

Extracted Text from Sohar University Staff Handbook

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جامعة صحار

SOHAR UNIVERSITY

Staff

Handbook

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Staff Handbook

Notice

The labor laws of the Sultanate of Oman and all other laws of the state are applicable to Omani & non-Omani residents alike.

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Staff Handbook

Senior Management Structure

[Flowchart Diagram]

- **Board of Directors**
- **Board of Governors**
- **Vice Chancellor**
 - Vice Chancellor's Office
 - Communication & Marketing
 - Quality Assurance & Accreditation

[The Vice Chancellor oversees four main departments]

1. Deputy VC Academic Affairs

- Faculty of Business

- Faculty of Computing & IT
- Faculty of Education & Arts
- Faculty of Engineering
- Faculty of Language Studies
- Faculty of Law
- General Foundation Program
- Centre for Educational Development
- Admission & Registration

2. Pro VC Research & Innovation

- Technology Transfer & Incubation Centre
- Post Graduate Centre
- Research & Development
- Al Masar Training Institute
- Intaj Suhar Company

3. Pro VC Student Affairs

- Student Activities
- Student Services
- Career Guidance Services
- Student Academic Support Services
- Learning Resources Centre

4. Pro VC Administration & Finance

- Legal Adviser
- Information Technology Services
- Human Resources
- Finance
- Procurement & Contracts
- Estates & Campus Services
- HSE

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Staff Handbook

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Staff Handbook

Introduction

Dear Valuable Member,

On behalf of the University Executive Management members and all Sohar University members, we would like to extend a warm welcome to you, and we are delighted to have you join the Sohar University team. Sohar University is committed to providing a supportive and collaborative environment that enhances the growth and development of all staff members.

As you begin your journey with SU, we encourage you to take advantage of all the resources and opportunities available to you.

Welcome again to the SU team & all the best on this new journey.

Best Regards,
Human Resources Department

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Staff Handbook

Sohar University

Sohar University (SU) was established by Ministerial Decree on 11 September 2001 as the first private university in the Sultanate of Oman. It is located in Sohar, Oman's second largest city and the administrative center of Al Batinah region in the Sultanate of Oman. The city is around 240 kilometers north of the capital city, Muscat, and a similar distance from Dubai, in the neighboring United Arab Emirates.

The campus includes more than 216,710 square meters of academic building space and consists of 7 main buildings that provide students with access to a wide range of facilities. These facilities include a world-class Learning Resources Center at the heart of the campus, lecture halls, rooms, teaching facilities, laboratories, academic services to support students, flexible learning spaces, social learning facilities and training facilities. There is also a postgraduate center, a student counseling department, a career guidance services, student support services and a student advisory council, and on-campus accommodation for female students.

Sohar University comprises six faculties – the faculties of Business, Computing & Information Technology, Education & Arts, Engineering, Language Studies and Law. In addition, the university's English language courses are supported by a dynamic and forward-looking General Foundation Program which, through its academic preparation component, provides a bridge for the student between school and life in academia. The language of teaching in all faculties is English, except in the Faculty of Education & Arts and the Faculty of Law. The University offers a range of undergraduate and postgraduate programs (35 Programs). Note that all programs are licensed by the Ministry of Higher Education, Research and Innovation (MoHERI).

The University has made significant progress in research and knowledge transfer over the past three years, principally by adopting a topical approach of working at various regional, national, and international levels. The alignment of internal investment and expertise with the opportunities available to Sohar University has contributed to research advancement and knowledge transfer.

The University celebrated its twentieth anniversary in 2021 and looks forward to making more contributions to the continuous development of higher education in the Sultanate of Oman over the next twenty years.

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Vision

To provide access and opportunity to build a knowledge nation.

Mission

Engaging minds, transforming lives and serving the community.

Values

Ethics

Foster the highest academic and professional standards in the spirit of open and critical thought and enquiry.

Commitment

The contribution from staff, students and all stakeholders to provide excellence and enhance academic, professional and personal development.

Inclusion

Staff and students working together for shared success in an inclusive environment that promotes and encourages a culture of respect for people and ideas.

Creativity

Support intellectual freedom and creativity, and encourage staff and students to explore and innovate, and become creative, independent thinkers and entrepreneurs.

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Faculties of The University

- Business
- Computing & Information Technology
- Education & Arts
- Engineering
- Language Studies
- Law
- General Foundation Program

[Logo: Accredited by OAAA معتمدة من OAAA]

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Academic & Administrative Staff

To meet the requirements of our quality assurance criteria and the terms and conditions of our national educational authorities (including our industrial and commercial partners), Sohar University needs to source outstanding, qualified, and experienced professionals from wherever they might hail – and this is why you are here. Currently, our faculties and managerial departments host academicians, professional educators, deans, directors, managers, and staff of many nationalities, drawn from institutes of higher education located in Oman, in the wider Gulf region and from far beyond our shores. Their diverse cultures, professional qualifications and accrued international expertise benefit the University as a Center of learning and enhance the learning experience of our students – and they will benefit you, as well.

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University Campus, Amenities & Services

UNIVERSITY CAMPUS

Sohar University's modern and expanding campus features buildings of considerable architectural interest. The campus hosts first-rate amenities and support services for students.

STUDENT ACCOMMODATION

The University has in-house hostel for our female students. The hostel is fully supervised and comes with round-the-clock security. Some single occupancy rooms are available, although most of our students opt for the double or triple occupancy rooms. The hostel has a main kitchen, TV rooms, sports and recreation areas and free Wi-fi and a mini-market that sells a range of basic items. A nurse is available throughout the night and she is supported by the University clinic, which is staffed by a doctor and an attending nurse. For hostel students, the University's ambulance service is on call, 24 hours a day, throughout the year. Should any student require the ambulance service, his or her status is always followed up and monitored by Student Services. Further information on medical support is given below.

The Student Services Housing Section can advise students on all aspects of hostel life and, of course, on the transport services available. Buses can be booked by students who would like to go shopping in one of Sohar's many malls or to go on almost any kind of organized trip.

Accommodation at a University hostel can be booked via Sohar University's handy mobile application.

TRANSPORTATION

The University provides transportation services for students staying in University housing. Weekly transportation is provided for female students from University housing to their home locations, according to the regions covered by University transportation.

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Also, transportation is provided for female students arriving and departing through airports/ports at the start and end of the semester and on official holidays.

Note: Students can book transportation via the Sohar University smartphone application.

CATERING

The University campus has a main restaurant, a cafeteria that serves both drinks and meals, and another three coffee shops, including a coffee shop in the award-winning LRC. The main restaurant is open from 7 am to 9 pm and it also offers a delivery service for students who live in the on-campus hostel. Students can also order from local restaurants and a wide range of delivery services. Experts on nutrition are available in Students Services to advise and make recommendations on healthy eating. They check the standard of food available to students at all of our on-campus outlets and ensure that the prices charged are reasonable.

STUDENT COUNSELLING

Experienced counsellors, including a qualified psychologist, are available to all students. They will provide help and guidance to any student who needs any kind of social or emotional support. All issues dealt with remain confidential and no student who feels the need for counselling should hesitate about coming to see us. Student Counselling also arranges workshops and lectures about a range of topics related to student life. Students can also seek advice if they are facing difficulties with either a fellow student or with a lecturer or any University staff member. Students can either visit us at Student Counselling or can complete and submit a request form. Again, everything that a student shares with us remains confidential, so, no student should be afraid of coming and asking for help. Student Counselling is here to help students.

THE MASJID

A Masjid was built with all its facilities on the University campus, in addition to special prayer rooms for female students in different places on campus.

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SPORTS FACILITIES

The Department of Student Activities enhances the student's capabilities physically and seeks to

build a healthy university life culture, through various and varied sports programs. The department also seeks to open wider sporting domains such as external and internal partnerships, organizing tournaments and preparing quarterly and annual competitions. Sport activity also oversees the Rovers clan at the University and enhances the importance of scout camps and excursions. Some of the sports available are: Football, Volleyball, Basketball, Table tennis, Goal ball (for blind students), Handball, Swimming, Athletics, Chess, Riding and Rover Scouts.

MAHATAT ALTALABA

Mahatat Altalaba is the place where students can look for services, get advice, or go for help. It is located in Shinas building where you can find the offices of the Departments of Student Activities and Student Services, the Student Advisory Council, as well as the main restaurant, SU Clinic and the stationary shop. Sohar University continues to develop Mahatat Altalaba to improve services and facilities to students. Students can participate in improving Mahatat Altalaba by giving their recommendations to Student Advisory Council or directly to the staff in the Mahatat Altalaba.

MEDICAL SERVICES

The Sohar University Clinic is located on-campus at Shinas Building and provides basic and immediate health care along with referrals, when needed, to a local hospital or clinic. For hostel students, a nurse is on site throughout the night, except for Thursday and Friday evenings, and for all students, the University's ambulance service is on call, 24 hours a day, throughout the year. In addition to the emergency service provided by the University's ambulances, a bus service is available to take students to and from this hospital and clinic.

LEARNING RESOURCES CENTRE

The Learning Resources Centre provides support for students, researchers and staff, complementing their academic activities. It provides them with the resources and services needed to achieve their educational goals. The website content has been designed to assist both students and staff in their search for information.

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CAREER GUIDANCE SERVICES (CGS)

The CGS advises the University students on their transition from studying to profession and it offers guidance and support on their study choices besides responding to their career enquiries at the Diploma, Bachelor, Master and PhD. The Career Counsellors and other related staff at the CGS support students in achieving the following objectives:

- ▶ Providing specific job related tools.
- ▶ Assisting the students in finding appropriate ideas that correspond to their interests, values, and abilities.
- ▶ Offering career assessment through testing and evaluating.
- ▶ Providing appropriate guidance and advice for students and graduates on existing career

opportunities.

► Providing a range of job or internship opportunities for students and graduates.

THE LANGUAGE CENTRE

The Language Centre started in 2012. Its main purpose is to teach Arabic to non-Arabic speakers. The Centre receives students from a wide range of nationalities and a variety of age groups. The vision of the Centre is to provide quality teaching and extra-curricular activities to students in the most professional way possible. For example, Arabic is taught using a variety of literary, cultural, historical, media and common daily materials.

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Sohar

Sohar is one of the larger cities in the Sultanate of Oman. It has an estimated area of some 1728 square kilometers. Sohar is the administrative center of the North Batinah region in Oman, and it is 234 kilometers away from the city of Muscat. It is also approximately 200 km from Dubai, in the United Arab Emirates. As for the twin cities of Buraimi (Oman) and Al Ain (UAE) they are approximately 100 kilometers to the north west.

Sohar is divided geographically into three regions. First, the coastal strip extends about 45 kilometers along the Sea of Oman. It starts at Majz Al-Kubra in the south and ends in Majis in the north. Secondly, the plain area extends from the coast to the Al-Hajar mountain region in the west for approximately ten kilometers. Thirdly, there is the mountainous region itself. This includes most of the villages that belong to Sohar city. It is located within the Western Hajar Mountains range, and it is distinguished by its many "wadis". These are mostly dry river valleys, which can be prone to flash flooding after rain.

Due to the geographical location of Sohar, the weather is often warm in winter and hot in summer. However, despite the low level of rain in the city, some areas, especially those located in the Western Hajar mountains, have more moderate weather.

[Map with labels: Liwa, Sohar, Sahlat]

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Sohar is a tourist location of outstanding beauty. It is known for high mountains, which are a magnet for amateur mountain climbers. There are also many valleys with water flowing throughout the year. You can see many families gathering in the mountains and valleys, such as Wadi Al Jizzi, located along the main road from Sohar to Al Buraimi. Wadi Aahn is the second largest valley in the

city after Wadi Al Jizzi and there is also Wadi Hibi, which is located about 20 km from the west and is characterized by abundant water.

Among other places of outstanding beauty are Wadi Lhalt and Wadi Salahi. In addition to the mountains and wadis, the clean beaches of Sohar attract many tourists; both Omani citizens or visitors.

The city has been noted for its commercial activity since ancient times, as it was a center for copper extraction and export to the countries of the ancient world. In the past, Oman was called "Majan", which means the land of copper. In the modern era, prospecting for copper began again in 1973, with the aim of diversifying the sources of national income.

A copper factory was launched in Sohar in 1983, and the Sultanate started to export refined copper in the middle of that year. Copper exports now rank second after oil, especially after the increase in the amount of production. The city of Sohar is currently witnessing extensive economic and investment transformations, which have made it the focus of attention of many local and international investors and businessmen.

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Sohar Fort is considered to be one of the most important castles and forts in Al Batinah North Governorate due to its outstanding location and the significant role it played over past centuries. This fort dates back to the end of the thirteenth century and the beginning of the fourteenth century. Archaeological excavations carried out in 1980 confirmed that it was completed in the fourteenth century. Inside the fort, there are several wells for potable water, as well as several towers that were used for monitoring, surveillance and defense of the city when needed. On the ground floor there is the tomb of Sayyid Thuwaini bin Saeed bin Sultan.

Among the most prominent features of the fort is a tunnel some 35 km long, which was intended as an escape route during a siege. In the modern era, the tunnel caused many buildings to collapse, after construction spread along the tunnel line.

The fort currently includes a museum, opened in 1993, that showcases many archaeological and historical aspects of Sohar City as well as other places in the Sultanate of Oman. The museum also highlights the important role played by the copper trade in this city and its relationship with the city of Canton in China, in addition to various artefacts found during archaeological excavations inside the fort and other locations in Oman.

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... and so on for all subsequent pages. As this is a very long document, I will provide the remaining pages in a separate block to ensure readability. Please let me know if you would like me to proceed with the remaining 21 pages.

Yes, I will proceed.

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Services Available in Sohar

TELECOMMUNICATIONS COMPANIES

Sohar has a range of telecom companies, including Omantel, Ooredoo, and Awasr. The following is an overview of these companies and the best packages that they offer:

- OMANTEL: please visit their website www.omantel.om
- OOREDOO: please visit their website www.ooredoo.om
- AWASR: please visit their website www.awasr.om
- VODAFONE: please visit their website www.vodafone.om

Company	Sohar Branch Telephone No.	Communication Centre Telephone No.
OMAN TELECOMMUNICATION COMPANY (OMANTEL)	1234	26840088
OOREEDO (previously nawras telecom)	1500	95022517
AWASER	-	80001000

BANKS

You can find branches of local and international banks in Sohar. They provide a range of services and benefits to their customers, such as current bank accounts, savings accounts, deposits including a term deposit and a demand deposit, personal loans, and ATM cards. They are characterized by the speed of completion of transactions.

Bank	Location in Sohar Telephone	
National Bank of Oman (main branch)	Al Wuqaiba/Souq	26859106
Sohar Bank	Al Wuqaiba/Souq	26842709
Dhofar Bank	Al Wuqaiba/Souq	26845512
Bank Muscat (main branch)	Al Wuqaiba/Souq	26751494
Bank Muscat	Al Wuqaiba/Souq	24795555
Bank Muscat Souq Branch	Corniche	24795555
Oman Arab Bank	Turaif	26842376
Habib Bank Limited	Al Hambar/Souq	26843848
Nizwa Bank	Al Wuqaiba/Souq	80070060

Meethaq Islamic Banking	Turaif	24656666
Alizz Islamic Bank	Gail Al Shaboul	80072265
Muzn Islamic Banking	Al Wuqaiba	80077377
Central Bank of Oman	Al Hambar	24777777

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HEALTH CENTRES & HOSPITALS

The government health centers located in Sohar provide primary health care services to the residents of their surrounding area. This is beside health complexes that provide primary health care and the various specialized services in outpatient clinics serving the region's residents. There is also the Sohar Reference Hospital, to which critical cases are referred from the rest of the health complexes and centers. Many private hospitals and clinics are also available in the city. Treatment at the private hospitals and health centers in Sohar is covered by the health insurance given to Sohar University staff. However, should they choose to do so, staff members can also attend the government health centers, pay the treatment fees there, and claim a refund from the Human Resources Department – when this is in accordance with the previously agreed terms and conditions.

Hospital	Location in Sohar Telephone	
Sohar Medical Complex (government)	Al Hambar	26840022
Al Multaqa Health Centre (government)	Al Multaqa	26866051
Owaynat Health Centre (government)	Owaynat	26721362
Turaif Health Centre (government)	Turaif	-
Al Raffah Medical Centre (private)	Al Hambar	26704300
Badr Al Samaa (private)	Al Wuqaiba	26846660
Lifeline hospital (private)	Falaj Al Qaba'il	26753084

There is also other hospitals, centers and clinics available in sohar

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HOTELS

You can find several leading hotels in Sohar with a historical and modern character. They are the perfect place to host families, VIPs and business people. Below you will find a selection of the best hotels in Sohar, according to www.Booking.com.

Hotel	Location in Sohar	Telephone
Crowne Plaza	Falaj Al Qaba'il	26850850
Sohar Beach	Salan	26842111
Al Wadi	Al Ghachbah	26840058
Radisson Blue	Salan	26640000
Green Oasis	Muwaileh	26846077
Gust House	Falaj Al Qaba'il	1318
Al Mandoos	Gail Al Shaboul	26843020
Reem Hotel	Al Khuwayriyah	1318
Oasis Hotel Apartments	Al Auhi	26762717
Thuraya Hotel Apartments	Falaj Al Qaba'il	26750116
Sadaf Hotel Apartments	Al Hajra	26841316
Mabahej Granada Apartments	Al Hambar	26844540
Mercure Sohar	Al Suwaihra	22354800
Al Multaqa Hotel	Al Multaqa	1318
Sohar Marina Hotel	Salan	1318
Al Marmar House	Al Saffron	1318

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SHOPPING

The malls in Sohar are designed in line with the latest international shopping requirements. You can find most local and international products as well as various sources of entertainment, which makes shopping a delightful experience. There is also a huge variety of hypermarkets, supermarkets and local shops which sell prepared and fresh foods and a host of consumer goods,

including large domestic appliances. The resident consumer of Sohar will want for nothing in his or her shopping experience. Here are some of the markets and shops located in Sohar.

Commercial Centre	Location in Sohar
-------------------	-------------------

Safeer Mall, including Carrefour Turaif	
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Sohar Plaza	Al Wuqaiba
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Lulu Hypermarket	Wadi Hibi Road
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Oasis Mall	Al Wuqaiba
------------	------------

Grand Hypermarket	Al Hajra
-------------------	----------

National Markets	Falaj Al Qaba'il
------------------	------------------

Kimji	Al Hambar
-------	-----------

Sohar International Gifts	Turaif
---------------------------	--------

Capital Store	Al Wuqaiba
---------------	------------

AL-Jazeera Markets	Al Wuqaiba
--------------------	------------

Sohar Market	Al Hajra
--------------	----------

Sohar Market (Souq area)	Al Hambar
--------------------------	-----------

Sehout Hypermarket	Al Hambar
--------------------	-----------

Nesto Hypermarket	Al Hambar
-------------------	-----------

Sohar new souq	Al Hambar
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China Downtown	Al Falaj
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Sohar City Center	Salan
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TRAVEL & TOURISM OFFICES

Travel and tourism offices offer regular and special flight bookings. Most of their offices are located in the Al Hambar Al Wuqaiba commercial areas, known locally as 'the souq'. Here are several travel and tourism offices in Sohar.

Office	Telephone
Al Rahal Travel	26947166
Al Hashar Travel and Tourism	26845507
Fahad Express Travel and Tourism	26751795
Bahwan Travel Agencies	26846516
Captain Travel and Tourism	26852524
Marmul Travel and Tourism	26845988
Ihab Travels	26840316
Mazoon Travel and Tourism	26847599
Majan Travel and Tourism	26842216

HOUSING & ACCOMMODATION FOR STAFF

Here are several real estate offices in Sohar to help you find accommodation.

Office	Location in Sohar	Telephone
Sohar Oasis Real Estate	Al Hambar	99385602 - 99353409
Arkan Sohar Real Estate	Al Hambar	99227785
Dana Real Estate	Al Hambar	99227785 - 95951002

NOTE: These offices are private and are not affiliated with Sohar University in any way.

HOUSING PRICES IN SOHAR

Housing prices vary in Sohar according to the location and type of housing chosen, with rents ranging from 150 to 300 OMR a month. It should be noted, however, that rates may change and are subject to demand and supply.

Location	Type	Approximate Price (OMR)
Aotb – Khor Siyabi – Sawaihreh	Two-bedroom apartment with utilities	150 – 200
	Ground floor villa	200 – 300

Al Ghayl – Shizaw – Sabara- Sheik Two-bedroom apartment with utilities 150 – 200

Ground floor villa 250 – 300

Alhambar – Al Wuqaiba – Alhajra Two-bedroom apartment with utilities 150 – 200

Ground floor villa 250 – 300

Turaif – Al Gashbah – Al Auhi Two-bedroom apartment with utilities 150 – 250

Ground floor villa 200 – 300

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RESTAURANTS

Sohar has a large variety of local and international restaurants and cafes. You can enjoy Arabic, Turkish, Indian, Chinese and Iranian dishes as well as sea food at the following selected restaurants:

Restaurant	Location in Sohar	Telephone
Pizza Hut	Al Hambar	26841155
KFC	Al Hambar	24477777
McDonald's	Turaif	26853133
Dawat	Souq	1318
Fast-food Complex at Assarain Service Centre	Ghail Shaboul	1318
Restaurants and cafes of Safeer Mall	Turaif	1318
Sohar Plaza Restaurants Complex	Al Wuqaiba	26844617
Spicy Village Restaurant	Al Wuqaiba	1318
Chola Restaurant	Al Wuqaiba	1318
Make yourself at home for Turkish, Arabic and Iranian food	Al Hambar	96366360
Arabic table restaurant for Omani and Yemeni food	Al Hambar	98262999
Aleppo countryside restaurant	Al Wuqaiba	1318

Tea House Restaurant & Cafe	Ghail Shaboul	1318
Malabar Paris Restaurant for Arabic and Indian food	Al Hambar	1318
Al Zaeem Restaurant	Al Falaj	1318
Al Saffron Restaurant	Al Wuqaiba	1318
Steakhouse Restaurant	Al Hambar	1318
Sesame Restaurant	Salan	1318
Mandarin Chinese Restaurant	Al Wuqaiba	1318
Al Khater Restaurant for Turkish, Arabic and Indian food	Al Hambar	26843111
Presta Italian food Restaurant	Salan	1318
Restaurants and cafes of Oasis Mall	Al Wuqaiba	1318
Restaurants and cafes of Sohar City Center	Salan	1318

NOTE: You can order online from TM DONE or TALABAT applications

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TRANSPORTATION

There are many modern means of transportation available in Sohar, such as MWASALAT and OTAXI (upon request):

► **MWASALAT:** is a company that was founded in 1972. It became a permanent member of the International Association of Public Transport (UITP) in 1983, and is the leading public transport company in the Sultanate of Oman. It was awarded the concession for providing the public transport services to all parts of the Sultanate of Oman by Royal Decree. In November 2015, the Company launched its new identity "MWASALAT".

► **MWASALAT Fleet:** MWASALAT owns the largest public transport fleet in the Sultanate. Currently MWASALAT has a fleet more than 500 buses comprising Mini Buses, Low Floor Buses, Long Distance Coaches, and state of the art Super Luxury Coaches. The MWASALAT fleet is supported through a network of 13 branch offices.

► **Bus Route Timetable:** there are daily trips from Sohar Port to Sohar Hospital, serving all the MWASALAT bus stops in Sohar.

MWASLAT Prices: The price for one zone is 300 baisa, and for two zones 400 baisa within Sohar City.

► **Times and number of trips:** You can find out the times and number of trips available during the day by visiting the MWASALAT website www.mwasalat.om and downloading the application. Trips

are generally scheduled every 30 minutes.

► **Taxi service (OTAXI):** This is a taxi service that is available on demand 24 hours a day, seven days a week. The taxi on demand service (OTAXI) is characterized by accurate location and ease of reservation of trips. You can visit their website www.Otaxi.om and download the application for easy booking of trips.

Taxi fare: The delivery tariff for every (8 km) is 1.5 rials

CAR RENTALS:

You can hire a car to suit your needs by visiting any of the car rental offices in Sohar. These will offer a range of vehicles, from small, family sedans to purpose-built, off-road vehicles for desert exploration.

Office	Location in Sohar	Telephone
Al-Fakhama Rent A Car	Al Wuqaiba	95500892 - 22005321
Budget Rent A Car	Al Wuqaiba	99263557 - 26840392
Golden Hawk Rent A Car	Al Wuqaiba	94633666

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Staff Handbook

PUBLIC SCHOOLS IN SOHAR

Sohar city has 52 public schools divided into three different types; The first cycle includes 16 schools for grades (4-1) in which students of both sexes are taught in the same classes. The staff in these schools is exclusively female. The second cycle includes 18 schools for grades (10-5), Male and female students at this level are taught in separate schools. Accordingly, the staff can be either male or female. The post-basic education includes 6 schools for grades (12-11), including grades eleven and twelve.

Basic education (1 - 4)

Public School	Village	Telephone	Type
Fayd Al Uloom for Basic Education Grades (4 - 1)	Al Moltaqua	26866106	Male/Female
Hikma for basic education grades (4-1)	Alhambar	26843492	Male/Female
Al Ishraq for Basic Education Grades (4-1)	Alhambar	26840243	Male/Female
Riyadh Al Alem for basic education grades (4-1)	Salan	26840683	Male/Female
Alhambar Basic Education Grades (4-1)	Alhambar	26843235	Male/Female

Al Karama For Basic Education (4-1)	Turaif	26840114	Male/Female
Al-Ahad Al-Zahir for Basic Education Grades (4-1)	Ghil Al Shubul	26841339	Male/Female
Al Rakhaa Basic Education Grades (4-1)	Harat Cheikh	22005803	Male/Female
Al-Suwaira for Basic Education Grades (4-1)	Souihra	26845473	Male/Female
Riyadh Al-Ebdaa for Basic Education Grades (4 - 1)	Al Afifa	92827435	Male/Female
Al Muthabara for Basic Education Grades (4-1)	Al Kwaeraya	26750219	Male/Female
Al-Zohour For Basic Education Grades (4-1)	Owaynat	26720697	Male/Female
Al-Suwaihra Building for Basic Education Grades (4-1)	Souihra	-	Male/Female
Shumoua Al-Watan for Basic Education Grades (4-1)	Muwaileh	-	Male/Female
Riyadh Al-Ebdaa Building for Basic Education Grades (4 - 1)	Al Afifa	-	Male/Female
Al Karama Building for Basic Education (4 - 1)	Turaif	-	Male/Female

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Basic education (5 - 9) Male

Public School	Village	Telephone	Type
Khalfan bin Jamil Al Siyabi for Basic Education for Boys, grades (9-5)	Al Kaderah	26840575	Male
Suleiman Bin Abbad for Basic Education for Boys, grades (9-5)	Al Ghashba	26947336	Male
Mahboub Bin Al Raheel for Basic Education for Boys, grades (9-5)	Falaj Al Qaba'll	26750066	Male
Mohammed Bin Mahboub Al Rahili for Basic Education for Boys, grades (10-5)	Owaynat	26720966	Male
Saif Bin Hubaira for Basic Education for Boys, grades (9-5)	Souihra	26720488	Male
Imam Ahmed bin Saeed for Basic Education for Boys Grades (10-5)	Alhambar	26842791	Male
Abu Hamza Al Shari for Basic Education for Boys Grades (10-5)	Majz Al Kubra	26720909	Male
Abdullah bin Bashir Al Hadhrami for Basic Education for Boys,	Turaif	26842215	Male

grades (9-5)

Abu Malik Al-Salani for Basic Education for Boys, grades (10-5)	Sih Al Barir	99874151	Male
Ali Bin Abi Talib for Boys Basic Education, grades (9-5)	Majes	-	Male
Abdullah bin Amr bin Al-Aas for basic education for boys, grades (10-5)	Muwaileh	26642429	Male

Basic education (5 - 9) Female

Public School	Village	Telephone	Type
Al-Tareef Basic Education for Girls, grades (9-5)	Turaif	26843926	Female
Al-Shifa Bint Abdullah Basic Education for Girls, grades (9-5)	Majes	26750077	Female
Al-Safa Basic Education for Girls Grades (9-5)	Alhambar	26843380	Female
Umm Salim for Basic Education for Girls, grades (10-5)	Al Afifa	26866335	Female
Balqis for Girls Basic Education Grades (9 - 5)	Souihra	26720492	Female
Umm Amara for Girls' Basic Education, grades (9-5)	Al Moltaqua	26866106	Female
Hind Bint Al Muhallab for Basic Education Grades 10-5	Muwaileh	-	Female

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Continuing Schools

Public School	Village	Telephone	Type
Al-Fath for Basic Education Grades (9-1)	Falaj Al Qaba'll	26752004	Male/Female
Abu Al-Mundhir Al-Rahili for Basic Education for Boys, grades (12-5)	HAIBI	99805645	Male
Wadi Hibi for Basic Education Grades (10-1)	HAIBI	99805644	Male/Female
Tabuk Girls' Basic Education Grades (12-5)	Salan	26842565	Female
Mohammed bin Ibrahim Al Kindi for basic learning for boys, grades (12-5)	Wadi Aljezi	25669256	Male

Wadi Al-Jizzi for Basic Education Grades (12-1)	Wadi Aljezi	25669255	Male/Female
Al-Istiqama for Basic Education Grades (12-1)	Sih Al Barir	99802567	Male/Female
Aisha Bint Saad Bin Abi Waqqas for Basic Education Grades (12-1)	Al Kad	99805646	Male/Female
Wadi Al Halti for Basic Education Grades (12-1)	Al Matarasha	99879807	Male/Female
Damam bin Al-Saeb for basic education for boys, grades (12-5)	Al Shababiyat	99854151	Male
Al Risalah for Basic Education Grades (9-1)	Owaynat	26720738	Male/Female
Lubna Bint Thabet for Basic Education Grades (12-1)	Al Shababiyat	26848402	Male/Female

Schools for grades (10 – 12) Male

Public School	Village	Telephone	Type
Sohar Basic Education for Boys Grades (12-10)	Al Hambar	26840198	Male
Naim bin Masoud for Basic Education for Boys Grades (12-10)	Al Moltaqua	26866031	Male
Masoud Bin Ramadan for Basic Education for Boys Grades (12-10)	Turaif	26843585	Male

Schools for grades (10 – 12) Female

Public School	Village	Telephone	Type
Umm Salama for Basic Education for Girls Grades (12-10)	Al Hambar	26841574	Female
Hawa bint Yazid for girls, grades (12-10)	Falaj Alauha	26844828	Female
Al-Asma Bint Al-Harith for Basic Education for Girls, grades (12-10)	Ghail Shaboult	-	Female

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PRIVATE SCHOOLS IN SOHAR

Sohar has 55 private schools. There are several types of schools offering private education:

- Monolingual, bilingual and international schools.
- International schools which offer educational programs and curricula accredited by international education systems/bodies. The Ministry of Education is in charge of the technical and administrative supervision of private schools.

Schools Name	Schools Type	Location	Telephone	Education Type
Al Batinah for the memorization of the Holy Quran	Private School	Turaif	96320206	monolingual
Sahar Buds for Special Quran Preservation	Private School	Alloukibh	99605927	monolingual
Mastering the Memorization of the Holy Quran	Private School	Al Gachba	26844206	monolingual
Bahja al-Huda School for the Memorization of the Holy Quran	Private School	Owaynat	91111426	monolingual
The School of The Revelation of Faith to teach the Holy Quran	Private School	Owaynat	98255595	monolingual
Al, Wefaq Special	kindergarten	Otab	95787890	monolingual
Special Red Flower Kindergarten	Kindergarten	Turaif	96189174	monolingual
Masterpieces of science private	Kindergarten	Majes	95992240	monolingual
Muwailih Private	Kindergarten	Muwaileh	96622246	monolingual
Happy Kindergarten	Kindergarten	Ghil Al Shubul	97410652	multi-language
Asbal Majis Kindergarten	Kindergarten	Al Sangaer	92965643	monolingual
Bright Childhood Special Kindergarten	Kindergarten	Owaynat	91972099	monolingual
Al Miraj Private Kindergarten	Kindergarten	Turaif	92070080	monolingual
Child's Private School	Private School	Alhambar	96224179	monolingual
Special Flag Jellyfish School	Private School	Al Jafraa	95672994	monolingual
Special Fountains of Light School	Private School	Al Ghashba	92111333	monolingual
Childhood Smile School	Private School	Al Afifa	96035367	multi-language
Al-Khwarizmi's Own School	Private School	Turaif	26750696	multi-language

Suwaihra Private School	Private School	Al Shabiya	92234684	Monolingual -multi-language
Private Processions School	Private School	Al Moltaqua	26866137	monolingual
Future Sciences School	Private School	Majan	99198966	multi-language
Golden Private School	Private School	Al Ghashba	97123035	multi-language
Al Safwa Private School	Private School	Owaynat	26721172	multi-language
Al Falaj Private Kindergarten	Private School	AL Hajra	99162997	Monolingual -multi-language

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School Name	Type	Location	Telephone	Education Type
Al Maani Private School	Private School	Turaif	99898617	multi-language
Al Nomou Private School	Private School	Falaj Al Qaba'll	26753676	monolingual
Baraem Al Mostaqbal Private School	Private School	Alhambar	26842452	Monolingual-multi-language
Fayd Al Alam Private School	Private School	Falaj Alauha	98535655	multi-language
Manahil Sohar Private School	Private School	Owaynat	95670691	multi-language
Nour Al Manahil Private School	Private School	Turaif	26844900	Monolingual-multi-language
Knowledge Oasis Private School	Private School	Alloukibh	99646132	multi-language
Al Ghad Private School	Private School	Turaif	99435042	Monolingual
Anwar Al Majd Private School	Private School	Falaj	96077122	Monolingual-multi-language

Bahjat Sohar Private School	Private School	Ghil Al Shubul	99840477	Monolingual
Lamps of Tomorrow Private School	Private School	Turaif	92567165	Monolingual-multi-language
Humm Al Ataa Private School	Private School	Al-Rafa	96995999	multi-language
Manahil Al Khair Private School	Private School	Al Moltaqua	99719185	multi-language
Sohar Pioneers Private School	Private School	Wadi HAIBI	99450743	Monolingual
Genius Dawn Al Mostaqbal Private School	Private School	Salan	92348868	multi-language
Al Naqaa Private School	Private School	Al Kawarya	79077728	multi-language
Al Murshid Private School	Private School	Falaj Al Qaba'll	95136050	multi-language
Sohar Beach Private School	Private School	Souihra	90974448	Monolingual-multi-language
Eshraqa Sohar Private School	Private School	Owaynat	99773711	Monolingual-multi-language
Anwar Al Amal Private School	Private School	Harat Cheikh	92111333	Monolingual
Atheer Al Maaref Private School	Private School	Falaj Al Qaba'll	94044448	multi-language
Merit private school	Private School	Alhambar	99233399	multi-language
Al Batinah Flowers Private School	Private School	Al Afifa	92174444	Monolingual
Future Stars Private School	Private School	Falaj	99233261	multi-language
Knowledge Science Private School	Private School	Alloukibh	99884919	multi-language
Dohat Al Fikr Private School	Private School	Wadi Aljezi	26755653	multi-language
Al Batinah International School	International School	Muwaileh	95607199	international
Sohar International School	International School	Muwaileh	26846434	international

Indian School	International School	Alhambar	98946838	international
Bangladesh School	International School	Alloukibh	-	international
Pakistan School	International School	Al-Rafa	97449678	international

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Specializations & Services Provided By HR

The HR Department at Sohar University is responsible for, but not limited to, the following:

- ▶ Implementing the Omani Labor Law and University procedures and regulations.
- ▶ Finalizing recruitment procedures for new academic and administrative staff, in coordination with the respective authorities.
- ▶ Preparation of the annual budget for the departments.
- ▶ Calculating salaries and financial benefits for University staff.
- ▶ Completing travel procedures for expatriates and their families and issuing them with tickets, in coordination with the Procurement & Contracts Department.
- ▶ Preparing and approving air ticket encashment requests according to University rules and regulations.
- ▶ Preparing health and life insurance cards for those who are eligible, according to University regulations.
- ▶ Monitoring employees' daily attendance.
- ▶ Implementation of the provisions and procedures set forth in the Oman Labor Law and the regulations of the University, with respect to appointments, promotions, bonuses, vacations, end of service procedures and visas.
- ▶ Following the producers of health and life insurance according to the UNIVERSITY REGULATION.
- ▶ Maintaining records of University staff.
- ▶ Providing services to staff in terms of work permits, visas and residence cards, according to the laws and regulations in force in Oman.
- ▶ Welcoming newly arrived staff at the airport and cancelling the visas of those who contract not renewal and also the international Students.
- ▶ Granting recognized certificates, as per University rules and regulations.
- ▶ Taking legal action against those who break the law.

SERVICES PROVIDED BY THE HR DEPARTMENT

Services provided by the Human Resources Department to new, overseas staff members upon their arrival in Oman:

- ▶ Airport pick-up and free delivery to the free accommodation (hotel), for a period of seven days.
- ▶ Free transportation from the hotel or to the University for a period of seven days in coordination

with the Transportation Section.

► Providing a cash advance of OMR 1000 for new, overseas staff if needed by them; this to be deducted from the monthly salary at a rate of OMR 250 per month for those whose salaries exceed OMR 1000, in coordination with the Finance Department according to the rules and Regulation of Sohar University.

► **New Staff Members**

New staff members, whom we shall call 'employees', for the purposes of this section, should present themselves to the Human Resources Department within two days of their date of arrival in Oman. They should bring their employment contract, medical examination results, residence card, passport and 6 passport sized photographs to complete the procedures, in addition to issuing health and life insurance coverage.

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OTHER SERVICES OFFERED UPON REQUEST:

VISA SERVICES:

► **The employee and his/her family's visa**

A family visa is granted to expatriate employees and their children. It will be valid for two years from the day the visa is stamped on the passport and should be used within three months of issue date. The family visa is the multiple entry/re-entry type, which means that the visa holder can travel outside Oman and return. The fee for visa is OMR 30 and is paid by the employee.

► **Fees in case of delay:**

- A fine for not renewing visa within thirty days from the day of entry is OMR 20 for each month.
- A fine for not registering a residence within thirty days from the day of entry is OMR 10 for each month.

► **Required Documents**

- A copy of the visa applicant's passport, which should be valid for no less than six months, in addition to a copy of the residence card.
- Two 4x6 cm photographs.
- A passport copy and proof of kinship, unless the names and data recorded in the passports prove kinship.
- The wife of the University employee should attach an original copy of the marriage contract, certified by her country's embassy and the Omani Ministry of Foreign Affairs.
- A medical examination certificate, for those who are 15 years old and above and coming from, in the first instance, Bangladesh, Egypt, Ethiopia, India, Indonesia, Pakistan, the Philippines, Sri Lanka, Syria or Sudan. For other countries, please check with the Human Resources Department. The examination must be certified and approved by the Ministry of Health in Oman.

► **Visitor's Visa for Relatives**

A visitor's visa is granted to the University employees' relatives and is done so at their request and on their responsibility. Visitors' visas are not issued to friends of the employee. The visa must be used within three months of the issue date and is valid for three months from the date of entry.

The visitor's visa is not a multiple entry/re-entry visa and allows visitors to make only one exit from the country. However, the visa can be extended by one month, at a cost of OMR 20. Delays in departure which cause visa holders to extend their stay in the country are met with a fine of 10 RO per day.

► **Documents required for a Visitor's Visa**

- One copy of a passport that is valid for no less than 6 months
- Two 4x6 cm photographs
- A copy of the employee's passport (to verify kinship)
- A letter of undertaking from the employee's sponsor, assuming responsibility for the family visitors during their stay in Oman. The letter should also detail the nature of the kinship

The new employee and his/her relatives are kindly requested to visit the Staff Services Department within a week of the date of arrival to the Sultanate

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► **Study Visa**

A study visa is granted to a non-Omani, coming to study in Oman, upon request and is the responsibility of the local sponsor, provided that the sponsor has a license, issued by the proper authority, to operate a training or educational institute.

A study visa must be used within three months of the date of issue and is valid for up to 1 year from the date of entry. It can be renewed for the same period of validity if holders are still studying. They shall submit a letter, issued by their educational or training institute and which proves that they are still studying. The study visa is of the multiple entry/re-entry type, so holders can make any number of flights out of the country. A study visa costs OMR 30.

► **Documents required for a Study Visa**

- A downloaded, electronic application form, certified and stamped by the sponsor. It should be typed in Arabic for Arab nationals and in English for non-Arab nationals
- Two 4x6 cm photographs
- A passport which is valid for no less than 6 months
- A medical examination card must be approved by the Ministry of Health for those coming from, in the first instance, Bangladesh, Egypt, Ethiopia, India, Indonesia, Pakistan, the Philippines, Sri Lanka, Syria or Sudan. For other countries, please check with the Human Resources Department.
- A no-objection letter from the previous sponsor in case he/she wants to transfer to the university sponsorship.

► **Residence Card Renewal**

Resident cards expire on the date specified in the passport. To begin the process of renewing a resident card, the University employees, their accompanying persons (family members) or study visa holder students must deliver the following documents to the Human Resources Department one week before the visa's expiry date:

- Passport
- A copy of the original residence card
- 2 photographs

► If continued residency is for the purpose of study, the visa applicant will need to produce a letter of admission for the current academic year.

► **Notes**

► There is charge for the renewal of all the above-mentioned visas.

► The fee for issuing a residence card is OMR 11.

► A residence card is obligatory from the age of four and above.

► The fine for not obtaining or renewing a residence card is OMR 20 for each month, to be paid by the University employee.

► The final notice period for residency renewal is one month from the date of visa expiry. If the visa expires while the visa holders are outside Oman, the visa becomes invalid and the holders can only enter Oman if they are issued with a new visa.

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► Holders of the following visas are allowed to stay outside Oman (for example – and only for example - while on holiday, while studying or training or on employment attachment):

► Work visa holders must not stay outside Oman for more than 6 months, otherwise the visa will be automatically canceled and the holders will not be able to re-enter Oman until their sponsors issue them with a new visa.

► Accompanying person visa holders can stay outside Oman no later than one week prior to the expiry date of the visa. It is also necessary to notify the sponsor to take the necessary sponsorship renewal and/or visa renewal procedures immediately upon their arrival in Oman.

► A visit visa expires when the visa holder leaves Oman if it is not a multiple entry/re-entry type. If the visa expires while the person is still in Oman, a fine of OMR 10 is payable for each day that the holder remains in the country.

► **Police Clearance Certificate (Non-conviction Certificate):**

This certificate is issued to Omani citizens and resident foreign nationals presently or previously residing in the Sultanate. For application, you must complete the appropriate form, accompanied by a letter of approval from the sponsor if the applicant is an employee from overseas, and attach a copy of the passport and ID card in addition to two passport photos 4/4 cm.

A non-conviction certificate fee in Oman is OMR 5, and outside Oman is OMR 20.

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Health Insurance Provided To University Staff

According to the laws and regulations of Sohar University, an employee must have health insurance. There are two types of insurance. The foreign employee gets both types – life and health insurance. Life insurance is based on the basic salary of the employee during the year. Only a University

employee's wife or husband and two of their children under the age of 18 are eligible for health insurance coverage. As for the Omani employees, they only receive health insurance and it does not include their families.

► **PROCEDURES FOR ISSUING HEALTH INSURANCE FOR EMPLOYEES AND THEIR FAMILIES**

► Upon the arrival of the new employee, the Staff of Health Insurance and Tickets in the staff services Section at the Human Resources Department make a request for him / her to issue the health insurance card for them.

► They shall also bring passports, visas copies and copy from their Resident cards, to prove that their family members should come under the umbrella of insurance coverage offered by the University and so that the correct details about the family members can be entered on the insurance cards.

► It usually takes no more than three days for issuing new health insurance cards the electronic copy to be send to the employee.

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► **HEALTH INSURANCE CONTROLS:**

Health insurance provides a health coverage system, in line with the terms and conditions that were agreed upon in the insurance policy between the University and the insurer.

► **The most important services covered by health insurance:**

► **Treatment given in the hospital:**

Hospital stay, medical consultation, medications, lab tests and surgical procedures (as stipulated in the insurance policy).

► **Treatment given outside a hospital:**

Medical consultation, medication, lab tests, daily care given by a nurse, contribution to the intensive care unit room, and contribution to the surgery's fees and the doctor's fee.

► **The Basics of Emergency Treatment Abroad while on Vacation or while Employed**

► Obtaining approval from the insurance company before starting treatment.

► The maximum period of time allowed for submitting medical bills is 45 days for each vacation or period of employment carried out on behalf of the University while abroad.

► Compensation is limited only to the time spent on each period abroad.

► Treatment costs are fixed to the actual, reasonable and acceptable treatment fees in Oman, even if the treatment fees in Oman are lower.

► **PROCEDURES TO FOLLOW TO CLAIM COMPENSATION IN THE INSTANCE OF TREATMENT GIVEN OUTSIDE NETWORK HOSPITALS**

In the event that employees go for treatment outside the hospitals which are not covered by their insurance policy, they will have to pay for their treatment and reclaim the cost by submitting, within a period of 45 days from the date of treatment, the following documents to HR. It is worth mentioning that submission of complete and properly documented paperwork, as required, facilitates the refund process.

The Check List for Reimbursement Claims as following:

► Duly filled & Signed claim form with all the details as applicable.

- ▶ Copy of Medical card of the patient.
- ▶ intimation/pre-Approval copy of the Mail – Intimated or Received.
- ▶ All Original Bills / Invoices and its Receipts towards payment made.
- ▶ Medical Record/Medical Report stating the Diagnosis & Treatment Details.
- ▶ Prescription from the doctor if any medicine bills are submitted.
- ▶ Investigation reports if any investigation bills are submitted.
- ▶ Break up towards the submitted bills / Invoice if any.
- ▶ Discharge Summary with details of diagnosis & Treatment /Surgery if any.
- ▶ Compensation is paid to the employee directly by transferring the amount to his /her Bank account.

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▶ HOSPITALS IN SOHAR COVERED BY HEALTH INSURANCE CARD

Public School	Village	Telephone Type
Lifeline Hospital	Falaj Al Qaba'll	24600629 Hospital
Al Raffa Hospital	Sohar	26841200 Hospital
Al Raffa Centre	Sohar	26841200 Centre
Al Hayat Centre	Close to Friday Souq	26845104 Centre
Al Hikma Clinic	Close to Sohar Health Center	99410923 Clinic
Dar Care Specialized Centre	Industiral Zone - Al Qaba'll	26753666 Clinic
Ibrahim Mohammed Ahmed Al Balushi	Al Buraimi Street	26751128 Clinic
Badr Al Samaa Hospital	Soahr	2684660 Centre
Dar Care Specialized Centre	Industiral Zone - Al Qaba'll	26753666 Pharmacy
Scientific Pharmacy	Next to Grand Hypermarket	26841174 Pharmacy

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Contact of HR Department Staff

Ms. Maryam Al Amri

Director of Human Resources Department

Recruitment & End of
Services Section

Staff Services Section

Payroll & Leave
SectionStaff Development
Section**Ms. Iman Al Marzouqi**

Head of Recruitment & End
of Services Section**Mr. Zaher Al Hosni**

 Head of Staff
Services Section**Ms. Iman Al Hashmi**

 Administrative
Officer**Ms. Fatma Al Jabri**

 Head of Staff
Development Section**Ms. Najia Abdullah Al
Farsi**
 Administrative
Officer**Mr. Mohammad Al
Balushi**
 Public
Relation Officer**Mr. Ahmed Al Azzani**

 Payroll Officer**Ms. Nasiba Al Balushi**

Administrative Officer**Ms. Shamsa Al Beriki**

 Administrative
Officer**Mr. Majid Al Isaee**

Administrative Clerk**Mr. Abdullah Al Nofali**

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Department / Faculty	Ext.
Vice-Chancellor Office	439
Deputy Vice Chancellor, Academic Affairs	464
Deputy Vice Chancellor, Resources	433
PVC Admissions, Registration & Student Affairs	362
Pro. Vice Chancellor, Research & Innovation	364
Communication & External Relations Department	297
Human Resources Department	253
Finance Department	117

Admission & Registration Department	457/476/199
Estates & Campus Services Department	444
Information Technology Services Department	333
Procurement and Contract Department	421
Research Development Department	553
Student Services Department	146
Faculty of Education & Arts	266
Faculty of Business	724/206
Faculty of Computing & Information Technology	161/312
Faculty of Engineering	342/237
Faculty of Language Studies	284/492
Faculty of Law	241/215
General Foundation Program	193/109
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