STUDENT GUIDEBOOK

Application to Higher Education Institutions
for the Academic Year 2024/2025
«Omani Program for Cultural and Scientific Cooperation
with Brotherly and Friendly Countries»

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Student Guidebook
Application to Higher Education Institutions
for the Academic Year 2024/2025
''Omani Program for Cultural and Scientific
Cooperation with Brotherly and Friendly Countries''

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His Majesty Sultan Qaboos bin Saeed, may God place his soul in peace
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His Majesty Sultan Haitham bin Tareq, may God bless him
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INTRODUCTION

The Sultanate of Oman Programme for Cultural and Scientific Cooperation involves a cooperation with countries that have a friendly relation with the Sultanate of Oman.

The programme provides grants covering the tuition fees only of higher undergraduate studies for qualified students who have been residing in the Sultanate of Oman and completed grade 12 or year 13 at one of the Government or private schools in the Sultanate of Oman.

This programme offers scholarships to study at the University of Technology and Applied Sciences, one of the Government higher education institutions.

This guide aims to provide information about the terms & conditions, how to make a competitive application by the relevant deadlines, eligibility criteria and how to accept seat offers.

We wish you the best of luck,

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Higher Education Admissions Center (HEAC)

FIRST: THE SULTANATE OF OMAN PROGRAMME FOR CULTURAL AND SCIENTIFIC COOPERATION: TERMS & CONDITIONS

1- Applicant should be a citizen of one of the brotherly and friendly countries that are members in this program.

2- Have been residing in the Sultanate of Oman for a continuous period of **not less than one academic year and should have a residence card** and obtained a general education diploma (GED) or its equivalent from an Omani school or an international school in the Sultanate of Oman.

3- Have a general education diploma or its equivalent for the current school year 2023/2024 **(recent graduate).**

4- Not be older than 25 years old or younger than 16 years by the 1st of October in the current school year **and should have been born after 01/10/1999.**

5- Meet the terms & conditions for making a competitive application to the programme as stated in the section comprising courses and criteria.

6- Submit an equivalency certificate issued by the Ministry of Education in the Sultanate of Oman in case the student is a holder of an international school qualification.

7- If competitively selected abide by the rules and regulations in force in the Ministry of Higher Education, Research and Innovation in the Sultanate of Oman.

NOTES

Non-Omani applicants who are born to an Omani mother and a non-Omani father can register and compete in the other programme as Omani applicants.

SECOND: ONLINE REGISTRATION: INFORMATION AND SUPPORTING DOCUMENTS

FIRST: STUDENTS HOLDING GENERAL EDUCATION DIPLOMA CERTIFICATE:

- The HEAC receives information about applicants who graduated from Oman Government and bilingual schools through the Ministry of Education. Therefore, while registering online, they must ensure that their personal details are accurate and up-to-date. In the event of any error or update, these applicants should refer to the The Center of Educational Assessment and Measurement at the Ministry of Education to make the necessary changes in their personal details.

SECOND: APPLICANTS STUDYING AT INTERNATIONAL SCHOOLS IN THE SULTANATE OF OMAN:

These applicants must provide their personal data and final grades during online registration using the HEAC portal and they must upload the following supporting documents by the relevant deadline.

1- Copy of the final certificate and transcript.

2- Equivalency letter issued by the Ministry of Education, Sultanate of Oman **(International Certificates).**

THIRD: CALCULATION OF THE COMPETITIVE SCORE (GRADE)

The competitive score is the criterion that defines an applicant position in the list of eligible candidates, based on the average of their achieved grades during the General Education Diploma or equivalent exams, as well as the grades in required subjects. The competitive score of an applicant may vary from one scholarship programme to another depending on their grades in the subjects deemed essential to the course(s) covered by the scholarship.

THIRD: CALCULATION OF THE COMPETITIVE SCORE (GRADE)

To calculate your competitive score, use the following criterion as a guideline:

*Competitive score = (Total sum of grades in required subjects) X 60% or 0.06
+(Total sum of grades of all subjects taken by a student) X 40% or 0.04*

FOURTH: REGISTRATION AND ADMISSIONS TIMELINE

N	STAGE OF THE ADMISSIONS PROCESS	INFORMATION	APPOINTMENT	
			START DATE	DEADLINE
1	ONLINE REGISTRATION	Online Registration using HEAC's electronic System	25 July 2024	20 August 2024
2		Enter selected scholarship programmes		
3		Upload the supporting documents by applicants who graduated from community (international) schools		
4	ADMISSION	Announcement of allocation results	26 August 2024	
5		Acceptance of seat offers and completion of registration procedures at the concerned institutions	27 August 2024	02 September 2024

NOTES

**These deadlines might subject to change. Please regularly check the HEAC website for the most up-to-date information.
www.heac.gov.om**

FIFTH: GUIDE TO REGISTRATION & ADMISSIONS

Regiteration and Prefernce Arrangement:
Student willing to compete on grants should follow the following procedures:

1- In order to register as an applicant with HEAC, you have to login to HEAC website www.heac.gov.om and (create an account by getting username and password) make sure you keep your password in a safe place.

2- All applicants must register and select programme prefernces during the specified period and they have to meet the registration deadline.

FIFTH: GUIDE TO REGISTRATION & ADMISSIONS

3- Applicants should check their personal and contact information, such as name, date of birth, gender, national civil number, etc. If students spot any error(s) with their personal details, they should contact the Directorate Center of Educational Assessment and Measurement at the Ministry of Education on one of the following numbers: (24245831 - 24255760 - 24254237 24253711 - 24255141 - 24255745).

4- Complete your registration by providing all required information and details and make sure that you provide your correct mobile number(s) and e-mail address which would enable HEAC to contact you regardingany any seat offer. It is necessary to provide HEAC with your correct mobile number and email address to receive important messages from HEAC.

5- Higher education institutions and the Ministry of Higher Education, Research and Innovation set the standard requirements or criteria for each scholarship programme. You should carefully read these requirements before applying for a specific programme and ensure that you met or are likely to meet the standard requirements for that programme.

6- You should rank your programmes in order of personal preference. The HEAC system has been designed to competitively shortlist applicants for one of their preferred programmes.

7- You are advised to apply for the maximum number of preferred programmes for which you are deemed eligible, and not just limit your options to scholarship programmes with higher or competitive requirements as this would also limit your chances of being competitively selected for a seat offer by HEAC electronic system.

SIXTH: GUIDE TO APPLICATION AND ADMISSIONS PROCEDURES

1 REGISTER ONLINE BY CREATING AN ACCOUNT ON HEAC ONLINE REGISTRATION WEBSITE www.heac.gov.om	**2** CLICK ON 'PROGRAMME FOR CULTURAL AND SCIENTIFIC COOPERATION THEN CLICK ON NEW REGISTER	**3** SELECT 'STUDY IN OMAN' FOLLOWED BY YOUR TYPE OF QUALIFICATION THEN INSERT YOUR ID AND SEAT NUMBER	**4** MAKE SURE YOUR PERSONAL DETAILS ARE ACCURATE.
5 SAVE AND MANAGE YOUR PASSWORD	**6** LOGIN TO YOUR ACCOUNT BY USING YOUR USERNAME AND PASSWORD AND ADD OPTIONS TO YOUR SCHOLARSHIP APPLICATION FORM	**7** LIST YOUR SCHOLARSHIP PROGRAMMES IN ORDER OF PERSONAL PREFERENCE AND ' CLICK ON 'SAVE	**8** SCHOLARSHIPS FOR WHICH YOU ARE NOT DEEMED ELIGIBLE TO APPLY WILL BE MARKED IN RED
9 REMOVE ALL OPTIONS MARKED IN RED AND ' CLICK ON 'SAVE	**10** LOG OUT AND LOGIN AGAIN TO CHECK YOU SUCCESFULLY COMPLETED THE REGISTRATION PROCESS		

SEVENTH: ALLOCATION OF SEAT ON SCHOLARSHIP PROGRAMMES

Upon completion of the registration and enterin your options (programmes), HEAC system will sort all programmes as per your programme prefernces.

Places are allocated and offered to applicants according to the "order of merit list": this means that a number of eligible applicants will be offered the option of their highest personal preference depending on their school grades, admission requirements, the number of other competitive candidates and the number of seats available for that particular scholarship programme.

Applicants who have been offered a place will receive an SMS on the mobile number (they used to register with HEAC) on the day of the announcement of allocation results. The messages will show the students' **(Residence Card)** and the code of the programme for which they have been competitively selected.

Please note that SMS is a supporting service and the HEAC is not responsible in case the student does not receive the message. Students shall login to HEAC website to check the programme for which they have been competitively selected.

You will be given a period of time to accept or decline the offer (you have to accept or register during the specified period of time). If the HEAC system does not receive your reply before 02.00 pm (local time in Sultanate of Oman)

المرسل: HEAC

رقم المستخدم **XXXX** المقعد المعروض عليك **XXXXX** بتاريخ ****/**/****** يمكنك تقديم طلب استكمال إجراءات التسجيل من خلال الموقع الإلكتروني للمركز ومن ثم استكمــــــال الإجراءات من خـــــلال الرابـــــــط :
https://newstd.utas.edu.om
إبتداءً من اليوم (**XXXX**) وحتى الساعة 02:30 بتوقيت سلطنة عُمان وحتى يوم (**XXXX**) الموافق **/**/****

Note
SMS sent in
Arabic Language only

on the last day based on the relevant deadline, you will lose your offer of a place and it will automatically be awarded to another qualified applicant on the waiting list and you will have no right to reclaim the offer of place at any given point in time.

If you wish to accept an offer of a place, you should complete one of the following steps:

1- You may accept an offer online through HEAC website **www.heac.gov.om** .You shall after that access to the link below to complete registration procedures.

2- Alternatively, you may also accept an offer by sending an **(SMS)** message to **(90190)** containing the letter **(A)** followed by your HEAC number (password). You will then receive a text message, confirming that your acceptance of your seat offer has been received. The message will say:**"your acceptance of the offer is successful Please complete the registration procedure at the accepted institution within the specified period via the link mentioned below".**

3- If you did not receive such message within half an hour after completion of one the above mentioned two steps, then you must visit HEAC website to check if the acceptance of your offer confirmed.

COMPLETING REGISTRATION PROCEDURES

HEIs	WEBSITE TO COMPLETE ONLINE REGISTRATION PROCEDURES
UNIVERSITY OF TECHNOLOGY & APPLIED SCIENCES	Online portal **https://newstd.utas.edu.om**

EIGHTH: ONLINE REGISTRATION: HEAC WEBSITE SCREENSHOTS TO HELP EXPLAIN THE PROCESS

1. Login to your account on HEAC website by visiting: www.heac.gov.om
2. Click on the (The Oman Programme for Culture and Scientific Cooperation).
3. Click on the(Registration).

Admission Systems Your Admission to Higher Education Starts Here.

| Undergraduate | Postgraduate Programs | The Omani Programme for Cultural & Scientific Cooperation | Teacher preparation program |

The Omani Programme for Cultural and Scientific Cooperation

The Omani Programme for Cultural and Scientific Cooperation offers (paid tuition fees only) scholarships for students from GCC countries, and students from brotherly states and friendly nations who have fulfilled grade 12 at one of the Omani or international schools in the Sultanate, to study at public higher education institutions.

Registration

From

To

Register   Login

- The screen below will appear, click on 'click here' if you did not yet create a username and password.

Enter Username and Password

* Username [_____]

* Password [_____]

Login   Reset

If you do not have username and password **click here** *(Now Open)*

- Screenshot of the standard registration form.

Register at HEAC

Student Type   Students from Other Country(NON Gulf Cooperation Counil) ⌄

Certificate/Education Type   General Education Diploma Certificate and Equivalent   ⌄

continue

- Insert your civil id number and seat number.

Higher Education Admission Centre - HEAC

Apply to HEAC: Admission system for the cultural and scientific cooperation program for students residing in the Sultanate of Oman for the academic

* Civil Number

* Seat Number

Submit   Cancel

- Your personal details will appear as provided by the ministry of education – please check and complete the required personal details and click on 'save'.

Personal Information

First Name	**** ****	First Name (Eng)	**** ****
Second Name	**** ****	Second Name (Eng)	**** ****
Third Name	**** ****	Third Name (Eng)	**** ****
Fourth Name	**** ****	Fourth Name (Eng)	**** ****
Family Name	**** ****	Family Name (Eng)	**** ****
Date of Birth	**** ****	Gender	**** ****

Student Category Information

* Do you have any disabilities?   ● No ○ Yes

Contact Information

* GSM Number **** ****
Will be used by HEAC to send important SMS. Do not enter landline number here.

* Guardian GSM **** ****
GSM of your guardian.

* Home Phone Number **** ****
HEAC may call you at this number.

Email Address **** ****

Save Changes

Designed for Google Chrome.
Version:- 2022 :: Server:- SRV1

- You will receive a username and password.

Higher Education Admission Centre - HEAC

Apply to HEAC: Admission system for the cultural and scientific cooperation program for students residing in the Sultanate of Om

☑ TIP

Attention:Please note down the information below, which will be used by you to login to the system. Do not share it with anyone.

Click on the 'Save' button to save it on your computer. If this is a public computer, do not save it here.

Click on the 'Print' button to print the page. For better results, print in 'Landscape' orientation.

After noting down the information, click on the 'Finish' button.

Username

Password

Print   Save   Login to the system

- Registration form for applicants who do not have a seat number - screenshot.

- Students who do not have a seat number, are required to provide all essential information

After you provided all required personal details and pressed the 'Save' button, your username and password will show.

- Dashboard - Screenshot

Applicants who studied at international schools (have no seat number).

First: You have to enter your school subjects and grades (attached in the screen below)- step 2 (Enter Mark).

Second: You have to upload required documents- step 6 (File Upload).

Higher Education Admission Centre - HEAC

ⓘ **Dashboard**

☑ TIP

IMPORTANT: Please enter your Marks Percentage using the link below.

WARNING: Always click on the 'Sign Out' link on top before closing this browser.

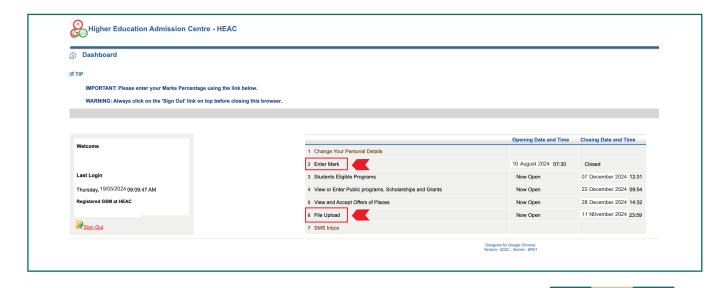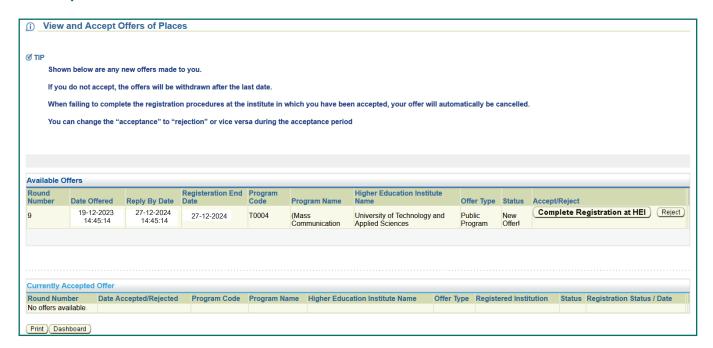|		Opening Date and Time	Closing Date and Time
Welcome	1 Change Your Personal Details		
	2 Enter Mark	10 August 2024 07:30	Closed
Last Login	3 Students Eligible Programs	Now Open	07 December 2024 12:31
Thursday, 19/05/2024 09:09:47 AM	4 View or Enter Public programs, Scholarships and Grants	Now Open	22 December 2024 09:54
Registered GSM at HEAC	5 View and Accept Offers of Places	Now Open	28 December 2024 14:32
	6 File Upload	Now Open	11 N0vember 2024 23:59
Sign Out	7 SMS Inbox		

Designed for Google Chrome.
Version:- 2022 :: Server:- SRV1

- Select scholarship programmes - Screenshot.

In the screen below, you can arrange programs according to your preference.

Higher Education Admission Centre - HEAC

الانتقال إلى اللغة العربية
Welcome
Sign Out

Dashboard

Application for Public Programs, Scholarships and Grants

☑ TIP

Read these instructions carefully. Do not hurry.

Please enter Program Codes in the order of your preference from highest to lowest and in consecutive order

Click the 'Save Changes' button to record your Choices at HEAC.

Click the 'Discard Changes' button to undo your changes and go back to Dashboard.

Click the 'Insert' link to insert a Program Code between two Codes.

Click the 'Delete' link to delete a Program Code.

If you wish, you may change your choices any time before the last date of change of Preference.

Preference	Program Code	Program Name	Higher Education Institute Name	Offer Type	Sponsor Name	Delete
1 Insert	CUS01	Engineering	University of Technology and Applied Sciences	Public Program	Government Funding	Delete
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

- Accept seat offers - Screenshot

ⓘ **View and Accept Offers of Places**

☑ TIP

   Shown below are any new offers made to you.

   If you do not accept, the offers will be withdrawn after the last date.

   When failing to complete the registration procedures at the institute in which you have been accepted, your offer will automatically be cancelled.

   You can change the "acceptance" to "rejection" or vice versa during the acceptance period

Available Offers

Round Number	Date Offered	Reply By Date	Registeration End Date	Program Code	Program Name	Higher Education Institute Name	Offer Type	Status	Accept/Reject	
9	19-12-2023 14:45:14	27-12-2024 14:45:14	27-12-2024	T0004	(Mass Communication	University of Technology and Applied Sciences	Public Program	New Offer!	**Complete Registration at HEI**	Reject

Currently Accepted Offer

Round Number	Date Accepted/Rejected	Program Code	Program Name	Higher Education Institute Name	Offer Type	Registered Institution	Status	Registration Status / Date
No offers available.								

Print   Dashboard

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ABOUT THE UNIVERSITY OF

TECHNOLOGY & APPLIED SCIENCES

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| ACADEMIC PROGRESS REQUIREMENTS/ MEETING THE ACADEMIC STANDARDS | In order to meet the institution's academic standards and earn a degree, students must comply with the credit hours' system as required by the institution, programmes, and majors. Student should satisfy the graduation requirements with no less than a CGPA of (2) towards graduation. |

COURSE DURATION

Academic program duration:

Type of Degree	Total no. of credit hours	Standard Course Duration	Maximum duration
Diploma	60 - 72	2 years	3 years
Higher Diploma	90 - 108	3 years	4 years
Bachelor's Degree	120 - 144	4 years	6 years

| MEDIUM OF INSTRUCTION | All academic courses at the university are taught in English. |

OTHER INFORMATION

- The student must be medically fit to apply for admission requirements at the University of Technology and Applied Sciences.
- The university offers a range of academic programs in different scientific fields.
- The university offers different academic qualifications levels, such as diploma advanced diploma, or bachelor degree, there for student must be aware of the program he is applying for and the degree awarded by the program.
- All academic programs at the university require a pass in foundation pass in program.
- All accepted students are set for placement of Foundation Program, which is held in the introductory week. Passing the foundation year with its three components is a prerequisite for studying the academic programs at the university.
- The General Foundation Program is an introductory program in some of basic skills required for studying the academic program. The General Foundation Program is not part of the academic program, as it requires student to achieve level of (satisfactory) in the three components: English language, mathematics and computer.
- A student can be excluded from one or all of the GFP components if he passes the GFP challenge exams. Student can submit a valid IELTS certificate at the beginning of the semester provided that its issuence date does not exceed 2 years, and should be issued from a certified center in the Sultanate of Oman or overseas. This certificate may indicate the levels of students or exempt them from studying English subject component while providing a verified copy of academic IELTS certificate with minimum total score of (5), and not less than (4.5) in each skill.

STANDARD ELIGIBILITY CRITERIA

UNIVERSITY OF TECHNOLOGY & APPLIED SCIENCES

• Dear students, you will be able to select the university branch you want to study at after seat confirmation via the link specified for completing registration procedures and as per vacant seats available at that branch.

CODE	PROGRAM NAME	PROGRAM MINIMUM REQUIREMENT	TIE BREAKERS	ADDITIONAL INFORMATION
T0010	Engineering Medium of Instruction: English	- Pass General Education Diploma With an average of at least (75%) - Score of at least (65%) in the following subjects: - Advanced Mathematics - Physics - Chemistry - English or (Academic IELTS 4)	Highest Grade in: - Advanced Mathematics - Physics - Chemistry -English	Muscat Branch Nizwa Branch Ibra Branch Salalah Branch Mussana Branch Shinas Branch Ibri Branch Suhar Branch
T0011	Economics and Business administration Medium of Instruction: English	- Pass General Education Diploma With an average of at least (75%) -Score of at least (65%) in the following subjects: - English or (Academic IELTS 4) - Basic Mathematics or Advanced Mathematics -Accounting - Business Administration - Economic	Highest Grade in: - English language - Basic Mathematics or Advanced Mathematics - Accounting - Business Administration - Economic	Muscat Branch Nizwa Branch Ibra Branch Salalah Branch Mussana Branch Shinas Branch Ibri Branch Musandam Branch
T0012	Information Technology Medium of Instruction: English	- Pass General Education Diploma With an average of at least (75%) - Score of at least (65%) in the following subjects: - English or (Academic IELTS 4) - Basic Mathematics or Advanced Mathematics	Highest Grade in: - Basic Mathematics or Advanced Mathematics - English	Muscat Branch Nizwa Branch Ibra Branch Salalah Branch Mussana Branch

• Note: Use program code when applying in the electronic form.

• Dear students, you will be able to select the university branch you want to study at after seat confirmation via the link specified for completing registration procedures and as per vacant seats available at that branch.

CODE	PROGRAM NAME	PROGRAM MINIMUM REQUIREMENT	TIE BREAKERS	ADDITIONAL INFORMATION
CONTINUE **T0012**	**Information Technology** Medium of Instruction: English	- Pass General Education Diploma With an average of at least (75%) - Score of at least (65%) in the following subjects: - English or (Academic IELTS 4) - Basic Mathematics or Advanced Mathematics	Highest Grade in: - Basic Mathematics or Advanced Mathematics - English	Shinas Branch
				Ibri Branch
				Suhar Branch
				Sur Branch
				Musandam Branch
T0013	**Mass Communication** Medium of Instruction: English	- Pass General Education Diploma With an average of at least (75%) - Score of at least (65%) in the following subjects: - English or (Academic IELTS 4) - Arabic - Journalism - Psychology -Information Technology - Basic Mathematics or Advanced Mathematics	Highest Grade in: -English -Arabic	Nizwa Branch
				Salalah Branch
				Sur Branch

• Note: Use program code when applying in the electronic form.

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ADRESSESS OF THE
EDUCATIONAL INSTITUTIONS

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University of Technology and Applied Science

LOCATION	WEBSITE	TEL	FAX
Muscat Branch	www.hct.edu.om	24473622	24478401
Nizwa Branches	reg.niz@cas.edu.om	25433760	25431102
Nizwa Branches	www.nct.edu.om	25446555	25431020
Suhar Branch	reg.sal@cas.edu.om	22057133	22057001
Salalah Branches	reg.sal@cas.edu.om	23224303	23225620
Salalah Branches	www.sct.edu.om	23223401	23226267
Sur Branch	reg.sur@cas.edu.om	25543055	25544751
Musunah Branch	www.act.edu.om	26871333	26869257
Shinas Branch	www.shct.edu.om	26852811	26747426
Ibri Branches	reg.ibr@cas.edu.om	25692470	25691696
Ibri Branches	www.ibrict.edu.om	25690664	25689723
Ibra Branch	www.ict.edu.om	25587800	25549020
Musandam Branch	Reg.Musandam@utas.edu.om	-	-

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SAMPLE OF ONLINE REGISTRATION APPLICATION FORM 2024/2025

Student Civil Number:

Student Number, or Seat Number:

1: Student program preferences of (Public Programs Only): list the programs codes according to your personal preferences.

Preference	Program Code	Program Name	Higher Education Institution
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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13			
14			
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28			
29			
30			
31			
32			

CENTER PAGES ON SOCIAL NETWORKING SITESACCOUNTS OF HEAC

QR CODE FOR SERVICES ADMISSION CENTER SERVICES

X

Instagram

Youtube

Website

(Quick Response–QR)

Thank You