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| Policy name | Course Coding System |
| Policy number | AC0005 |
| Contact Person | Deputy Vice Chancellor for Academic Affairs |
| Approval Authority | University Academic Board |
| Date approved | October 2015 |
| Next review | 2018/19 |

Purpose

This policy describes the principles underpinning the coding system for courses. Its purpose is to ensure that course codes are established within the context of the college and program so that its meaningful use will assist students in selecting appropriate courses in accordance with program requirements. It will also assist staff in providing advice to students and to manage the curriculum in accordance with University policies.

Scope

All faculty, teaching and support staff, and all students registered on an academic program.

Definitions

A course is a discrete component of study which normally has a value of four credit points.

A program means a plan of study necessary to qualify for a degree, diploma, certificate or other qualification approved by the University Academic Board.

The term "Level" of a course is determined based on the amount of prior knowledge required to undertake the course and the maturity of learning required to study the course successfully. The gradations represent the extent of acquisition of knowledge, conceptual understanding, competencies and skills. Level 1 represents the learning outcomes expected of students in their first year of post-secondary education and progresses to Level 6, which specifies advanced scholarship expected of graduates from Doctoral programs.

The levels adopted in this policy document follow Oman's National Qualifications Framework which sets out the standards for academic awards for all institutions in the country.

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Undergraduate

| Level | Minimum Number of Credit Points | Minimum Number of Credit Hours | Normal Minimum Time | Award Title |
|---------|---------------------------------|--------------------------------|------------------------|-------------------|
| Level 1 | 120 | 30 | 1 Year | Certificate |
| Level 2 | 240 | 60 | 2 Years | Diploma |
| Level 3 | 360 | 90 | 3 Years | Advanced Diploma |
| Level 4 | 480 | 120 | 4 Years | Bachelor's Degree |
| | 120 | 30 | One year in level four | Graduate Diploma |

Postgraduate

| Level | Minimum Number of Credit Points | Minimum Number of Credit Hours | Normal Minimum Time | Award Title |
|---------|---------------------------------|--------------------------------|-----------------------------------|----------------------|
| Level 5 | 120 | 18 - 30 | 1 Year after Bachelor's Degree | Postgraduate Diploma |
| | 150 - 180 | 30 - 45 | 1-2 Years after Bachelor's Degree | Master's Degree |
| Level 6 | 300 | 75 | 2-4 Years after Master's Degree | Doctorate |

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A duration of 180 credit points (45 credit hours) is the norm for the Master's degree; however, students who have completed a bachelor's degree in the same discipline may be allowed to reduce their Master's programme to 150 credit points (30 credit hours). (Source: Oman's Qualifications Framework, 2014).

Policy Statement

- 1.1 The University's coding system for courses should be: meaningful, transparent, simple and easily identified, flexible, intelligible to students and other users and consistent with internal regulations and external legislation.
- 1.2 The approved coding format is;
LLLL DDDDL
Where;
L stands for an English letter
The first D is a digit between 1 and 6.
The second digit is optional and if present, then it can only be 0.
The 3rd and 4th digits represent numbers between 01-99
The last letter is optional, with the understanding that a letter 'A' for Arabic programs and a letter 'L' for lab courses.

Three numeric characters will be used for courses weighted at three credit hours or less. Four numeric characters shall be used for courses weighted at four credit hours or more.
- 1.3 The first numeric character shall indicate the level at which the course is primarily offered. For example; a course with a code PHYS2067 refers to a course in the Physics subject area that is taught primarily at Level 2.
- 1.4 Therefore for clarity and where a second digit is present, the following course numbers shall be adopted:

0001 – 0099 Pre-college; foundation level.
1000 – 1099 Undergraduate Level 1
2000 – 2099 Undergraduate Level 2
3000 – 3099 Undergraduate Level 3
4000 – 4099 Undergraduate Level 4
5000 – 5099 Postgraduate Diploma; Master's Degree
6000 – 6099 Doctorate
- 1.5 The allocation of codes must occur prior to review and approval of a course by the relevant board(s).
- 1.6 Course coding will be undertaken by the colleges.
- 1.7 A college may change the alpha prefix of a course that is taught by more than one college after consulting with the other colleges concerned.

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- 1.8 Any recommendations to amend an alpha prefix may be made by the college as part of its annual review of programs.
- 1.9 Any disagreements about the suitability of a proposed new alpha prefix may be referred to the Deputy Vice Chancellor (Academic Affairs) for a resolution.

ACTIVE COURSE SUBJECTS AND CODES

| GENERAL FOUNDATION PROGRAM | |
|--|------|
| English Communication Skills | ENGL |
| GFP Advanced English | FPAD |
| GFP Basic Mathematics | FPBM |
| GFP Applied Mathematics | FPAM |
| GFP Pure Mathematics | FPPM |
| General Foundation Information Technology | FPIT |
| COLLEGE OF APPLIED SCIENCES | |
| Applied Sciences | APSC |
| Biology | BIOL |
| Chemistry | CHEM |
| Physics | PHYS |
| Mathematics | MATH |
| Food Science and Human Nutrition | FSHN |
| Marine science and Fisheries | MSAF |
| COLLEGE OF BUSINESS ADMINISTRATION | |
| Islamic Studies | ISLM |
| Philosophy | PHIL |
| Arabic | ARAB |
| Finance | FINA |
| Accounting | ACCT |
| Sociology | SOCI |
| Economics | ECON |
| Management | MNGT |
| Management Information Systems | MIFS |
| Marketing | MRKT |
| Statistics | STAT |
| Law | LAWS |

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|---|------|
| Arts and Humanities | ARHU |
| Entrepreneurship | ENTR |
| COLLEGE OF ENGINEERING | |
| Engineering | ENGR |
| Civil Engineering | CVEN |
| Environmental Engineering | ENEN |
| Electronics and Communication Engineering | ECEN |
| Construction Management | CNMN |
| Engineering Management | ENGM |
| Quantity Surveying | SURV |
| Mechanical Engineering | MCEN |
| Process Engineering | PREN |
| Railway Engineering | RWEN |
| Electrical Engineering Technology | EETE |