

Organizational Regulation of the Educational Institutes of the Ministry of Health

Ministerial Decision

No. 167/2008

Date: 10/11/2008

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Concerning the issuance of the Organizational Regulation of the Educational Institutes of the Ministry of Health

On the basis of the Royal Decree No. 47/92 regarding approval of the organizational structure of the Ministry of Health, the Royal Decree No. 55/93 concerning the Rules of the educational institutes of the Ministry of Health, the Ministerial Decision No. 5/84 regarding medical and paramedical posts categories, the Ministerial Decision No. 100/93 concerning the issuance of the Organizational Regulation of the educational institutes of the Ministry of Health, the Ministerial Decision No. 116/2002 regarding the issuance of the Internal Rule, of educational institutes' boarding facilities, and for the benefit of public interest, the following have been decided:

Article 1: Clauses of the attached Organizational Regulation shall be applied in the educational institutes of the Ministry of Health.

Article 2: The aforesaid Ministerial Decision No. 100/93 is deemed cancelled together with all that contravenes with this Decision or contradicts its clauses.

Article 3: The clauses of the attached Regulation shall come into effect from the academic year 2009-2010.

Article 4: This Decision shall be published in the Official Gazette and shall take effect from the day following the date of publication.

Dr. Ali Bin Mohammed Bin Moosa
Minister of Health

Issued on: 11.11.1429H

Corresponding to: 10.11.2008

Chapter 1

Definitions and General Clauses

Article 1:

The following words and phrases shall bear the same meaning respectively ascribed to them, unless otherwise defined by the context:

Ministry: The Ministry of Health.

Minister: The Minister of Health.

Undersecretary: The Undersecretary of the Ministry of Health for Planning Affairs.

Directorate General: Directorate General of Education and Training.

Director General: Director General of Education and Training.

Dean: Dean of the Institute.

Institutes: The educational institutes of the Ministry of Health.

The Council of the Institute: The Council of General Nursing institutes and a Council for every other institute.

The Higher Council of the institutes: The Council of the educational institutes of the Ministry.

The study semester: A period of time amounting to 17 weeks, including two weeks of examinations for the regular semester and a summer semester ranging from six (6) weeks to ten (10) weeks with one (1) week inclusive for examinations.

The course: An educational course of specific learning outcomes, contents and activities, associated with other courses, and has its own code and number, together with credit hours and teaching hours.

The credit hour: A scientific unit for measuring the time set for the course. It is practically translated into the number of weekly teaching hours of that course over a regular semester.

Study load: The total credit hours of the courses studied by the student in each semester.

The semester average: The average of the numerical values, of the grades attained in all courses, studied by the student, either passed or failed.

Cumulative average: The average of the numerical values of the grades attained in all courses studied by the student, either passed or failed, until the date, that average is calculated.

Article 2:

The institutes aim to achieve the following:

1. Preparation of skilled, technical personnel in the fields of nursing, public health, pharmaceutical and paramedical professions and other areas of health.
2. Meeting the needs of hospitals and health institutes with regard to nurses and other health professions.
3. Preparation and organization of training courses and continuing education activities in different fields of health.
4. Participating in research activities for the development of health care and for improving the performance of workers in the related professional fields.
5. Participating in activities aiming at the development and support of community health.
6. Creating an enabling environment conducive to the integration of all aspects of a student character and refinement of the same at both personal and professional levels.

Article 3::

The Undersecretary shall oversee the proper functioning of the institutes and follow-up the implementation of the prescribed plans and programs. The institutes will be technically, administratively and financially under the supervision of the Directorate General. The Director General shall submit a report to the Higher Council of institutes at the end of each academic year, on work progress and various activities of the institutes in addition to proposals for development and advancement.

Chapter II

The Higher Council of the institutes

Article 3:

A Higher Council of the institutes will be constituted through a decision issued by the Minister, it will be chaired by the minister with membership as follows:

Undersecretary	Vice – chairman
Director General	Member and rapporteur
Director General of Health Affairs	
Director General of Pharmaceutical Affairs & Drug Control	
Deans of institutes	
Director of Nursing	

Three experts selected by the Minister and their term of office will be three years and renewable.

In carrying out its responsibilities, the Council may seek assistance of other experts without granting them the right to vote.

Article 5:

The Council shall meet at least once every year or whenever the need arises upon an invitation of the Chairman. The quorum of the meeting to be valid will be two-thirds of its membership and decisions will be made by the majority of votes. In the event that, the votes are equal on both sides, the Chairman's vote will be decisive.

Article 6:

The Higher Council of the institutes is responsible for the following:

1. Development of general policy of the institutes and follow-up of its implementation.
1. Approval of the internal rules of the institutes and their amendments. The same shall be issued through a decision taken by the Minister.
2. Examination and approval of scientific, technical and financial decisions and recommendations required to achieve the objectives of the institutes.
3. Attestation of certificates granted by the institutes.

Chapter III

Technical Committee and Education Quality Assurance Committees

Article 7:

A technical committee will be constituted through a decision taken by the Minister. The technical committee will be under the authority of the Higher Council of institutes, it will be headed by the Undersecretary with membership as follows:

Director General

Two of the deans of General Nursing institutes, alternately, for a period of three years

Deans of other institutes

Training Advisor of the Directorate General of Education (member & rapporteur)

A representative of the institutes' faculty, alternately, for a period of three years

With a view to carrying out its responsibilities, the committee may seek assistance of other experts without granting them the right to vote.

Article (8):

The Technical Committee shall meet at least twice every year, or whenever the need arises, upon an invitation of the Chairman. The quorum for the meeting to be valid will be two-thirds of its membership and decisions will be made by the majority of votes. In the event that the votes are equal on both sides, the Chairman's vote will be decisive.

Article 9:

Issues under the jurisdiction of the Higher Council of institutes shall be forwarded to the Technical Committee for study and will be opined upon by them before being presented to the Council.

Article 10:

A general committee for quality assurance in education will be constituted through a decision taken by the Minister. The committee will be headed by the Undersecretary with membership as follows:

- Director General
- Director of Quality Assurance and Patient Safety at the Directorate General of Health Affairs of the Ministry

- Two of the deans of General Nursing institutes, alternately, for a period of three years
- The deans of other institutes
- Training advisor at the Directorate General.

This committee is responsible for developing plans, mechanisms, and programs to control the quality of education according to established policies and standards.

In carrying out its responsibilities, the committee may seek assistance of other experts without granting them the right to vote.

Article 11:

An education quality assurance committee will be constituted in each institute through a decision taken by the Director General. The committee will be headed by the dean of the institute and members will be the heads of the educational departments of the institute:

This committee is responsible for the implementation of all recommendations made by the general committee for quality assurance in education and to verify the execution of the Institute's policies and standards.

Chapter IV

The management of the Institute

Article 12:

The Institute is managed by:

- A. The Council of the Institute
- B. The Dean

Article 13:

A council for general nursing institutes will be constituted through a decision taken by the Minister. The council will be headed by one of the deans of nursing institutes with membership as follows:

- The deans of other nursing institutes.
- Dean of Oman Specialized Nursing Institute.
- A representative of the Directorate General of Education and Training.

A council will be constituted in every other institute through a decision taken by the Minister, it will be headed by the dean and membership as follows:

- The Institute's departmental heads.
- A representative of the Directorate General of Education and Training.

The Head of the Council shall appoint one of the members as a rapporteur to prepare the agenda and follow up the implementation of Council's resolutions.

Article (14):

The Institute Council meets at least three times every year, or whenever the need arises, upon an invitation of the Chairman. The quorum of the meeting to be valid will be two-thirds of its membership and decisions will be made by the majority of votes. In the event that the votes are equal on both sides, the Chairman's vote will be decisive.

In carrying out its responsibilities, the institute's council may seek assistance of other experts without granting them the right to vote.

Article 15

The Council of the Institute is responsible for the following:

1. Preparation of the draft for Internal Rule, including:
 - Objectives
 - Educational and administrative departments
 - Faculty
 - Educational certificates
 - Duration of study
 - Courses
 - Mechanism for students' evaluation system.
2. Preparation of the study plans, curricula and continued education and implementation of the same.
3. Proposing amendment to the Internal Rules of the Institute as needed.
4. Constitute committees or working groups to prepare and implement the approved plan of study.
5. Ensuring application of the quality assurance criteria at the Institute.
6. Carry out a regular review of curriculum with a view to their further development.

7. Proposing the number of students intake each year.
8. Setting regulations for the transfer of students from one Institute to another in the event of admission to a different specialty.
9. Coordination between sections and institutes.
10. Scheduling timing of continuous evaluation and summative evaluation.
11. Approval of evaluation results in accordance with of regulations and standards of this Regulation.
12. Preparation of the draft annual budget.
13. Proposing the requirements for faculty members and technicians.
14. Participating in the selection of faculty and technicians.
15. Organizing social, cultural and athletic activities in accordance with the general policy of the Ministry.
16. Proposing the establishment of new departments or new programs or cancel, merge or amend the same.
17. Discussing and taking appropriate decisions on students' problems referred to the council and have them circulated to concerned students' .
18. Reviewing complaints received from students, discuss them and make appropriate decisions.

Article 16:

The Dean is appointed through a decision taken by the Minister, provided that he/she meets the requirements of the post.

Article 17:

The Dean is accountable for the management and good functioning of the Institute. He/she has the following responsibilities and authorizations:

1. Presides over the Council of the Institute, calls for its meetings and organizes its affairs.
2. Directs the Institute's staff, follows up their attendance and distributes assignments among them in order to ensure smooth functioning.
3. Supervises programs and educational and administrative departments.
4. Oversees the programs of social, cultural and athletic activities.
5. Investigates and solves students' educational, academic, social and behavioral problems or refer them to the Institute's Council, if necessary.
6. Submits a report at the end of each academic year to the Director General, on the Institute's affairs together with his/her recommendations and proposals.

7. Oversees the annual comprehensive inventory of Institute's stores, treasury and library.
8. Supervises the implementation of this Regulation and its executive instructions.

Article 18:

Heads of departments stated in the organizational structures of the institutes are appointed through a decision taken by the Director General. The heads of scientific departments of the Institute shall be from the institute's faculty. The departmental head is accountable for department affairs and execution of policy established by the Institute's Council. The departmental head shall submit a report to the Dean at the end of each academic year, on the affairs of the department, as a prelude to the presentation of the same to the Council of the Institute.

Article 19:

1. Senior Lecturer
2. Lecturer
3. Assistant lecturer
4. Senior clinical instructor
5. Clinical instructor
6. Clinical instructor (Trainee)

The Minister may add any other teaching posts at the request of the Council of the Institute.

Chapter V

Institutes' Admission System

Article 20:

- A. The Institute Council shall determine number of students to be admitted per year, in the light of the health development plan requirements and the institute's potentials..
- B. Admission to institutes' general diploma programs is carried out through the Higher Education Admission Centre, in accordance with the admission criteria and established mechanisms.
- C. The following are preconditions for a student to join a specialty program:

1. To be an Omani nationality or from the other countries in accordance with the rules applicable in this regard.
2. To attain a general diploma with a minimum grade of "Good".
3. Have a minimum experience of two years in the specialty.
4. Attained a grade of "very good" in the performance evaluation report over the previous year.
5. To be medically fit.
6. Pass examinations and interviews necessary for admission to the program..
7. To submit the application on the respective form.

Article 21:

The admitted and enrolled student may transfer from one institute to another according to the following conditions:

1. The application for transfer shall comply with the standards stipulated by the Higher Education Admission Centre.
2. Availability of a vacancy in the institute the student wishes to transfer to, based on the maximum number of enrollment of students in that academic year.
3. Submit the application for transfer, together with the recommendations of the academic advisor and the approval of the Institute's Council on the respective form, within the first week of commencement of the study semester of each academic year.
4. The transfer shall conform to admission criteria and the nature of the program taught in the institute, the student wishes to transfer to.
5. Approval of the Council of the Institute the student wishes to transfer to.

Article 22:

Student's academic record will be approved in the event that, the student has been admitted to the same specialty. In the event of admission to another specialty, the respective clauses stated in the Internal Rules of the institute, will be applied to the student.

Any delay in graduation within the maximum period, due to transfer from one institute to another, will be borne by the student.

Article 23:

- a. The same conditions stated in Clauses 1, 3 of Article 21 are preconditions for transfer from any general diploma program to another program. In addition to the availability of a vacancy in the program the student wishes to transfer to.
- b. Where the request for changing the program has been approved, all courses studied and passed by the student and fall under study plan of the new program, will be considered. Grades of these courses will be added to the calculation of the cumulative average.
- c. The concerned academic departments in liaison with the Directorate General will equalize the courses studied by the student in the previous program with the program the student has transferred to.
- d. The period of study of the program transferred to, shall not exceed the maximum limit specified in the Internal Rules of the Institute.
- e. A committee will be constituted in the Institute through a decision taken by the dean. This committee will be headed by the dean and membership of the concerned heads of academic departments and a representative of the Directorate General. The committee will scrutinize applications for intra-program /intra-specialty transfers and decide upon the same.
- f. All courses studied by the students, and that do not fall under his/her study plan, will be included in the transcript and excluded from the calculations of the cumulative average.

Chapter VI

System of Study

Article 24:

The institutes grant the following certificates:

1. General Diploma in the field of specialty.
2. Diploma in sub-specialty.

Article (25):

1. The period of study for General Diploma is between two to three years and one to two years for the specialty diploma.
2. The academic year is divided into two successive regular semesters, each followed by a two-week break and a summer semester if necessary.

3. The Institutes' system of study is based on credit hours system and as follows:
 - One credit hour = 15 hours of theoretical lectures.
 - = 30 hours of practical lectures (laboratory training).
 - = 45 hours of clinical lectures (field training).
 - = 45-hours of English language lectures.
4. The number of credit hours in the academic year is between 30-40 credit hours.
5. The maximum limit for the completion of study of general diploma programs is five years and two years for specialty diploma programs.
6. Two types of courses are taught in the institutes:
 - a. Basic courses.
 - b. Supportive courses.

The internal rules of each institute clarify the courses and their types (theoretical course, practical course or laboratory training, clinical course or field training) and the number of credit hours for each program and course.

Article 26:

- a. An academic advisor shall be appointed for each student from amongst the Institute's faculty. The advisor will be responsible for the following:
 1. Assisting students in discovering their own potential and capabilities.
 2. Studying aspects related to the low academic performance of students and propose solutions for the same.
 3. Providing advice to any student kept under academic observation and liaising with the academic departments to develop plans for improving performance level of students.
 4. Recommending a student to transfer to another Institute or from one program to another in the event that, he/she is unable to progress with education for any reason, according to the plan of study and academic system.
- b. A new academic advisor shall be appointed for the student when he/she transfers to another institute or changes the program.

Article 27:

- a. The maximum study load for a student shall be eighteen (18) credit hours for the regular semester and nine (9) credit hours for the summer semester.
- b. The minimum study load for a student shall be twelve (12) credit hours for the regular semester, and not less than six (6) credit hours for the summer semester. A student in a position to graduate at the end of the summer may be exempted from the minimum credit level. Student's study load could be less than the allowed minimum level, in cases considered by the Dean and recommended by the academic department.

Chapter VII

Evaluation system and study progression

Article 28:

The performance of a student is evaluated in each course on the basis of the marks of the semester work and the marks of the final assessment of the course as follows:

1. The semester work marks are calculated on the basis of student's evaluation throughout the study semester.
2. The mark of final assessment is worked out, at the end of the course or the end of the semester in which the course has been taught.
3. 50% is allotted to semester work. The rest is allotted to the final assessment of any course of the General Diploma Program. As for the Specialty Diploma Program, 60% is allotted to semester work and 40% to the final assessment of the course.
4. In order to pass any course within the General Diploma program, the student shall attain a minimum of 50% of the course's total rating. The final mark for any course in each semester should reflect student's attainment in a particular course and represents total marks of semester work and final examination.¹

¹ Clauses 4 & 5 were amended – Ministerial decision 68 /2009 dated May 25, 2009. original clauses were as follows:

4. In order to pass any course of General Diploma courses, the student shall attain a minimum of 50% of the course's total rating. The student shall also attain a pass mark in the final assessment.
5. In order to pass any course of Specialty Diploma courses, the student shall attain a minimum of 65% of the course's total mark. The student shall also attain a pass mark in the semester work and final assessment.

5. In order to pass any course within the Specialty Diploma programs, the student shall attain a minimum of 60% of the course's total mark. It is also a prerequisite for a student to attain a minimum of 50% of the percentage allotted to the final assessment of that course, in order to pass the respective course.¹
6. The Grade of each course is calculated on percentage basis and each grade has a numerical value in accordance with the following table:

Grade	Numeric Grade Point	Percentage	Grade	Numeric Grade Point	Percentage
A	4.00	90 – 100	C+	2.25	71 – <75
A-	3.75	85 – <90	C	2.00	68 – < 71
B+	3.25	81 – <85	C-	1.75	65 – <68
B	3.00	78 – <81	D+	1.50	60 – <65
B-	2.75	75 – <78	D	1.00	50 – <60
			F	0	<50

7. The following terms are used in the evaluation system:
 - Incomplete (I): The student is granted 'I' for course uncompleted due to compelling circumstances. The student shall be notified in writing of the conditions of completion, together with the deadline which shall not exceed a semester at maximum.
 - In Progress (IP): The student is granted 'IP' for a course which is still in progress and extends for two semesters or one year, e.g. projects, etc.
 - Passed or Not Passed (P - NP): It is assigned for a course that is not graded on the A-F scale, but does carry credit value. The term 'P' is granted to student who passed the course, while the term 'NP' is granted to student who failed the course.
 - Audit (AU): This term is used for a student who attends the course regularly in an audit status.
 - Transfer Credits (TC): This term is granted to a student who acquired credit hours from any other place, and that these hours will contribute to the total number of credit hours required for graduation in a particular program.

- Officially Postponed (OP): It is used for a student who is suspended from study in accordance with the clauses of this Regulation, however, the rest of study to be completed in the following year.
8. Grade Point Average (GPA) is an average that determines the academic level of students through the semester average and the cumulative average. It is calculated as follows:
 - A. Semester GPA is calculated on the basis of the number of credit hours of that semester.
 - B. The cumulative GPA is calculated on the basis of the number of all credit hours of the courses studied by the student in all semesters till date of calculating the Cumulative GPA.
 - C. The semester GPA or cumulative GPA are calculated as follows:
 - Multiply the numerical value of the grade points earned in each course by the number of credit hours of the course and the outcome is called "Earned Grade Point Average".
 - Divide the sum of the grade points earned in a semester by the total credits taken by the student during that semester and the outcome is called the Semester GPA.
 - Divide the sum of grade points earned by the student in all semesters to-date, by the total credit hours taken by the student during those semesters and the outcome is called the Cumulative GPA.
 - The GPA is worked out by rounding it up to TWO decimal places.
 - Incomplete (I), In Progress (IP), Passed or Not Passed (P - NP), Audit (AU), Officially Postponed (OP) and Transfer Credits (TC) shall not be included in the grade point average.
 9. All grades are final except for Incomplete (I), In Progress (IP), Passed or Not Passed (P - NP).
 10. When a student meets all the requirements of the courses that carry the grades of I, IP and P-NP, these grades shall be replaced by grades obtained by the student, and the cumulative average shall be recalculated accordingly.
 11. All grades attained in all repeated courses shall appear in the student's academic record. The most recent grade obtained shall be used in the calculation of GPA, even if less than the original grade.

12. The final grade of the student is calculated at the end of study program on the basis of the cumulative GPA of the courses studied and is as follows:

Grade	Cumulative GPA
Excellent	3.31 - 4.00
Very good	2.85 - < 3.31
Good	2.39 - < 2.85
Passed	1.75 - < 2.39
Failed	< 1.75

Article 29:

A student's progression from a semester to the next semester and from one academic year to another until graduation, is based on his/her achievement in the courses and cumulative GPA; beginning first semester until the last semester, and is as follows:

First:

1. The preconditions for a student's progression from one academic year to another, as also for graduation, are that the student should obtain a minimum cumulative GPA of 1.75 and a pass in all courses.
2. A student is granted one opportunity to resit the final assessment of course/courses he/she failed in each semester, with the exception of the last semester as stated in the third section of this Article.
3. To pass the resit of the final assessment, the student should obtain a minimum of 65%; and a maximum grade of 'C – ' will be recorded.
4. A student shall be kept under academic probation to improve the cumulative GPA. He/she shall not be eligible to progress from an academic year to the following year. In the event that the student is failing to meet the same requirement in the General Diploma programs, he/she shall repeat all courses of that year in which he/she obtained less than 1.75. With regard to the Specialty Diploma programs, a student shall repeat all courses of that year in which he/she obtained less than 1.75 in the following semester, in his/her capacity as an external self-learning student under the institute's supervision.

5. A student is allowed to repeat the academic year once, as stated in clauses 2 b, 3 b, 4 of the second section of this Article. Repetition frequency shall not exceed two times throughout the study program.
6. The student is allowed to complete the study, as an external and self-learning student in some cases in the final semester as stated in items 2 b, 3, of the third section of this Article.
7. The student is dismissed in the event that, he/she availed all opportunities of passing and obtained a cumulative GPA less than 1.75 or in case the cumulative GPA is less than 1.00.

Second: The result of the semester with the exception of final semester, is calculated, according to the following:

1. A student who obtains a cumulative GPA of 1.75 and more and passed all courses may continue his/her study.
2. A student who attains a cumulative GPA of 1.75 or more and fails a number of courses, may continue his/her study in the following semester. He/she will be granted one opportunity to resit the final assessment of the course/courses he/she failed, within five (5) weeks of the announcement of the results. The following regulations shall be applied in this regard:
 - a. Clause 3 of the first section of this Article will be applied to a student who attains a pass mark in the resit of the final assessment.
 - b. A student who fails the resit of the final assessment will be suspended from study and has to repeat course/courses he/she failed, in the following year. He/she may repeat other professional courses in which he/she attained less than 1.75 in order to raise the cumulative GPA.
 - c. A student who fails repeated courses /course will be dismissed.
3. A Student who obtains cumulative GPA between 1.00 and less than 1.75 and passes all courses will be kept under academic probation. He/she will have to raise his/her cumulative GPA to 1.75 as a minimum, at the end of the academic year and before progressing to the following year. His/her progression will be evaluated as follows:
 - a. A student who attains a cumulative GPA of 1.75 or more may progress to the first semester of the following academic year of the general diploma program. The student will be eligible for graduation if he/she passed all semesters of Specialty Diploma program.

- b. A student who has not been able to raise cumulative GPA to 1.75, as a minimum, has to repeat the academic year and repeat all courses of that year in which he/she attained less than 1.75. If a student is unable to raise the cumulative GPA to 1.75 as a minimum, he/she will be dismissed, regardless of passing or failing the courses.
- 4. A student who attains a cumulative GPA between 1.00 and less than 1.75 and fails a course/courses, will be suspended, and has to repeat all courses of that year. His/her progression will be evaluated as follows:
 - a. A student who passes the repeated courses and attains a minimum cumulative GPA of 1.75 will be able to continue study in the following semester.
 - b. A student who passes all repeated courses and attains a cumulative GPA less than 1.75 will be kept under academic probation in order to raise his/her cumulative GPA and will be dismissed if unable to raise the cumulative GPA to 1.75 as a minimum.
 - c. A student who fails repeated course/courses will be dismissed.
- 5. A student who attains a cumulative grade point average less than 1.00 will be dismissed.

Third: The result of the final semester is calculated as follows:

- 1. A student who attains a cumulative GPA of 1.75 or more in the final semester and passes all courses is eligible for graduation.
- 2. A student who attains a cumulative GPA of 1.75 or more and fails a number of courses, is granted two opportunities as maximum to resit the final assessment of the course/courses he failed within five (5) weeks of the announcement of the results. The following regulations shall be applied in this regard:
 - a. Clause 3 of the first section of this Article will be applied to the student who obtains a pass mark in the resit of the final assessment .
 - b. A student who fails the resit of the final assessment for the first time is allowed to repeat the resit assessment for the second time. If he/she fails the second resit of any courses previously failed, then he/she will have to repeat the course/courses failed as an external, self-learning student under the institute's supervision.

- c. A student who fails the self-learning course/courses will be dismissed after availing the previous opportunities.
- 3. A student who attains a cumulative grade point average between 1.00 and less than 1.75 and passes all courses, has to repeat some professional courses he/she chooses, as an external student under the Institute's supervision, in order to raise his/her cumulative GPA to 1.75. His/her progression is evaluated as follows:
 - a. A student who succeeds in raising cumulative grade point average to 1.75 as a minimum will be eligible for graduation.
 - b. A student who will not be able to raise the cumulative GPA to 1.75, at a minimum, will have to repeat all courses of that year, if repetition opportunities were not availed. If so, he/she shall be dismissed.
- 4. A student who obtains a cumulative GPA between 1.00 and less than 1.75 and fails a number of courses, is granted one opportunity to resit the final assessment of courses he/she failed, within five (5) weeks. His/her progression is evaluated as follows:
 - a. A student who obtains a pass marks in resit of the final assessment and attains a cumulative GPA of 1.75 will be eligible for graduation.
 - b. Clause 3 of the third section of this Article will be applied on student who attains a pass mark in the resit of final assessment and obtains a cumulative GPA less than 1.75.
 - c. A student who fails resit of the final assessment, shall repeat the course/courses he/she failed, as an external, self-learning student under the institute's supervision. If failed again, he/she shall be dismissed.

Article 30:

A student may appeal against the result of the evaluation he/she attains in any course, as follows:

- 1. The appeal is submitted to the staff member in-charge of the course, within three days from the date of announcement of the evaluation result. In the event that the concerned staff member rejects the appeal, the student may submit his/her appeal in writing to the dean within three days from the date of notification in writing of rejection of the appeal.

2. The dean refers the appeal to an *ad hoc* committee constituted by a decision made by him/her to scrutinize the appeal. The staff member in-charge of the course shall not be part of this committee.

On perusal of the Committee's report, the dean issues his/her decision on the appeal.

Chapter VIII

Students' discipline

Article 31:

1. The Student shall attend all theoretical and practical lectures of all semesters as per credited hours of study plan.
2. The student will be deprived of final assessment, if his/her absence for unacceptable excuse exceeds 15% of the course's actual hours. He/she will be deemed failed and "Failed" will be graded to that course.
3. If a student's absenteeism from lectures or practical training, for an acceptable excuse approved by the institute's council, is more than 15% and less than 25% of the total study hours of a course, the student will be deprived from the final assessment of that course, and "incomplete" will be graded to that course. The student must attend the supplementary program prepared for him/her in that course and the actual marks he/she obtains upon taking the final assessment will be recorded.
4. If a student is absent from the lectures or practical training by 25% and more of the total hours of any course, for an acceptable excuse approved by the institute's council, the student will be suspended from study for a period not exceeding one academic year.
5. If a student is absent from the semester assessment or the final assessment or doesn't complete the same for an acceptable excuse approved by the institute's council, "incomplete" will be recorded to that course. The student must attend the supplementary program prepared for him in that course and a compensatory assessment shall be conducted for him/her within three (3) weeks and the actual mark he/she attains upon undertaking the assessment will be recorded.²
6. If a student is absent from the semester assessment or does not complete it without an excuse or for an unacceptable excuse, he/she will be deemed failed and 'F' will be graded to that evaluation.

² A compensatory program may not be applicable in this situation unless the nature of assessment requires additional preparation by the student

7. If a student is absent from the final assessment or does not complete it without an excuse or for an unacceptable excuse, he/she will be deemed failed and 'F' will be graded to that evaluation. In this case the student will be allowed to resit the final assessment and clauses 2 and 3 of the first section and clause 2 of the second section of Article 29 will be applied on him.

Article 32:

The student may be suspended from study for a period not exceeding one academic year and upon approval of the Council of the Institute, in the following two cases:

1. If the request is for personal reasons or on medical grounds.
2. If a student has availed all opportunities to improve performance after being kept under academic observation

Article 33:

The student is granted one opportunity to resume study in the following cases:

1. If a student is being suspended from study for personal reasons or on medical grounds and his/her request to defer the study is approved.
2. If a student was suspended due to justified absenteeism that exceeds the permissible period.
3. If a student is being suspended in accordance with the clauses of Article 32.
4. If a student is being suspended due to a disciplinary action that does not stipulate dismissal.

Article 34:

Students are prohibited from committing any of the following offenses:

1. Frequent, poor attendance at lectures.
2. Absenteeism without excuse.
3. Failure to perform study assignments.
4. Breach of institute's boarding facilities rules. Clauses of the Internal Rule of educational institutes' boarding facilities regulations, will be applied in this regard.
5. Behavioral deviation or breaching ethics and public morals or defaming the reputation of the Institute or its staff.
6. Intentionally disrupting the study, or order, in theoretical lectures or sites of field training.

7. Committing an act or utterance that violates religious beliefs or that affects the reputation of the State or the customs and tradition, both within and outside the Institute.
8. Disruption of the flow of the evaluation process.
9. Misuse and deliberate damage to property of the Institute and its fixed and movable equipment.
10. Assaulting staff members, or workers, or students of the Institute by act or utterance.
11. Keeping laboratory or other combustible materials in the premises of the Institute or in the boarding facilities.
12. Affiliation to illegal groups.
13. Attempting to defraud or committing different types of fraud and demonstrating a lack of academic integrity.

Article 36:

The following penalties may be imposed upon students:

1. Verbal Warning.
2. Written Warning
3. Suspension from study
4. Provisional dismissal
5. Final dismissal

Article 36:

Dean of the Institute may issue a verbal warning if a student has committed one of the violations set out in clauses 1-3 of Article 34 of this Regulation. He/she may also issue the student a written warning in the following cases:

1. If a student repeats any of the violations that involves the penalty of advice.
2. If a student has committed any of the violations shown in clauses 5-9 of Article 34.

A copy of the warning shall be kept in the student's file.

Article 37:

The Dean may suspend a student from study for a period not exceeding one week and the Director General may also suspend a student from study for a period of three weeks in the following two cases:

1. If a student repeats any of the violations that involves the penalty of a written warning.

2. If a student has committed any of the violations shown in clauses 10-13 of Article 34.

Article 38:

The Undersecretary may dismiss the student temporarily for one semester in the following cases:

1. Re-committing the violations shown in the previous Article.
2. Re-committing of fraudulent or attempted fraud or again demonstrating a lack of academic integrity in the final assessment or the semester assessment.

The student will fail the course in which he/she committed fraudulence and "Failed" will be graded to that course. The student will be deprived of taking a resit of the final assessment of the course in which fraudulence committed.

Article 39:

The Undersecretary may dismiss the student finally if he/she commits one of the violations stipulated in Article 37 and penalty of provisional dismissal is already imposed upon him/her.

Article 40:

A committee to investigate students' violations that necessitate imposing penalties of a written warning or suspension from study or provisional dismissal or final dismissal, will be constituted as follows:

- Director of the Legal Department of the ministry or any staff member of the Legal department deputed by the Director ---- Chairman
- Academic representative of the Institute of the concerned student --- Member
- The head of Students Affairs Section of the Institute of the concerned student ---- Member.

The committee is to carry out a written investigation after the student is notified in writing to appear personally before the committee. The committee shall then confront the student with the alleged violation ascribed to him/her, hear his/her statement, scrutinize his/her defence, hear to prosecution witnesses and the defence witnesses will be requested to appear for the hearing.

The Committee shall forward a memorandum with the outcome of the investigation and its recommendations to the authority responsible for imposing the penalty.

In all circumstances, the case shall not be maintained / continued without approval of the Undersecretary.

Article 41:

The student may appeal the disciplinary action to the Undersecretary within seven days from the date he/she has been notified of it in writing. The appeal shall be determined upon within fifteen days from the date of submission, either by rejection of the appeal or remission of the penalty, or total cancellation.

The expiration of the previously mentioned period without determining upon the appeal shall be considered as a rejection.



قرار وزاري رقم ٦٨ / ٢٠٠٩ م
بتعديل اللائحة التنظيمية للمعاهد التعليمية التابعة لوزارة
الصحة الصادرة بالقرار الوزاري رقم ١٦٧ / ٢٠٠٨ م

استنادا إلى المرسوم السلطاني رقم ٤٧ / ٩٢ باعتماد الهيكل التنظيمي لوزارة الصحة ،
وإلى المرسوم السلطاني رقم ٥٥ / ٩٣ بشأن نظم المعاهد التعليمية التابعة لوزارة الصحة ،
وإلى القرار الوزاري رقم ١٦٧ / ٢٠٠٨ م بإصدار اللائحة التنظيمية للمعاهد التعليمية التابعة
لوزارة الصحة ،
وبناء على ما تقتضيه المصلحة العامة .

تقرر

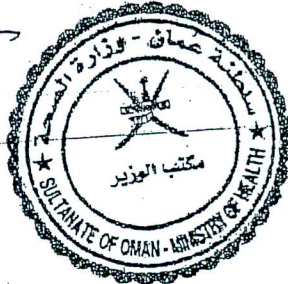
المادة (١) : يستبدل بنصي البتدين رقمي (٤ ، ٥) من المادة (٢٨) من اللائحة التنظيمية
للمعاهد التعليمية التابعة لوزارة الصحة المشار إليها النصان التاليان :

٤- يشترط لنجاح الطالب في أي مقرر من مقررات برنامج الدبلوم العام أن يحصل على نسبة مئوية
لا تقل عن (٥٠ %) من التقدير الكلي للمقرر على أن تكون الدرجة النهائية لأي مقرر في كل
فصل دراسي هي الدرجة التي تعكس تحصيل الطالب في المقرر الواحد ، وتمثل مجموع أعمال
الفصل الدراسي والامتحان النهائي .

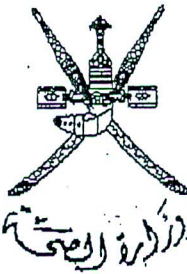
٥- يشترط لنجاح الطالب في أي مقرر من مقررات برنامج الدبلوم التخصصي أن يحصل على نسبة
مئوية لا تقل عن (٦٠ %) من التقدير الكلي للمقرر، كما يشترط نجاحه في التقويم النهائي لذلك
المقرر بنسبة مئوية لا تقل عن (٥٠ %) من النسبة المخصصة لهذا التقويم .

المادة (٢) : ينشر هذا القرار في الجريدة الرسمية ، ويعمل به من اليوم التالي لتاريخ نشره .

الدكتور / علي بن محمد بن موسى
وزير الصحة



صدر في : ٢٠ / ٥ / ١٤٣٠ هـ
الموافق : ٢٥ / ٥ / ٢٠٠٩ م




وزارة الصحة

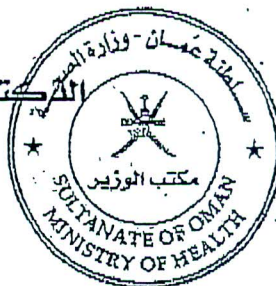
قرار واري رقم ٢٠١١ / ٨٠
بتعديل بعض أحكام اللائحة التنظيمية
للمعاهد التعليمية التابعة لوزارة الصحة

استنادا إلى المرسوم السلطاني رقم ٤٧ / ٩٢ بإعتماد الهيكل التنظيمي لوزارة الصحة،
والى المرسوم السلطاني رقم ٥٥ / ٩٢ بشأن نظم المعاهد التعليمية التابعة لوزارة الصحة،
والى القرار الوزاري رقم ١٦٧ / ٢٠٠٨ بإصدار اللائحة التنظيمية للمعاهد التعليمية التابعة
لوزارة الصحة،
وبناء على ما تقتضيه المصلحة العامة.

تقرر

المادة الأولى: تجرى التعديلات المرفقة على اللائحة التنظيمية للمعاهد التعليمية
التابعة لوزارة الصحة المشار إليها.
المادة الثانية: يلغى كل ما يخالف التعديلات المرفقة بهذا القرار أو يتعارض مع أحكامها.
المادة الثالثة: ينشر هذا القرار في الجريدة الرسمية، ويعمل به من اليوم التالي لتاريخ
نشره.


الأستاذ / أحمد بن محمد بن عبيد السعيد
وزير الصحة



صدر في ٦ / ٢ / ١٤٣٢ هـ
الموافق: ٦ / ١ / ٢٠١١ م

المرجع:	الرقم:	التاريخ:
	٨٠	٦ / ١ / ٢٠١١



تعديلات بعض أحكام اللائحة التنظيمية للمعاهد التعليمية التابعة لوزارة الصحة

أولاً: يستبدل بنص البند (١٢) من المادة (٢٨) النص الآتي:

١٢- يحسب التقدير النهائي للطالب في نهاية البرنامج الدراسي على أساس المعدل التراكمي للنقاط للمقررات التي درسها وذلك على النحو التالي:

التقدير	معدل النقاط التراكمي
ممتاز	من ٣.٢١ إلى ٤.٠٠
جيد جداً	من ٢.٨٥ إلى أقل من ٣.٢١
جيد	من ٢.٣٩ إلى أقل من ٢.٨٥
مقبول	من ١.٥ إلى أقل من ٢.٣٩
راسب	أقل من ١.٥

ثانياً: يستبدل بنص المادة (٢٩) النص الآتي:

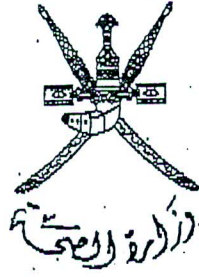
يشترط لنجاح الطالب وانتقاله من عام دراسي إلى العام الذي يليه أو التخرج ما يأتي:

أولاً: بالنسبة للطلبة العام:

١- السنة الأولى: النجاح في جميع المقررات الدراسية وفقاً لحكم البند (٤) من المادة (٢٨) من هذه اللائحة.

٢- السنوات التالية: النجاح في جميع المقررات الدراسية وفقاً لحكم البند (٤) من المادة (٢٨) المشار إليه، وحصوله على معدل نقاط تراكمي لا يقل عن (١.٥).

٣- في حالة رسوب الطالب في مقرر أو مقررات الدراسة في أي فصل دراسي يمتح فرصتان لإعادة التقويم النهائي لمقرر أو مقررات الرسوب.



٤- يشترط لنجاح الطالب في إعادة التقويم النهائي لمقرر أو مقررات الرسوب الحصول على ٥٠% على الأقل، ويرصد له التقديرات التالية:

أ- في السنة الأولى: (د) بحد أقصى ٥٠%.

ب- في السنوات التالية: (ج-) بحد أقصى ٦٥%.

٥- في حالة نجاح الطالب في جميع مقررات الدراسة سواء كان ذلك ابتداء أو بعد إعادة التقويم النهائي في مقرر أو مقررات الرسوب وعدم تحقيق معدل النقاط التراكمي المشار إليه في البند (٢) من أولا من هذه المادة - اعتبارا من العام الدراسي الثاني - - يمنح فرصتان لرفع معدل النقاط المشار إليه عن طريق الدراسة الذاتية للمقرر أو المقررات الدراسية التي يقوم باختيارها وإعادة التقييم فيها، على أن يرصد له في هذه الحالة الدرجة النهائية التي يحصل عليها في هذا التقييم.

٦- يسمح للطالب بإعادة العام الدراسي لمرة واحدة فقط ويحد أقصى مرتين خلال برنامج الدبلوم العام وذلك في الحالات الآتية:

أ- استنفاد فرصتي إعادة التقويم النهائي لمقرر أو مقررات الرسوب دون النجاح في هذه المقررات.

ب- استنفاد فرصتي رفع معدل النقاط التراكمي وفقا للبند (٥) من أولا من هذه المادة دون تحقيق هذا المعدل.

٧- في حالة إعادة الطالب للعام الدراسي على النحو المشار إليه في البند السابق يقوّم الطالب بدراسته المقررات التالية:

أ- المقرر أو المقررات الدراسية الراسب فيها.

ب- المقرر أو المقررات الدراسية الحاصل فيها على تقدير أقل من (ج-).

ج- مقرر أو مقررات التدريب الميداني إن وجدت.

٨- يفضل الطالب نهائيا في الحالات الآتية:

أ- إذا حصل الطالب اعتبارا من العام الدراسي الثاني على معدل نقاط تراكمي أقل من (١.٠٠) وذلك بعد استنفاده فرصتي إعادة التقويم النهائي في مقرر أو مقررات الرسوب.

ب- إذا رسب الطالب في أي من المقررات الدراسية التي يدرسها في حالة إعادة العام الدراسي وفقا للبند (٧) من أولا من هذه المادة وذلك بعد استنفاده فرصتي إعادة التقويم النهائي فيها.



- ج- إذا لم يحقق معدل النقاط التراكمي المشار إليه وذلك بعد استنفاده فرصتي رفع معدل النقاط التراكمي وفقا للبند (٥) من أولا من هذه المادة.
- ٩- مع عدم الإخلال بأحكام البنود السابقة يمتح الطالب في العام الدراسي الأخير فرصة أخرى لإعادة العام الدراسي بصفته طالبا خارجيا وذلك للنجاح في مقرر أو مقررات الرسوب أو لرفع معدل النقاط التراكمي المشار إليه.

ثانياً بالنسبة للديبلوم التخصصي:

- ١- النجاح في جميع المقررات الدراسية وفقاً لحكم البند (٥) من المادة (٢٨) من هذه اللائحة، وحصوله على معدل نقاط تراكمي لا يقل عن (١٠٠٪).
- ٢- في حالة رسوب الطالب في مقرر أو مقررات الدراسة في أي فصل دراسي يمتح فرصة واحدة لإعادة التقويم النهائي لمقرر أو مقررات الرسوب.
- ٣- يشترط لنجاح الطالب في إعادة التقويم النهائي لمقرر أو مقررات الرسوب ذات الشروط المنصوص عليها في البند (١) من ثانياً من هذه المادة.
- ٤- في حالة نجاح الطالب في جميع مقررات الدراسة سواء كان ذلك ابتداء أو بعد إعادة التقويم النهائي في مقرر أو مقررات الرسوب وعدم تحقيق معدل النقاط التراكمي المشار إليه في البند (١) من ثانياً من هذه المادة يمتح فرصة واحدة لرفع معدل النقاط المشار إليه بإعادة دراسة المقرر أو المقررات الدراسية التي حصل فيها على تقدير أقل من (ج-). خلال الفصل الدراسي التالي وذلك بصفته طالبا خارجيا ويدرس دراسة ذاتية تحت إشراف المعهد.
- ٥- يسمح للطالب بإعادة العام الدراسي لمرة واحدة فقط وذلك في الحالات الآتية:
 - أ- استنفاد فرصة إعادة التقويم النهائي لمقرر أو مقررات الرسوب دون النجاح في هذه المقررات.
 - ب- استنفاد فرصة إعادة دراسة المقرر أو المقررات الدراسية التي حصل فيها على تقدير أقل من (ج-). وفقاً لحكم البند السابق دون تحقيق معدل النقاط التراكمي المشار إليه.
 - ٦- في حالة إعادة الطالب للعام الدراسي على النحو المشار إليه في البند السابق يقوّم الطالب بدراسة المقررات الآتية:
 - أ- المقرر أو المقررات الدراسية الراسب فيها.
 - ب- المقرر أو المقررات الدراسية الحاصل فيها على تقدير أقل من (ج-).
 - ج- مقرر أو مقررات التدرّب الميداني إن وجدت.



٧- يفضل الطالب نهائيا في الحالات الآتية:

- أ- إذا رسب الطالب في أي من المقررات الدراسية التي يدرسها في حالة إعادة العام الدراسي وفقا للبند (٦) من ثانيا من هذه المادة.
- ب- إذا لم يحقق معدل النقاط التراكمي المشار إليه في البند (١) من ثانيا من هذه المادة وذلك بعد استنفاذه فرصة إعادة العام الدراسي وفقا للبند (٦) من ثانيا من هذه المادة.