor of the branch. The appeals should be processed and decided upon within a period not exceeding the end of the first week of the following semester. If a student doesn't get a response after the end of this period, the appeal is considered rejected.
- c) The results should be modified in the university's electronic academic system within a maximum period of three working days from the date of approval of the Assistant Vice Chancellor of the branch.

12. Attendance

- a) Attendance is compulsory for GFP students in all the curricular components they have registered for. Students are responsible for monitoring their own absenteeism percentage.
- b) Attendance shall be taken at the beginning of each lecture. Students shall be marked "Absent" if they arrive late to class. A grace period of up to ten minutes is tolerated for the 8 A.M. class only.
- c) The allowable percentage of absenteeism from mandatory, scheduled learning activities in the GFP is 15% for the English Component and 20% for Mathematics and Computing Skills. Warning notices will be issued according to the following criteria.

Table 15. Student Absenteeism Notice



Notice	English	Mathematics	Computing Skills
First Warning	5%	10%	10%
Second Warning	10%	15%	15%
Debarred from Final Exam Notice	Surpassing 15%	Surpassing 20%	Surpassing 20%

- d) If a student surpasses the tolerated absenteeism percentage (15% in English or 20% in Mathematics or Computing Skills) with a valid health or other compelling excuse supported by official documents and accepted by the Admissions and Registration Center, the student is debarred from the Final Exam and awarded a W in that component.
- e) Students are allowed a maximum of two Ws in any component within the GFP study period. Any further Ws awarded will automatically change to FW.
- f) If a student surpasses 15% absenteeism in English or 20% in Mathematics or Computing Skills without a valid excuse, the student shall be debarred from the Final Exam and shall be awarded an (FW) grade in the relevant GFP course only. FW means "Failure due to unexcused absence".
- g) The following shall be considered valid excuses for absenteeism:
1. Illness or any other health condition provided that the student submits a sick leave certificate issued by a government hospital or polyclinic. Sick leave certificates issued by private hospitals or clinics shall not be accepted unless they have been subsequently certified by the government health centers. A certificate stating that the student has merely been seen by a health practitioner shall not be accepted as a valid excuse for absenteeism.
 2. Students who have medical appointments shall inform their teachers about them in advance and submit valid proof of having been to the appointment.
 3. Students are also excused for having been absent from one or more contact hours in the case of the death of a first degree relative provided that an official document from the authorities is submitted to the course teacher within 3 days.
 4. In the case of absence due to extracurricular activities, the prior approval of the DAVC-ESSS shall be required. Approved absences resulting from extracurricular activities will be waived.
- h) If a student is absent for 10 consecutive study days in all courses with a valid excuse, s/he shall be withdrawn from the course and awarded (W).
- i) A student is considered 'unofficially withdrawn' in the following cases:



1. If the student is absent for 10 consecutive study days in all components without a valid excuse, s/he will be considered to have withdrawn unofficially from the university and awarded (F) grade.
 2. If the student exceeds the acceptable percentage of absenteeism in all GFP components during a semester without prior notice and valid excuse, the student is unofficially withdrawn and receives (F) Grade.
 3. If the student failed to enroll after being initially admitted to the University or have not registered by the end of the registration period.
 4. In all cases, the phrase "Unofficial Withdrawal" and the date of withdrawal shall be recorded in the student's academic record.
- j) The Council of the University's branch can approve students' readmission only once after their withdrawal for the cases stipulated in article 12-i provided that the interruption from studies shall not exceed two (2) semesters. The postponement period stipulated in Article 9-B shall apply to this interruption period.
- k) When the Council of the relevant University's branch agrees to re-admit students, the latter's prior academic record shall be considered, and they shall be re-admitted at the beginning of the semester during the first two weeks. In all cases, the period left for completing the remaining GFP Components shall not exceed the maximum allowed study period stipulated in article 9-A.
- l) Decisions regarding excessive students' absence due to insurmountable conditions that are supported by official documents are at the discretion of the Assistant Vice Chancellor of the branch. Examples of such conditions are extended illness, injuries, pregnancies, or disability-related health issues. An example of the decision might include allowing the student to sit for the final exam.

13. Discipline and Order

- a) All GFP students have to observe the dress code.
- b) Once registered, a student must follow university rules and regulations of academic conduct and integrity, observe ethical conduct, and avoid all forms or degrees of infraction whether during lectures, in examination halls or elsewhere, whether individually involved, or in association with others.
- c) Students who have been issued a disciplinary penalty for committing an act that violates honor, honesty, academic integrity, or for assaulting, threatening students, employees, or faculty members of the university, will be granted official withdrawal from the university.



- d) Cheating or attempting to cheat in any assessment component or plagiarizing work is not tolerated in UTAS. Students caught cheating, attempting to cheat or plagiarizing will face punitive measures which can include failing the course.
- e) The health and safety procedures and protocols must be adhered to at all times.
- f) The physical and intellectual properties of the university and rights of other students and staff members must be safeguarded and respected.
- g) Any misconduct or breach of the GFP and UTAS rules and regulations or traditions will be deemed a punishable offence, and certain disciplinary measures will be applied to violators.
- h) Relevant UTAS Academic Regulations articles and policies are applicable to GFP students.



14. References

- CAS Foundation Program Prospectus AY 2017-2018
- Common English Language Curriculum, January 2019, Colleges of Technology
- Common GFP Student Handbook, January 2019, Colleges of Technology.
- Common GFP Structure September 2019, Colleges of Technology
- General Foundation Program Quality Audit Manual (January 2017). Oman Authority for Academic Accreditation and Quality Assurance of Education
- GFP Information Technology Curriculum, October 2019, Colleges of Technology
- GFP Mathematics Curriculum, October 2019, Colleges of Technology
- Preparatory Studies Team. (May 2021) UTAS GFP Placement Test Report. Submitted to the Executive Committee. UTAS, Oman.
- Preparatory Studies Team. (May 2021). UTAS GFP Assessment Report. Submitted to the Executive Committee. UTAS, Oman.
- Preparatory Studies Team. (May 2021). UTAS GFP Curriculum Report. Submitted to the Executive Committee. UTAS, Oman.
- Preparatory Studies Team. (November 2021). Entry & Exit Standards Report. Submitted to the Executive Committee. UTAS, Oman.
- EPT Cut-off Scores for Three-level Program. (April 2025). Ghada Sarhan, PSC Technical Committee.

15. Appendix

15.1. GFP Examination Codes

Exam	Exam Code
English Placement Test	ELPT0001
English Validation Test	ELVT0001/ ELVT0002
English Waiver Test	WTEL0003
English Challenge Test	CTFP0002
English Exit Exam	EXEL0003
English Language Competency Test	ELCT0001/ELCT0002
Mathematics Entry Test	MAET0001
Mathematics Exit Exam (MSS)	EXMH0001
Mathematics Exit Exam (MS)	EXMS0001
Computing Skills Entry Test	CSET0001
Computing Skills Exit Exam	EXCS0001

15.2. GFP Courses Codes

Course	Course Code
General English 1	FPGE0001
General English 2	FPGE0002
General English 3	FPGE0003
Mathematics For Social Sciences (MSS)	FPMH0001
Mathematics For Science (MS)	FPMS0001
Computing Skills	FPCS0001