

Sultan Qaboos University

Deanship of Post Graduate Studies

Postponement of Studies

Help / User Manuel

March 2019
Version 0.01

DISCLAIMER

All copyright reserved

Sultan Qaboos University

The University represented by the Deanship of Postgraduate Studies offers a range of postgraduate programs at the diploma, masters and doctoral levels through advanced course work and research in various combinations.

Copyright © 2018 by Sultan Qaboos University

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher. For permission requests, write to the publisher, addressed "Attention: Coordinator," at the address below.

Sultan Qaboos University

Center for Information System | Al-Khod | Muscat | Oman

Phone : +968-24141500 Web : www.squ.edu.om

Sultan Qaboos University

Document Revisions

Date	Version Number	Document Changes
04-03-2019	1.0	Initial draft

Approvals

This document requires following approvals:

Name	Title

Distribution

This document has been distributed to:

Name	Title

Sultan Qaboos University

Contents

1	PREFACE	5
1.1 <i>Description of the User</i>	5
1.2 <i>Obtaining Documentation and Information</i>	5
2	Description of the product.....	6
2.1 <i>Purpose of the Product</i>	6
2.2 <i>Process Overview</i>	6
3	[PROCESS/WORKFLOW].....	7
3.1 <i>[Sub-process/Workflow Student]</i>	7
3.1.1	[Procedures for Students]	7
3.2 <i>[Sub-process/Workflow Approvers]</i>	9
3.2.1	[Procedures for Approvers]	9
3.2.2	[Final approval].....	12

Sultan Qaboos University

1 PREFACE

1.1 Description of the User

User is defined as stakeholder candidates from Deanship of Post Graduate Studies, system analyst, administrators and developers from Center for Information Systems along with related students and approvers from concerned colleges/departments at Sultan Qaboos University. Any users who are not defined considered as restricted users and having limited ability to proceed with this documents.

1.2 Obtaining Documentation and Information

Internet

The latest version of the documentation is available at the following address:
Help link/section of DPS E-Services | Postponement of studies at Portal

Ordering Documentation

Documentation, user instructions and technical information can be ordered by calling Deanship of Post Graduate Studies.

Documentation Feedback

If you are reading Deanship of Post Graduate Studies product documentation on the internet, any comments can be submitted on the support website. Comments can also be sent dps_eservices@squ.edu.om.

We appreciate your comments.

2 Description of the product

2.1 Purpose of the Product

Postponement of study granted in special circumstances and must be approved by the multiple approvers with help of Deanship of Studies. Electronic services are available in portal for paper free green environment to make the process simple and efficient.

2.2 Process Overview

Form Number: DPS13

Form Name : Postponement of Studies

Rules:

- Maximum postpone allowed for two (2) semesters only
- Students are not allowed to postpone extended semester
- Apply for postponement period is at the Drop with 'W' period

Users :

- Student
- Supervisor / Advisor
- College Dean
- DPS (Scholarship, Academic) Dean

3 [PROCESS/WORKFLOW]

3.1 [Sub-process/Workflow Student]

Student need to initiate first.

1. Student need to follow the set of rules to find eligibility
2. Student need to be in **drop with 'W' period**
3. *Student can apply for maximum **two 2 semesters** postpone.*
4. Any **extended** semester cannot **postpone**.

3.1.1 [Procedures for Students]

To apply for extension of studies:

1. Login to portal.
2. Click DPS tab.
3. Select Postponement of studies from left menu.
4. Click 'Apply for Postpone' button on right.



5. Select year/semester radio button .

6. Select reason for not completing

7. Click Submit

8. Work flow will start. Student and approvers will be notified.

Request Date	Year/Sem	Reason	Approver				Action
			Advisor	Supervisor	Col.Dean	DPS Dean	
04/03/2019	2018-Fall	Financial reasons	...	Ø	Ø	Ø	Pending

9. There are three type of approvers

- Supervisor / Advisor
- College Dean
- DPS Dean

10. Postponement of studies will be accepted when all three approvers accept the request. Process can be rejected for any of the approvers' rejection and no further progress in same channel will entertain. Student need to start fresh again with all the applicable rules.

Request Date	Year/Sem	Reason	Approver				Action
			Advisor	Supervisor	Col.Dean	DPS Dean	
04/03/2019	2018-Fall	Financial reasons	...	✓	✓	✓	Accepted

3.2 [Sub-process/Workflow Approvers]

Approval process starts after student's initiation.

List of Approvers :

1. Supervisor / Advisor (Program Coordinator)
2. College Dean
3. DPS Dean

3.2.1 [Procedures for Approvers]

To approve Student extension:

1. Get notification
2. Login Portal.
3. Select **DPS** tab from top menu
4. Select **Postponement** from left menu
5. Approver will see approval screen with appropriate role/s
6. Select appropriate role
7. Able to find list of students who applied for **Postponement of Studies**

DPS - Postponement of Studies

Home Advisor (Program Coordinator) Supervisor

Search:

Seq.No	Student Id	Name	Cohort
281	xxxxxxx ☆	xxxxxx xxxxx xx xxxxx xxxxx xxxxx	2016

Showing 1 to 1 of 1 entries

Show 10 entries

Previous 1 Next

8. Select appropriate student

DPS - Postponement of Studies

Home Advisor (Program Coordinator) Supervisor

Search:

Seq.No	Student Id	Name	Cohort
281	xxxxxxx ☆	xxxxx xxxxx xxx xxxxx xxxxx xxxxx	2016

College College of Agricultural & Marine Sciences

Program Doctor of Philosophy

Reason Financial reasons

Advisor (Program Coordinator) ***

Supervisor

College Dean

DPS Dean

Action

☐ Approved ☐ Not Approved

9. Take action (Approve/Reject) by selecting appropriate radio button
10. To Approve the action, it's required to select approve radio button and **Yes** button at the next dialogue box. If not sure then **No** and exit.

Approver Form (Postpone of Studies)

You are about to approve, postpone request. Are you sure?

11. For reject , approver need to provide reason or rejection

Approver Form (Postpone of Studies)

You are about to reject , postpone request. Are you sure?

Comments

12. In case of reject, approver and requester both will find red color cross sign for their respective approver

DPS - Postponement of Studies

Home [Advisor \(Program Coordinator\)](#) [Supervisor](#)

Search:

Seq No	Student Id	Name	Cohort
281	XXXXXXXX	XXXXX XXXXX XXX XXXXX XXXXX XXXXX	2016

College College of Agricultural & Marine Sciences

Program Doctor of Philosophy

Reason Financial reasons

Advisor (Program Coordinator) ***

Supervisor ✖

College Dean ⓧ

DPS Dean ⓧ

Action Rejected

13. In case of approve the approver and requester both will find green color right (check) mark on their respective approver.

DPS - Postponement of Studies

Home [Advisor \(Program Coordinator\)](#) [Supervisor](#)

Search:

Seq No	Student Id	Name	Cohort
281	XXXXXXXX	XXXXX XXXXX XXX XXXXX XXXXX XXXXX	2016

College College of Agricultural & Marine Sciences

Program Doctor of Philosophy

Reason Financial reasons

Advisor (Program Coordinator) ***

Supervisor ✔

College Dean ⓧ

DPS Dean ⓧ

Action Progress

3.2.2 [Final approval]

Normally final approval done by DPS Dean .

DPS - Postponement of Studies

[Home](#) [Advisor \(Program Coordinator\)](#) [Supervisor](#) [DPS Dean](#)

Search:

Seq.No	Student Id	Name	Cohort
281	xxxxxxxx	xxxxxx xxxxx xxx xxxxx xxxxx xxxxx	2016

College College of Agricultural & Marine Sciences

Program Doctor of Philosophy

Reason Financial reasons

Advisor (Program Coordinator) ***

Supervisor ✓

College Dean ✓

DPS Dean ✓

Action Accepted