



كلية البنوك والمالية
College of Banking and Finance

STUDENT HANDBOOK

Academic Year 2026-2027



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1. Introduction



Dr Zahran Al-Salti

Dean of Collage of Banking and Financial Studies

1.1 Welcome message from the Dean

Dear Students,

A very warm welcome to the College of Banking and Financial Studies (CBFS). I would first like to congratulate you on your decision to continue your educational journey and, second, on choosing to study at CBFS. The College has always placed its students at the centre of everything it does. Your experience at CBFS and your success matter to us, and we will support your academic and personal aspirations throughout your time with us.

This Student Handbook contains important information about the College's rules and regulations, as well as the services it provides. I hope that it will be helpful to you during your studies at the College. I encourage you to become familiar with its contents and to get in touch with our academic and administrative staff if you need any clarification or assistance.

At CBFS, we are committed to providing you with a supportive learning environment. You will have the opportunity to get involved in a variety of academic and extracurricular activities and to develop skills that will help you in your future career. Your time at the College will no doubt be demanding and challenging, but it will also be some of the most rewarding, productive, and memorable years of your life.

I encourage you to become an independent learner and take responsibility for your own learning, as this will help you make the most of your time at CBFS. With these words of advice, I wish you every success in your studies, and I am confident that you will find your experience here immensely rewarding.

All the best

1.2 Purpose of this Handbook

This Student Handbook provides an easy reference guide to help you access College facilities and services and understand the current regulations. It provides information on support services to enrich your learning experience at the College. The handbook helps you understand the rules and regulations of the College and the standard of behaviour expected from you in all your dealings with staff and students. You will also be given a Programme Handbook. This will contain specific information about the programme in which you are enrolled.

1.3 Scope

This handbook applies to all students pursuing any course offered by the College. It presents a brief outline of valuable information that you are likely to need during your studies at the College. This handbook supersedes all previous editions of the Student Handbook issued by the College.

1.4 Disclaimer

All the information in this Handbook is, as far as possible, accurate and up to date at the time of printing. However, the College reserves the right to make amendments to this Handbook. If we make amendments, we will make every effort to ensure that current students are not disadvantaged. If any information is updated or changed, or if additions, deletions, and/or changes are made to the Handbook, we will communicate these changes to students by email, through college notice boards, during student induction before each semester, through the College portal, or by other suitable methods. The latest version of the Handbook will always be available on the College portal. The College provides you with links to external websites. However, the College is not responsible for the content of external websites, as it does not maintain or regulate them. The express permission of the College must be obtained to reproduce any part of this publication, other than for personal use or as otherwise permitted by law.

2. Your College

2.1 Background

The College of Banking and Financial Studies (CBFS) is a government organization established by Royal Decree in 1983 to educate and train bankers and encourage research in banking and financial subjects. The Central Bank of Oman (CBO) provides legal and regulatory oversight, and commercial banks in the Sultanate of Oman support the College.

2.2 Past three decades

Over the past three decades, CBFS has contributed to raising educational standards in Oman by launching high-quality academic and professional programmes that meet the professional training needs of banking and financial sector employees. These programmes include postgraduate, bachelor's degree, and diploma programmes, along with a range of training courses covering various aspects of the financial services sector.

Vision

To be a leading hub that empowers minds to shape the future of finance.

Mission

To educate, inspire, and transform visionary leaders while creating knowledge with enduring impact.

Values

The four values are Excellence, Innovation, Agility and Sustainability.

- **Excellence**

Pursue the highest academic and professional standards.

- **Innovation**

Foster a culture of creativity and forward-thinking that shapes the future of finance.

- **Agility**

Respond and adapt to change, ensuring relevant, future-ready education and impact.

- **Sustainability**

Create lasting value for the financial sector and society through responsible leadership and sustainable finance practices.



2.6 Graduate Attributes

- **Lifelong Learning**

Continuously adapt, grow, and advance professionally.

- **Effective Communication**

Engage clearly, ethically, and professionally.

- **Adaptive Leadership**

Lead responsibly, flexibly, and innovatively.

- **Critical Thinking**

Apply analytical, ethical, and evidence-based decision-making.

Your Voice

You are a stakeholder, and your voice is of paramount importance to us. Student feedback is a major source of information that supports the College's quality assurance and enhancement activities. The College offers several opportunities for you to provide feedback. You are encouraged to use these opportunities to provide feedback to the College. You can provide feedback in the following ways:

- You can contact your student representative. The representative acts as your voice and provides a link between you and College management.
- Alternatively, you can stand for election to the Student Council.
- You must complete the Student Assessment of Module and Teaching provided to you at the end of each semester.
- You must complete the student satisfaction survey whenever it is made available to you.
- You must also complete the faculty appraisal provided to you during each semester.



Open door policy:

The Dean has designated office hours on Thursdays from 1.00 pm to 3.00 pm. You do not need an appointment to meet with the Dean during this time. Students can approach the Assistant Deans on Thursdays from 1.00 pm to 3.00 pm. Students can approach the Directors and programme coordinators of the Academic Departments. Students can approach the Director/Heads of the Admissions and Registration Department at any time.





2.8 CBFS Key Contacts and Links:

Students are welcome to submit their concerns regarding their academic experience and the general facilities at CBFS by emailing hotline@cbfs.edu.om. Alternatively, you may send your comments to quality@cbfs.edu.om

Dr.Yousuf Al Balushi

Director of Planning and Quality Assurance

 yousufm@cbfs.edu.om 22059713**Mr. Ahmed Al Asmi**

Head, Library

 ahmed@cbfs.edu.om 22059740**Ms. Dina Al-Maimani**

Deputy DirectorPostgraduate Studies and Research

 dina@cbfs.edu.om 22059803**Mr. Saleh Al Abri**

Director of Admission & Registration Department

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Director, Undergraduate Studies

 wisal@cbfs.edu.om 22059850**Mrs. Wafa Al Qasmi**

Head of Students' Activities and Counselling

 wafar@cbfs.edu.om 22059732**Mr. Suleiman Mohammed Al Bahri**

Director, Continuing Education

 suleiman@cbfs.edu.om 22059825**Mrs. Amal Saif Al Wahaibi**

Director, Finance Affairs Department

 amal.saif@cbfs.edu.om 22059925**Ms. Najat Saleh Al Kalbani**

Director, Centre for Preparatory Studies

 najat@cbfs.edu.om 22059748**Mr. Yaqoub Al Abri**

Director, IT

 YaqoubA@cbfs.edu.om 22059950**Mr. Waleed Said Al Mughazwi**

Head of Admissions

 waleed@cbfs.edu.om 22059723**Mr. Salah Al Rawahi**

Head of Career Guidance & Alumni Affairs

 salah@cbfs.edu.om 22059735**Mrs. Reem Al Wahaibi**

Director of Students' Affairs Department Alumni Affairs

 reem@cbfs.edu.om 22059730**Mr. Abdullah Al Bakri**

IT Department

 abdullah@cbfs.edu.om 22059953

CBFS Important Links

Students are encouraged to regularly refer to the links below for updated information.

1.College Main website: www.cbfs.edu.om

2.Student Corner: <http://www.cbfs.edu.om/students-corner/MOHERI%20Students/MOHERI%20Announcements%201>

3.MoHERI website: <http://www.MoHERI.gov.om/>



3.Student Behavior

3.1 Dress Code

Male students:

- White Dishdasha with kuma.
- Clean, neat, and well-groomed appearance.
- No piercings or jewellery.
- Non-Omani students should wear formal clothing
- No bright or feminine colors.
- No torn or tattered jeans.



3.Student Behavior

3.1 Dress Code

Female Students:

- Shall wear proper respectful clothes (Abaya for Omani students) that are appropriate to the College's standards and demonstrate respect for our culture, norms, and traditions.
- Clean, neat, and well-groomed appearance.
- No short sleeves.
- No short skirts or pants.

- **3.2 Student Code of Conduct**

- Student behaviour affects the College's reputation. Therefore, the College expects all students to maintain acceptable standards of conduct and behaviour, both on and off campus.

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- **3.3 Student Code of Conduct in the Library**

- The Library provides spaces for silent study. Therefore, the following rules must be complied with:
- Using mobile phones, eating, drinking, and unruly behaviour inside the library are prohibited. Librarians may take necessary action against users who violate this rule.
- Users are advised not to leave their belongings unattended in the library.
- The library shall not be responsible for any damage to, or loss of, users' personal belongings left unattended.
- Users are required to ensure that the items borrowed from the library are not lost, defaced, damaged, or obliterated while they are in their possession.
- The library shall not forward telephone calls received on the library extension to users.
- Students are not entitled to use the library telephone.
- Users desirous of using the discussion rooms must book the room in advance. Rooms may be used for a maximum of two hours at a time, and the group must have at least four members.
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- Penalty for breaching the library rules:
- The library staff have the right to inform members that a note has been made regarding unacceptable behaviour in the library. The staff may also verbally warn the offender. The staff may also ask the offender to leave the library.



3.4 Student Code of Conduct for IT

- The computer labs and other IT facilities provided by the College are for students to help them study. Hence:
- Students using the computer labs must respect the rights of other users to work in a quiet and disturbance-free environment.
- Students should not bring food and beverages to the computer labs.
- Students should not miss their scheduled classes to spend time in the computer labs.
- Students should not attempt to download or install any software on the lab computers.
- Students should not connect their personal devices to printers.
- Students should take care of their personal belongings when they are in the labs.
- Students shall not encourage people who are not students of the College to enter the computer labs.
- Faulty I.T. equipment, software problems, or any other issues with the I.T. equipment or the room in which it is located should be reported to the I.T. Department. You can also report the fault through the online portal (<https://apps.cbfs.edu.om/ITHelpDesk>)

Internet Usage

- The College provides internet access to facilitate learning and teaching. Students should consider this a privilege, not a right.
- The I.T. facilities of the College may not be used for personal purposes such as promoting one's business, soliciting business, creating destructive programs (viruses and/or malware), circulating political material, and sending abusive/offensive messages.
- The electronic mail system should not be used for sending unsolicited mail or chain letters. Email must not be used to send fraudulent or unlawful material.
- Copyright laws, fair use provisions, and software licenses must be adhered to.
- Breach of any provisions of this policy may result in severe consequences, such as the immediate suspension of privileges to use the resources and services, disciplinary action, including dismissal from the College, and/or legal action.
- The College shall disclose a user's identity to assist with an investigation into computer abuse.
- Views expressed by any student using the College computer network system are not to be deemed to be the views of the College.
- Users are responsible for safeguarding their passwords for the system.
- Individual passwords should not be printed, stored online, or given to others.
- Users are responsible for all transactions made using their passwords.
- The activities on the internet by users are subject to monitoring. Those who view materials that are inappropriate for display will be asked to close the site and will be advised not to repeat the action.
- Usage of the College network, internet, and email is further subject to existing IT policies.



▪ **3.5 Code of Conduct for Social Media**

- Social media tools are an integral part of our everyday lives. They help us share information and knowledge, enhance learning, be innovative, and encourage collaboration. Social media is a powerful tool for connecting with the wider world. If used effectively, it can enrich your learning experience and enhance your employability skills. However, social media abuse can cause permanent damage to you, the College, and other users. Some examples of social media sites are:
 - Multimedia and social networking sites, such as Facebook, Instagram, LinkedIn, and YouTube.
 - Internal or external blogs and micro-blogs, including Twitter.
 - Community discussion forums, such as Yahoo! Groups and Google Groups.
 - Wikis, such as Wikipedia.
 - Any sites where you can post text, photos, and video, such as Pinterest, Flickr, Tumblr, and other similar platforms.
- The College has several official accounts on sites such as Facebook, Twitter, and LinkedIn. CBFS uses these to share information and express views and opinions as a corporate organisation.
- Students should use social media responsibly and without violating any College regulations.
- The following are activities you must not engage in on social media:
 - You must not make derogatory comments on social media.
 - You must not share confidential information about others.
 - You must not post controversial, obscene, copyrighted, or trademarked material.
 - You must not provoke arguments or incite disruptive behaviour.
 - You must not make allegations about others.
 - You must not use social media to harass, threaten, insult, or defame others.
 - You must not disclose confidential College information or non-public strategies.
 - You must not use social media to send chain letters, junk emails, or bulk communications.
 - You must not use the College logo on your posts for advertising without permission.
 - You must not create a similar official College account or copy its content.
- Any discussion and information posted on social media should not have a negative impact on the College's reputation. A breach of these principles may lead to severe consequences, including expulsion from the College.

3.6 Student Code of Conduct in Examinations

Examinations form an integral part of the assessment process. Academic learning must be demonstrated and assessed to measure the achievement of learning outcomes and the effectiveness of teaching and learning activities at the College. Examinations are one of the many assessment practices used for this purpose. Examinations help the College ensure an equitable, fair, and transparent assessment process for its students.

The following are guidelines for students:

- All candidates should be in their respective halls 15 minutes before the exam start time or as provided by the rules of the international collaborator.
- Candidates will not be allowed into the examination halls without their Hall Ticket and an ID document (College ID/National ID/passport/recent photographic identification document/driving licence).
- Candidates must keep their Hall Ticket and/or ID documents on top of their desk.
- Mobile phones are strictly prohibited in the hall. If you have a mobile phone, you must switch it off and keep it in the place designated by the invigilator on duty.
- Students must not take into the examination room any unauthorized books, manuscripts, notes, electronic devices, or any other means whereby they may improperly obtain assistance in their work, or any bag, case, or receptacle in which such unauthorized articles can be carried. Using any electronic device, such as Bluetooth-enabled smartphones, smartwatches, earbuds, programmable calculators, iPads, or similar equipment, is also prohibited. If these are brought to the examination room, then they must be left in a designated area of the examination room at the owner's risk. If unauthorized material is discovered in a student's possession or at their desk during the exam, the student will be charged with academic misconduct, whether the material has been accessed or not.
- Students may only start the examination when the invigilator announces the start of the examination.

- Candidates may only take authorized printed materials or manuscripts into the examination room in the case of open-book examinations.
- Students can submit their answer booklets only after half of the total duration or as prescribed by our international partner.
- Students must always obey all the instructions of an invigilator.
- Candidates must sign the Examination Register when it is presented to them by the invigilator at the commencement of each examination.
- Students are not permitted to leave the exam room under any circumstances. No exception is permitted unless there is medical evidence to support the request. Once a student leaves the exam room, they may not re-enter.
- No food or drinks are allowed in the exam hall. Students may bring water only.
- Students must not communicate with each other or exchange any materials (e.g., erasers, paper, calculators, etc.).
- Students may not leave the examination room during the first 30 minutes of the exam.
- Any student who arrives late (up to 30 minutes) may be admitted, but no extra time will be allowed. Those arriving later than 30 minutes after the start of the examination will not be admitted.
- Students must stop writing immediately, put their pen down, and turn their examination script face down after the specified time.
- All students must remain seated in silence until all scripts are collected and the invigilator tells them they can leave. Students will not be permitted to leave the hall in the last 15 minutes.
- Students may not remove any examination material from the examination room.
- Candidates who are guilty of any misconduct during an examination may be suspended or dismissed from the examination by the invigilators. The College may also take action against such candidates for academic misconduct.

3.7 Plagiarism

- The College takes a firm stand against all offences of plagiarism. Plagiarism is defined as the act of using another person's words or ideas without giving credit to that person (Merriam-Webster Dictionary). Plagiarism is defined as "To take and use as one's own, the thoughts, writings or inventions of another" (Oxford English Dictionary).
- Examples of plagiarism
 - Copying another person's work without acknowledging the source.
 - Making minor changes to someone's work, editing it, or paraphrasing it without citing the source.
 - Translating the original from one language into another without referencing the source.
 - Copying and pasting from websites without acknowledging the source. Submitting group work without clearly indicating everyone's contribution.
 - Handing in one's work that has been previously submitted for another unit.
 - Allowing someone to copy one's work. Submitting someone else's assignment as one's own.
 - Providing only a few references when multiple sources have been used.
 - Purchasing assignments from professional writers, online assignment providers, etc.
- Plagiarism Penalties
 - All plagiarism offences are treated as academic misconduct and investigated. The consequences of committing plagiarism may take the following form:
 - Failing the assignment
 - Failing the module
 - Repeating the semester
 - Serious and repeated incidents may lead to expulsion from the College

3.8 Academic (Learning) Responsibility for Students

- **4. Student Misconduct**

- 4.1 Definition of Student Misconduct

- Misconduct is, in its broadest sense, any behaviour by a student that does not adhere to the high standards of behaviour expected of a student at the College. The consequences of misconduct are based on the seriousness of the misconduct and may include:

- A formal or informal warning.

- In very severe cases, dismissal from the College.

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- * [Please see the Student Code of Conduct for more details relating to student behaviour.](#)

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- 4.2 Academic Misconduct

- Offences involving academic misconduct include, but are not limited to, the following:

- Cheating: During a test or an examination, students shall rely on their own knowledge and understanding of the subject and shall not attempt to solicit unauthorised assistance in any way.

- Plagiarism: Inappropriate use of material without proper acknowledgement.

- Dishonesty: This encompasses a range of practices, including the following:

- Misrepresentation of personal circumstances to an instructor when requesting additional help or assistance in any form, justifying absences, or giving false reasons for not submitting coursework, assignments, or similar assigned pieces of work on time.

- Forging parts of, or a signature on, official documents of any kind.

- Duplication: Using material submitted for one piece of coursework or assignment in another module, either in the same College or at another institution.

- Engaging in bribery of any kind or engaging in any financially corrupt activities.

4.3 Non-Academic Misconduct

Non-academic misconduct encompasses a range of actions or behaviours that include, but are not limited to, the following:

Disturbance in the Classroom

Some examples of events that may amount to a disturbance in the classroom are:

- Interference with the course of instruction to the detriment of other students.
- Disruption of classes or other academic activities in an attempt to restrict the participation of other students.
- Failure to comply with the instructions or directives of the course instructor.
- Distributing unauthorised, published materials on campus such as flyers, leaflets, posters, etc.
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Other Acts of Non-Academic Misconduct

- Theft.
- Destruction of property.
- Endangering public safety.
- Causing, or potentially causing, mental or physical harm: engaging in physical aggression, intimidation, coercion, bullying, extortion, or blackmail.
- Discrimination or harassment.
- Smoking on campus.
- Inappropriate social behaviour.
- Misuse of computers.
- Improper conduct in the College Library.

4.4 Abuse of Policy

- While students are encouraged to voice their grievances under this policy, the College will take vexatious complaints seriously. The fact that a breach of policy or a violation of the Code has not been proved does not mean that the student has filed a vexatious complaint. All vexatious complaints will be dealt with by the Student Affairs and Discipline Committee.

5. Complaints, Grievance Policy, and Procedures

- The College aims to maintain a high standard of service for its students. If the academic services it provides do not meet the expected standards, or if students have non-academic grievances, they may use the Student Grievance Policy procedure to make a complaint.
- **5.1. Issues that can be resolved using provisions of the Student Grievance Policy**
- **Complaints relating to unfair treatment by a staff member.**
- **Failure to provide the services mentioned in the prospectus.**
- **Providing misleading or incorrect information in the prospectus.**
- **Complaints against academic advisors.**
- **Complaints regarding the quality of services.**
- **Complaints regarding the behaviour of a staff member.**
- **Complaints regarding non-adherence to policies and procedures.**

*** However, this list is not exhaustive.**

5.2 Issues that cannot be resolved using provisions of the Student Grievance Policy

- Issues covered by the Student Code of Conduct/Student Discipline Policy.
- Issues relating to grades, probation, and progression to the next semester are covered by the Appeal Policy.
- Claims relating to extenuating circumstances.

* The College will make every effort to investigate and resolve complaints fairly, equitably, and promptly. The College will not penalize anyone in any way for making a genuine complaint.

6. Academic (Learning) Responsibility of Students

- The College will help you become responsible learners. You will learn to make choices and take actions that will help you achieve your educational goals. Students demonstrate ownership and accountability for their behaviour when they:
 - Take responsibility for their learning.
 - Develop their capacity to become independent learners.
 - Use teaching and learning resources provided by the College to prepare for classes according to the provided timetable and comply with the requirements of their chosen programme.
 - Complete assignments within the stipulated timeframe.
 - Ensure that they maintain the expected quality when submitting assessment tasks.
 - Use the feedback provided by assessors to learn from their mistakes and improve the quality of their work.
- Activate their College email account to receive and respond to College communications promptly.
- Refrain from activities that compromise academic integrity and honesty.
- Accept their shortcomings without making excuses for their behaviour.
- Participate in co-curricular activities organised by the College to enhance their personal development and growth.
- Manage their time effectively, demonstrate leadership qualities, and work collaboratively with their peers to achieve better results.

7. College's Academic Framework

7.1 Introduction

The College's academic framework is given below:

Programme	Duration
Postgraduate Degrees – University of Strathclyde	2 Years
Undergraduate Degrees – CBFS	4 Years
Undergraduate Degrees- University of Portsmouth	4 Years
Diploma - CBFS	2 Years
Continuing Education Department – Professional Certifications	Varies between certifications

- This may or may not be preceded by one year of the General Foundation Programme**, which is** taught in three cohorts.

7.2 Module, Credit and Level

A study programme consists of subjects/modules/units. Each subject/module/unit is assigned a credit value expressed in credit points or credit hours. Credits are based on the level of the subject/module/unit. You are awarded credits only if you successfully complete a subject/module/unit. To graduate, you need to accumulate the minimum prescribed credits for the programme you are studying. More details are available in your programme handbook. The programme handbooks explain the terms, credits and credit hours.

7.3 GPA & CGPA

Grade Point Average (GPA)

GPA reflects a student's performance in a specific semester. To compute the GPA for a semester, first multiply the grade points of each course by the number of credit hours assigned to that course. The resulting product is the number of points for that course. Then divide the total number of points by the total number of credit hours for that semester. The result is rounded to two decimal places to produce the GPA for that semester. (See Example #1 in Annexure A of the CBFS Bachelor's Degree Programmes Handbook.) Non-graded, withdrawn, and debarred courses are not included in the calculation of GPA.

Cumulative Grade Point Average (CGPA)

CGPA is an assessment tool used to evaluate academic performance. It is calculated to determine a student's current standing. To calculate the CGPA, divide the total points earned by the total credit hours attempted across all semesters. CGPA is the total points earned from the beginning of a level divided by the total credit hours the student has taken up to the date the CGPA is calculated. (See Example #1 in Annexure A of the CBFS Bachelor's Degree Programmes Handbook.) Non-graded, withdrawn, and debarred courses are not included in the calculation of CGPA. For repeated courses, only the latest result is considered in the CGPA calculation.

7.4 Undergraduate Academic Programmes Offered by CBFS

The Undergraduate Studies Department of the College offers the following bachelor's degree programmes:

1. Bachelor of Accounting, Auditing and Finance
2. Bachelor of Business Administration (Human Resources)
3. Bachelor of Business Administration (Marketing)
4. Bachelor of Business Administration (Management)
5. Bachelor of Data Science (Artificial Intelligence)
6. Bachelor of Data Science (Business Analytics).
7. Bachelor of Accounting and Auditing
8. Bachelor of Finance and Investment

In addition, the Undergraduate Studies Department of the College offers the following diploma programmes:

- Diploma in Accounting
- Diploma in Finance
- Diploma in Management
- Diploma in Marketing
- Diploma in Data Science

7.5 The affiliated programmes by the University of Portsmouth

BSc (Hons) Accounting with Finance

CBFS delivers this programme in academic affiliation with the University of Portsmouth, UK. It provides a robust foundation in financial reporting, auditing, taxation, and corporate finance, preparing students for careers in accounting and financial services. The curriculum is adapted to meet OQF Level 8 requirements, spanning four academic years and totalling at least 120 OQF credits. Students graduate with a UK-accredited qualification that also meets national academic standards, with pathways to professional certifications.

BA (Hons) Business and Management

Offered through CBFS's academic collaboration with the University of Portsmouth, UK, this degree equips students with essential skills in marketing, strategy, human resource management, and entrepreneurship. The programme meets OQF Level 8 requirements, ensuring a four-year duration and a minimum of 120 OQF credits. This alignment ensures that students earn a globally recognised UK degree while fulfilling Oman's higher education standards. The curriculum emphasises leadership, innovation, and practical business acumen, with opportunities for industry engagement and professional development.

7.6 Professional Certifications

The Continuing Education Department offers various professional certifications. They are listed below:

1. Association of Chartered Certified Accountants (ACCA).
2. Certified Chartered Financial Analyst (CFA).
3. Certified Management Accountant (CMA).
4. Certified Chartered Institute of Management Accountants (CIMA).
5. Certified Internal Auditor (CIA).
6. Financial Technology (FinTech).
7. Certified Accountants Diploma in International Financial Reporting (DIP IFR)

7.7 Professional Accreditations of Academic Programs

CIM Accreditation

The BSc in Marketing and Digital Marketing programme at the College of Banking and Financial Studies (CBFS) is accredited by the Chartered Institute of Marketing (CIM). CIM is the world's leading professional marketing body, setting the standards that shape the marketing profession, helping marketers and organisations work with consistency, confidence, and credibility. In addition to graduating with a degree, students who successfully complete the BSc in Marketing and Digital Marketing will be able to gain industry-recognised qualifications at an accelerated pace, namely through exemptions from:

- L3 CIM Foundation Certificate in Professional & Digital Marketing
- L4 CIM Certificate in Professional & Digital Marketing
- L6 CIM Diploma in Professional & Digital Marketing

CIPD Accreditation Status

The BSc in Management and Human Resources programme at the College of Banking and Financial Studies (CBFS) is currently pending approval by the Chartered Institute of Personnel and Development (CIPD). CBFS is in the process of becoming an accredited CIPD programme provider, and once approved, this programme will align with the CIPD Profession Map and meet the requirements for CIPD Level 5 Associate Membership in People Management. Students will be notified once CIPD grants formal accreditation. Until then, all references to CIPD membership and benefits are provisional and subject to final approval by CIPD.

7.8 Attendance Policy

Teaching and learning activities in the College are organized in three semesters namely Fall (Semester 1), Spring (Semester 2) and Summer Semester. Fall and Spring semesters commence in September and February, respectively. The Summer Semester commences in June each year. For the ACCA programme, the exams are held in March, June, September, and December. For the March exams, the college has a Winter Semester from the second week of December till the end of January or early February.

Attendance Policy for all programmes

The College expects you to attend all scheduled classes, tutorials, and other timetabled events. A minimum of 75% attendance is required to enable you to submit assignments and sit the final semester examinations. Students may be absent for up to 25% of classes without submitting an excuse. Beyond this percentage, students will be debarred without any exemption, including for medical reasons.

1.If you miss more than 10% of classes during any semester, you will receive a letter informing you of this. If you are absent for more than 20% of the required attendance during any semester, a warning letter will be issued. If you are absent for more than 25% of the total attendance required for the subject/course, you will be debarred and will not be allowed to submit assignments or assessments, or sit the examination. The letters are sent electronically to the student's College email address. Students are responsible for ensuring that their College email is working and that it is checked regularly. Letters issued electronically are deemed to have been served.

2.A copy of any letter issued by the College will automatically be forwarded to your employer/sponsor for necessary action.

3.Punctuality is extremely important. It reflects your attitude towards the course and your studies. A 10-minute grace period is allowed to accommodate exceptional circumstances. If you are more than 10 minutes late for a lecture, you will be marked absent for that session. However, you may attend the lecture.

4.The Registration Department/Programme Coordinators shall respond to inquiries from sponsors/students regarding disputes or discrepancies relating to attendance reports.

Students must attend classes and maintain their attendance status even after receiving warning letters. Debarred students will be notified automatically by email, and they will be allowed to explain their absence.

For absences due to extenuating circumstances, students must inform the Programme Director within five working days of their absence and submit documented evidence to support their claim of extenuating circumstances. For details, please refer to the Extenuating Circumstances section.

Attendance Policy for the General Foundation Programme

English absence limit: 10%, which translates to 32 hours (1 week and 3 days), or 2 hours' absence per week for 20 hour/week courses, and 1.6 hours' absence (2 weeks) for 16-hour-per-week courses. Math and I.T. will each have separate absence limits: 15% of course length.

Three late arrivals = 1 hour's absence

Bereavements, emergency medical issues and accidents are only to be considered if the following apply:

Official, valid documents produced as evidence within two days of absence (no post-dated documents to be accepted beyond the time limit).

The above will only be considered with students whose absences in English do not exceed 15% of course contact hours or 20% of course contact hours in Math and IT.

The above examples do not preclude students from being marked absent. All absenteeism will be recorded as such.

8. Centre for Preparatory Studies (CPS)

8.1 General Foundation Programme

The CPS manages the General Foundation Programme (GFP) whose objectives include equipping its students with the skills required in English Language, Mathematics, and Information Technology (IT) to perform effectively and contribute as active and critical thinkers in the academic environment of the CBFS diploma and degree programmes.

8.2 Entry level to the GFP

High school graduates require a minimum overall score of 60% to enter the GFP, whereas employees with 3 years of work experience require 55-59%. Applicants with over 10 years of work experience are interviewed to assess suitability. All registered students take a placement test for each GFP component (English, Mathematics, and Information Technology) streamline the intake process, determine the appropriate level of instruction and practice, and allow exemptions for students with prior learning at specific levels and in specific skills.

8.3 Programme structure.

The GFP operates two 16-week semesters at 20 hours per week and one intensive 8-week term over the academic year:

Semester	Duration	English	Mathematics	IT
FALL	Sep-Dec	Cohort 1/Cohort 2/ Cohort 3	Math 1 & Math 2	IT1 & IT2
SPRING	Jan-April	Cohort 1/Cohort 2/ Cohort 3	Math 1 & Math 2	IT1 & IT2
*SUMMER	April- July	Cohort 1/Cohort 2/ Cohort 3	Math 1 & Math 2	IT1 & IT2

8.4 CPS Student Handbook

Further GFP course details are included in the CPS Student Handbook which is distributed to all GFP students at the outset of the academic year.

9. Centre of Excellence in Financial Technology (CoE-FinTech)

9.1 FinTech Professional Certificate (FPC)

The FinTech Professional Certificate is offered in collaboration with the Central Bank of Oman (CBO) to help participants gain the knowledge and skills needed for FinTech operations by equipping them with leadership or technical expertise. The Certificate will enable participants to accept challenges offered by digital transformation, advance their careers, and play a part in accelerating FinTech development in the financial system of the Sultanate of Oman.

The FPC approach to teaching and learning

Highly qualified module developers from a well-known international educational consultancy boutique develop the FPC modules. Local reviewers with a deep understanding of the local industry and cultural context reviewed the modules to ensure they align well with the Omani context. To enrich participants' learning experience, local and international field experts deliver the modules in a hybrid format.

To extend learning beyond the modules, participants can attend industry expert seminars and gain insights directly from experienced professionals at the forefront of the FinTech field. Additionally, participants embark on immersive visits to Oman's vibrant FinTech initiatives, including the Central Bank of Oman's renowned regulatory sandbox, the Oman Credit and Financial Information Centre (Mala'a), and private-sector FinTech startups.

	Module Code	Module Title		
Fall	FPC-1	FinTech Principles and Services		
	FPC-2	Digital Asset: The Rise of a New Asset Class		
	FPC-3	Identity and Risk Management		
	FPC-4	FinTech Regulation and Compliance: REGTECH and SUPTECH		
Spring	Leadership		Technical	
	FPC-5	FinTech Market Leadership	FPC-8	Applications of Blockchain and Digital Currencies
	FPC-6	NEO Financial Institutions: Challenging and Incumbents	FPC-9	Cybersecurity and Privacy
	FPC-7	FinTech Innovation	FPC-10	Programming and Data Analysis

9.2 Short Courses

The CoE-FinTech offers two types of one-month short course programs. The first is a skill development program designed for working professionals. Each program is specialized and covers topics such as in artificial intelligence, machine learning, programming, and data analytics; FinTech startup development and valuation; startup financing and venture capital; blockchain and cryptocurrencies; APIs and mobile banking integration; and digital payments. The second program is designed to build the capacity of fresh graduates by providing them with basic knowledge of FinTech advancements and giving them a competitive edge in the job market. Information about these short courses is provided on the College website and social media platforms.

9.3 Two-day training programs

CoE-FinTech offers two-day short training courses to develop the skills of working professionals. Each training course is designed to enhance working professionals' skill sets. The objective of these short training courses is to bring in national and international experts from the field to provide up-to-date and relevant knowledge and develop the skills required by industry. Information about these short training courses is provided on the College website and social media platforms.

Timetable

You will be provided with a timetable that specifies your modules, allocated time slots, lecture halls, and the names of the lecturers. Timetables are accessible through each student's portal. They are prepared by the Timetable Committee in coordination with the Heads of Academic Sections, and once published, requests for changes will not be considered. Students are strongly advised to follow their degree plan to ensure smooth registration each semester.

Important Dates

Important dates and deadlines related to admission, registration, program induction, commencement of classes and exams, etc. are mentioned program-wise in the academic calendar. The dates may change for certain events.

10. Professional Accreditation and Academic Programmes

11. Assessment Regulations

11.1 Types of Assessment

The College will inform you of the types of assessment, their schedule, and their relative weighting in the calculation of the overall module mark. Your course lecturers will provide you with the module descriptor during the first week of classes. The information for ACCA and the Pearson BTEC Higher National Diploma is available in the Virtual Learning Environment. The College's academic departments set submission dates for all coursework/assignments; assessors set dates for class tests/quizzes; and the College Examination Committee sets dates for time-constrained examinations. You are required to adhere to these deadlines/dates.

11.2 Extenuating Circumstances

The College has an Extenuating Circumstances Policy in place. If you feel that circumstances beyond your control have adversely affected your performance, you may apply for consideration. The College will assess the claim for extenuating circumstances and, if accepted, the Student Affairs and Discipline Committee will address the student's case as the Committee deems appropriate.

Claiming Extenuating Circumstances

Extenuating circumstances are defined as any unforeseeable and unpreventable events that might significantly impair a student's academic performance and progression or prevent them from submitting assignments/coursework by the stipulated date. They may apply to all or some assessments and may continue over a long period of time. Circumstances include, but are not limited to, illness, a death in the immediate family, and severe accidents. Circumstances that are not covered under this policy include, among others:

1. Transport difficulties, non-availability of transport, or missing College transportation.
2. Computer or printer failure, loss of a USB device, or failure to create a backup of coursework or an assignment.
3. Receipt of a call for a job interview on the day of scheduled exams/class tests.
4. An employer's refusal to grant leave because of failure to complete your assigned work as per schedule.
5. Minor illnesses such as headaches, coughs, and common colds.
6. Illness after the assignment submission deadline has passed or after the exams have concluded.
7. Attending one's own wedding.
8. Missing the examination date or submitting the exam at the wrong time or late.
9. Claiming non-receipt of the examination timetable.
10. In the case of group work, if one of the members fails to complete the task assigned to them, this will be considered while assessing the work.

* Any claim for extenuating circumstances must be supported by appropriate documentary evidence.

11.3 Delayed or Incomplete Work

You are expected to complete and submit all your coursework on time. Late submissions will be handled in accordance with your study programme's regulations.

11.4 Feedback

Your assessors will provide formative and summative feedback on your assignments and class/mid-term tests, where applicable or permissible. No formative feedback is provided on final examinations.

11.5 Dismissal

A student is dismissed from the College if any of the following conditions are met:

- If their CGPA is less than 1.8 after being placed on Third Probation, or if their CGPA is less than 2 after being placed on Fourth Probation.
- If the College decides to dismiss the student because of disciplinary matters.
- For the Higher National Diplomas, as per the programme guidelines.

11.6 Appeal Committee

If the student still feels that the decision is unfair, they may appeal to the Examination Results Appeal Committee. The student should collect the appeal form available from the departmental coordinators. The student must return the appeal form to the departmental coordinator within two weeks of the results being declared. This applies only to the Pearson BTEC Higher National Diplomas and CBFS Degrees. The appeal must be submitted within five working days of the release of the assessment results or grades. The Examination Results Appeal Committee's decision will be final and binding. Important issue: There is a contradiction here: one sentence says the appeal must be returned within two weeks, while the next says within five working days. One deadline should be confirmed and the other removed.

11.7 Appeal against Dismissal

A student may appeal against their dismissal in accordance with the procedures prescribed by the Student Affairs and Discipline Committee.

11.8 Academic Appeal Policy

The Academic Appeal Policy is part of the student support facilities the College provides to facilitate learning. The Academic Appeal procedures provide students who feel that they have not been treated fairly in an assessment with a consistent and clear process for raising their concerns.

Academic Appeal Procedure

Students appealing against an assessor's decision must follow the procedure explained below. If a student feels that the assessment decision is unfair, they should have an open dialogue with the unit assessor, expressing their concerns as soon as the results are declared and no later than five working days after the declaration of the results.

12. Admission and Registration

The College Admissions and Registration Department handles all matters of student admission and registration, from initial application processing to graduation.

12.1 Admission criteria

The College admission criteria vary based on the programme you wish to pursue. Appendix 1 provides the admission criteria.

12.2 Documents Required for Admission

The following documents are required for the completion of the application process:

- A completed Online Application Form
- Electronic copy of the Original General Education Diploma school certificate and conduct certificate.
- Scanned copy of ID, or a passport (original to be submitted for verification).
- One scanned recent passport-size photo uploaded.
- Payment of the registration fee (OMR 50)
- For students desirous of seeking admission to the University of Strathclyde programmes, the University of Strathclyde application form must be completed.
- If applicable, any documentation related to prior learning (such as an English IELTS certificate, professional or work experience, etc.)

12.3 Registration process

Existing students

All existing students must register for modules/units/subjects which they are required to study during the registration period. Currently registered students must submit the Semester Registration Form through their individual student portals by the registration deadline. Students on probation must meet their Academic Advisor to determine the modules for registration.

First-time admission

If you are seeking admission for the first time you must submit an online application form to the Admissions and Registration Department along with certified copies of your academic record and English Language proficiency level. A placement test to assess students' proficiency in English will be conducted by the Centre for Preparatory Studies (CPS). Based on the test results, students will be placed in the appropriate semester until they complete the General Foundation Programme at the CPS. A one-time Registration Fee of OMR 50/ is required for Foundation, Diploma & Undergraduate programmes, professional certifications, and OMR 100/- for master's degree programmes.

Admission Completion

Upon completion of the admission process, the Department will inform you of the date on which you may collect your College email ID and College Identity Card. Registration of new students will involve the following:

- Issuing the student with a College Identity Card.
- Issuing the student with a college email address, login details, and a password for the College computer network.
- Providing students with important information (for example, the timetable and the Student Handbook).
- New students will be informed of the rules and regulations and other relevant issues during Induction Day. This event is designed to familiarize new students with the College's processes and procedures, enable students to meet College staff, and inform them about matters of common interest. Registration is not completed until all fees due have been paid, or alternative payment arrangements have been made to the satisfaction of the College.

12.4 Late Registration

Late registration means that students have not completed the registration process within the stipulated period. The total period of the delay should not exceed two weeks from the date of commencement of the semester. Registration requests received after the two-week period following the commencement of the semester shall not be entertained.

12.5 Accredited/Recognition of Prior Learning

The student should submit his/her request to the Admissions and Registration Department. The Department will forward the request to the College Accredited/Recognized Prior Learning Committee to determine whether the Committee will approve and process the request. The Committee will communicate the outcomes of processed cases to the Admissions and Registration Department. The outcome will be communicated to the students after receiving the decision from the APL Committee.

Accredited/ Recognition of Prior Learning Process Flow Chart

Step 1: Wish to claim Credit for Prior Learning?

Step 2: Contact the College Admission & Registration Department and submit your request in the prescribed format along with your transcript and detailed course outline

Step 3: Admissions and Registration Department submits the requests to the College APL/ RPL Committee

Step 4: APL/ RPL Committee meets to process the requests and maps the syllabus with the course modules the student is pursuing. Verifies the currency of the qualification to ensure that it is relevant, Maps the course modules with the CBFS Degree APL framework with the CBFS Degree APL framework.

Step 5: APL/ RPL Committee approves the student requests. If additional information is needed the student will be asked to submit the same. The request will be processed only on receipt of the required information.

Step 6: Applies only to students transferring to the Pearson BTEC Higher National Diploma. APL/RPL Committee submits approved

**Step 7: Applies only to students transferring to the Pearson BTEC Higher National Diploma.
decision and decide either to accept or reject the proposal.**

RPL Claim confirmed

RPL Claim rejected.

**Step 8: Applies to all APL/RPL requests.
APL/ RPL Committee informs the Admissions & Registration**

**Step 9: Student/s, assessor/s and the College Registrar
are informed of the decision. Admission and Registration
Department will maintain records of all APL/RPL cases.**

13.Changes to your Registration

13.1 Withdrawals and Suspension

Students who do not wish to continue their education may withdraw from the College and should do so before the start of the semester by providing prior notice online through the student portal. The Admissions and Registration Department will inform students of the withdrawal requirements.

Students should also submit re-admission requests to the Admissions and Registration Department through the student portal.

The College may suspend a student as a result of disciplinary action for misconduct or persistently poor academic performance.

A suspended student is not allowed to use College facilities or participate in any scheduled teaching sessions and will not be entitled to a refund.

If a student wants to withdraw from or postpone their studies to another semester, they may do so within 14 days of the start of the semester.

13.2 Conditions for Re-Admission

The following should be considered by students wishing to re-join the College:

- A registration fee of OMR 50 is applicable if the student has not registered for two years.
- The student must take a fresh placement test if they are enrolled in the CPS.

13.3 Transfer between Different Departments of the College

- Students who wish to change their specialisation, drop out, or postpone a semester should consider the following. If a student wants to change their specialisation in a particular semester, they may do so within two weeks (14 days) of the start of the course and in accordance with the following conditions:
- The student must satisfy the admission requirements for the specialisation to which the transfer is requested.
- A place must be available in the specialisation to which the transfer is requested.
- Approval must be obtained from both departments involved in the transfer.
- All outstanding dues must be settled.
- The student will be permitted to transfer any paid amounts to the new specialisation. However, if the student has received books for the specialisation, they will be charged for them based on the cost incurred by the College.
- Students sponsored by the Ministry of Higher Education, Research and Innovation must follow the instructions given by the Ministry. The change may result in unit credits from the first specialisation being lost if they do not form part of the new course. Students must check with the Admissions and Registration Department to confirm the academic and financial consequences of the change.

13.4 Transfer within the Same Department of the College.

Please see Section 12.3 above.

13.5 Deferral of a Module, a Semester, or an Academic Year

A student may apply to defer a module, a semester, or an academic year for reasons deemed acceptable to the College, including health and/or financial issues, seeking full-time employment, or other personal issues.

Before deferring, the student must discuss the circumstances with, and seek advice from, the Directors of their respective departments and their Academic Advisor. For the Pearson BTEC Higher National Diploma, deferring the module will not extend the validity of the student's registration. The programme must still be completed within the stipulated registration/programme validity period.

Students wishing to postpone their studies after classes have commenced should contact the Admissions and Registration Department and submit the request through their individual student portals.

- Postponement will be allowed for up to 14 days after the commencement of classes, during the add-and-drop period.
- Self-funded students must submit evidence to support the postponement request (for example, a medical certificate).
- Sponsored students must obtain written approval from their sponsor before postponement.
- Students sponsored by the Ministry of Higher Education, Research and Innovation must follow the instructions given by the Ministry.

Applications for deferral after the deadline require the approval of the Director of Admissions and Registration. The deferral is subject to the College's fee refund policy. Deferred semesters are not included in the calculation of the period of study.

13.6 Discontinuation or Postponement for More than Two Years

If a student postpones or discontinues their studies for more than two consecutive years, their registration will be cancelled. Such students must pay the applicable registration fee upon re-admission as fresh students. The rules and regulations of the partner institution/affiliate will also apply.

13.7 Change of Mode of Study (Morning Batch to Evening Batch)

Students wishing to change their mode of study after classes have started must submit a request through their individual student portals to the Admissions and Registration Department. Students should be aware of the following requirements:

- The change will be allowed for up to two weeks after classes start, during the add-and-drop period.
- Self-funded students must submit evidence to support the requested change (for example, a letter from their workplace).
- Sponsored students must obtain written approval from their sponsor before requesting the change.
- Students requesting a change in mode of study after the two-week add-and-drop period has concluded will need to obtain the approval of the Director of the academic department concerned.
- Students requesting a change in mode of study after the two-week add & drop period has concluded will need to obtain the approval of the Director of the academic department concerned.

14. Fees

The programme fee schedule is shown in Appendix 2. If two or more self-sponsored siblings are registered for the same programme, each sibling will receive a 10% discount on the tuition fees, provided they study in the same semester. Students are requested to make payments by the specified dates for the programme they have chosen. The Finance Department provides debit card payment facilities and the College's bank account details. The College does not accept cash payments.

The original cash deposit slip with the student's ID number and course details must be submitted to the Accounts Department, or payment must be made by debit card.

Two receipts will be handed over to the student.

The student should retain one receipt for their personal records.

A student will only be registered once they have completed these formalities within the stipulated period.

14.1 Arrangement for the Payment of Fees

Students seeking admission for the first time shall pay the fees when completing the admission formalities. Currently registered students must submit the Semester Registration Form through their individual student portals by the registration deadline. For CBFS Degree programmes, the registration form for existing students shall be approved by their Academic Advisor via the student portal. Semester fee payment is due at the beginning of the semester and must be finalised by the end of the second week of the semester. The College expects its students and their sponsors to pay any fees or other financial obligations due to the College within the prescribed period.

In exceptional circumstances, the College may accept payment in agreed instalments, provided that:

- a. 50% of the semester fees are paid upon registration.
- b. The balance of the fees is paid in a maximum of three instalments, supported by three post-dated cheques issued during the registration period.
- c. All post-dated cheques must be cleared at least one month before the final examination.

If any cheque is returned by the bank, the student has five working days to clear the outstanding amount by making a card payment to the Finance Department. Failure to do so within five working days will incur a penalty of OMR 10.

Any student who defaults on the payment of fees may face the following consequences:

- Future registration may be denied.
- Registration may be cancelled or withdrawn.
- The student may not be allowed to submit assignments or sit the examination.
- Transcripts will be withheld.
- Graduation notification and the certificate will be withheld.

Each student is responsible for keeping records of all registration and fee payment dates and deadlines, although the Admissions and Registration Department may remind students who have defaulted. If students have any financial problems, they should contact the Admissions and Registration Department as soon as possible.

14.2 Refunding of Fees

If circumstances arise which, in the College's sole discretion, provide sufficient grounds for a student to withdraw after registration, fees will be refunded, subject to a written withdrawal/drop application submitted through the student portal, according to the following rules:

Period	Refund/Payment Requirement
Within 15 days of the programme commencement date	Full refund of fees or transfer of the amount paid to another semester
From 16 days to one month from the start of the course	The student must pay 50% of the course fees.
After one month from the start of the course	No refund.

* The refund policy is subject to the time limits specified above.

If the student applies to drop out/or postpone within 15 days of the programme commencement date, they will be permitted a full refund of the fees or may transfer the paid amounts to another semester. If, however, the student has received the course books before submitting the application to drop out/or postpone their studies, they will be charged for them at the cost incurred by the College. The registration fee is not refundable under any circumstances. Fees paid in excess of the amount required for the registered units/subjects will be carried over to the following semester.

One point to check before finalising: the original refund table starts at 16 days, while the paragraph underneath separately explains what happens within 15 days. I have included the 15-day provision in the table for clarity, but the actual refund periods and percentages should remain exactly as approved by the College.



The Library consists of two main sections:

First: Technical Services Department

The Library of the College of Banking and Financial Studies provides several technical services (indirect services) that are performed by library staff without direct interaction with beneficiaries, who nevertheless benefit from the outcomes of these technical operations. This section provides the following services:

1. Indexing and classification
2. Collection development
3. Indexing and extraction
4. Cooperation with other libraries
5. Community services

Second: Information Services Department

In the Information Services Department, the Library provides general services (direct services), which are offered directly to beneficiaries and include the following:

1. Circulation Service
2. Reference and Guidance Service
3. Periodicals Service
4. Current Awareness Service
5. Selective Dissemination Service
6. Discussion Room Service
7. Multimedia Service
8. Development and Continuing Education Service

Library Opening Hours

8:00 am–8:00 pm

Friday and Saturday: Closed

Library Contact Details

- Library phone numbers: 22059741, 22059742, 22059743
- Library email: Library@cbfs.edu.om
- Library social media account: Instagram ([cbfs_library](#))

15.2 Computer Labs, Internet Access, and Email

The College has a range of IT facilities, including internet connectivity, computer labs, lecture halls fitted with network facilities and Wi-Fi-enabled projectors, as well as Wi-Fi access in designated locations within the College buildings. You may use the prepaid printing and photocopying facilities provided at Student Print Stations for your assignments, notes, etc. Any student using the College IT facilities is expected to abide by the IT Policy and comply with Section 3.2.2.

15.3 Academic Advising

The College Academic Advising Policy applies across all departments. Academic staff share the academic advising role.

Objectives

Academic advising assists students in the following areas:

- Supporting their transition to higher education and life at the College.
- Familiarising students with academic policies, rules, procedures, and requirements.
- Helping students take responsibility for their learning and goal setting.
- Helping students develop educational plans consistent with their interests, abilities, and goals.
- Enabling students to successfully complete their studies in a timely manner.

Students' Responsibilities

- To comply with the College's published academic policies, regulations, and deadlines.
- To collaborate with the academic advisor on issues raised by them.
- To inform the academic advisor of any illness, academic difficulties, programme or career changes, financial difficulties, or personal problems that may affect their academic performance.
- To be well prepared for any proposed meeting with the academic advisor.
- To abide by the schedule provided by the advisor.
- To maintain a record of all meetings with the academic advisor.
- To regularly respond to messages and directions from the academic advisor.
- To provide advisors with feedback and follow up on their recommendations as needed.
- To ensure that they are aware of relevant information and procedures.
- To provide accurate information to the academic advisor.
- To understand the syllabi of the subjects taken, the prerequisites, and their impact on progression within the chosen programme of study.
- To understand academic performance standards.

Advising Procedures

All new students joining the College will be assigned an academic advisor and will usually continue with the same advisor until graduation. Students should consult their advisor first with any queries, questions, or complaints related to academic matters. Advisors will maintain a record of all meetings, including agreed outcomes. Students should consult their advisors for all regular advising needs, including registration, changes to their programme or stream, adding or dropping courses, and academic progression requirements.

Referral Departments

Many other departments assist students during their time at the College. Academic advising helps students with their academic pursuits in liaison with other relevant departments. Each department keeps up-to-date information in its own area. Students should visit these departments to obtain up-to-date information relating to their studies and other activities at the College. Departments of interest to students include Admissions and Registration, Student Affairs, Finance, Internship and Career Guidance, and Alumni Affairs.

16.Student Services

16.1 Medical Services

The College has a qualified on-campus nurse to provide emergency medical assistance and address minor health issues. The College has made arrangements with Muscat Private Hospital to assist students if they take ill on the College premises (emergency cases). The College has medical insurance for expat students to be treated in the governmental hospital free of charge.

First Aid Procedures:

All first-aid boxes are located in the clinic.

16.2 Facilities for Students with Special Needs

The College is committed to equal opportunities for students with a disability or specific learning difficulty. Therefore, if you are hindered by any physical or attitudinal barrier, please inform the College at the time of seeking admission or as soon as you become aware of your disabilities. If you think you might require alternative arrangements for examinations, you should consult your academic advisor and the department director as soon as possible after you start your studies.

16.3 Security and Safety

Health and Safety Policies and Procedures

The College is committed to providing a safe and secure place for study, learning and work for its students and staff. Students and staff are required to observe the College's Health and Safety policies and procedures, including those relating to fire safety, first aid and incident reporting.

Misuse of Equipment

Students found misusing equipment provided for their health and safety, or that of others, will be subject to the College's Disciplinary Procedures.

Hazardous Substances or Equipment

Students are not permitted to bring substances or equipment that could be considered hazardous to health onto the College premises.

Emergency Procedures

In case of an emergency, you must follow the emergency evacuation procedures given below:

- Respond to the fire alarm immediately.
- Evacuate the building immediately using the nearest Exit.
- Use the staircase. Never use elevators.
- Follow the instructions given by fire wardens.
- Report to the assembly point in front of the main entrance.
- Do not re-enter the premises until authorized by the College authorities.

Personal Property

Following the sounding of the fire alarms, or a request to vacate the building, any student who fails to evacuate the premises will be subject to the College's Disciplinary Procedures. The administration is not responsible for any loss of property. Please keep personal property in a safe place.

16.4 Cafeteria

The College has 4 cafeterias on its premises that provide food and refreshments for students and staff. There are coffee vending machines installed in designated places. You must not take food and beverages to classrooms, the library, computer labs, or prayer rooms.

16.5 Accommodation

The College does not provide accommodation or hostel facilities for its students. However, the College will assist you by providing you with details of reputed boarding and hostel service providers in the Muscat region. For further details, you can contact the Student Affairs department.

16.6 Transportation

The College does not provide transportation facilities for its students. However, the College will assist you by providing you with details of transport providers in the Muscat region. For more details, contact the Student Affairs Department.

16.7 Smoking Policy

17. Student Affairs Department

17.1 Student Activities and Counselling

Student Activities/Student Centre

Co-curricular activities must form an integral part of your student life. They help you to explore your strengths, diverse identities, and values. They develop your skills, enhance your creativity, keep you connected with other students and make you more responsible.

Athletics and Recreation

The College has an agreement with the Boucher Club to use its facilities, particularly the football field and the basketball and volleyball courts. The Student Affairs Department's sporting events include chess tournaments, basketball, volleyball, and football matches. It also organizes social and recreational activities and events such as the annual open day, cultural day, health day, and academic/ social trips.

Main Activities:

CBFS Open Day

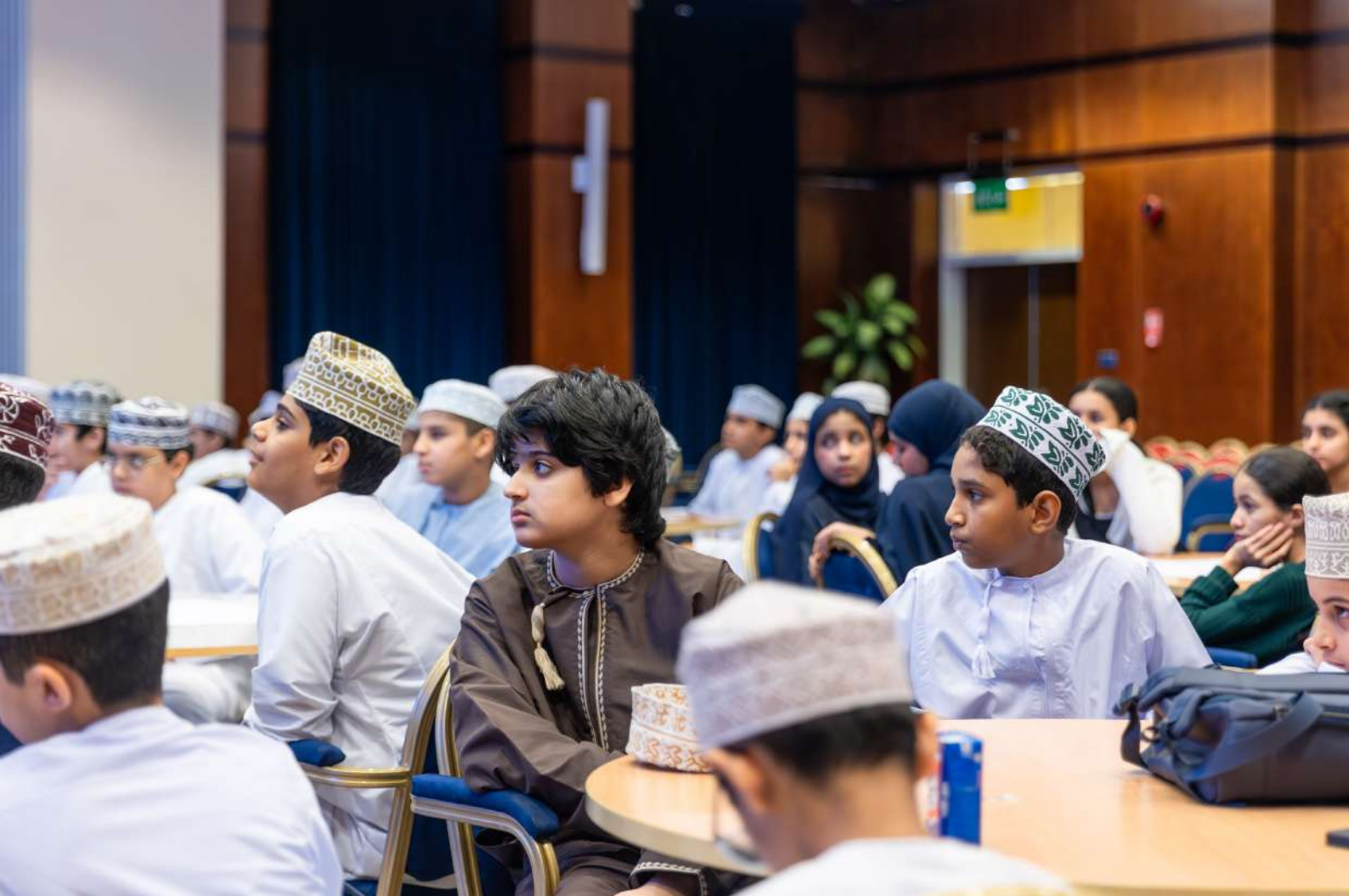
The annual celebration aims to improve students' planning and organizational skills through the educational, cultural, and social opportunities it offers. It also aims to attract visitors from higher education institutions and students from nearby schools, and to allow local small-business owners to sell their products. The Open Day events include games, poetry workshops, stage presentations, exhibits, and sporting activities.



National Day

Every year, the country observes the Sultan's birthday as National Day, with preparations starting weeks before to mark this significant occasion. Although streets are lined with red, white, and green decorations, people often go out to decorate their cars lovingly with the Sultanate's national symbols – the Khanjar and two crossed swords – as well as the Sultan's flag and pictures. On this special occasion, the College celebrates various events coordinated by students and staff, and the premises are usually decorated with numerous decorations and flags to spread and share happiness.







Summer program (Financial Explorer)

The summer program is offered to school students transferring to grades (Seventh, eighth, ninth, tenth, eleventh, twelfth).

Program objectives:

- 1) Creating a financially aware generation, familiar with the principles of money management, saving, and the skills of buying, selling, and consumption.
- 2) Spreading the culture of sound financial transactions among young people, especially the target age group.
- 3) Giving the target group an idea about different work environments and how to deal with them.
- 4) Consolidating and teaching students the principles of money management and investing in daily life.
- 5) Enriching participants and enhancing their knowledge and skills in various fields of knowledge and activities.

فرصة رائعة للعمل في بنك نيزوة
Exciting Opportunity To Work With
Bank Nizwa

اسم
Scan



Career fair and Training opportunities

The main goal of the exhibition is to promote the College's achievements to participating institutions and to give job seekers a chance to understand the opportunities available and how to apply for them. It also aims to allow participating institutions to learn about the academic abilities and skills of students and graduates of the College of Banking and Financial Studies.



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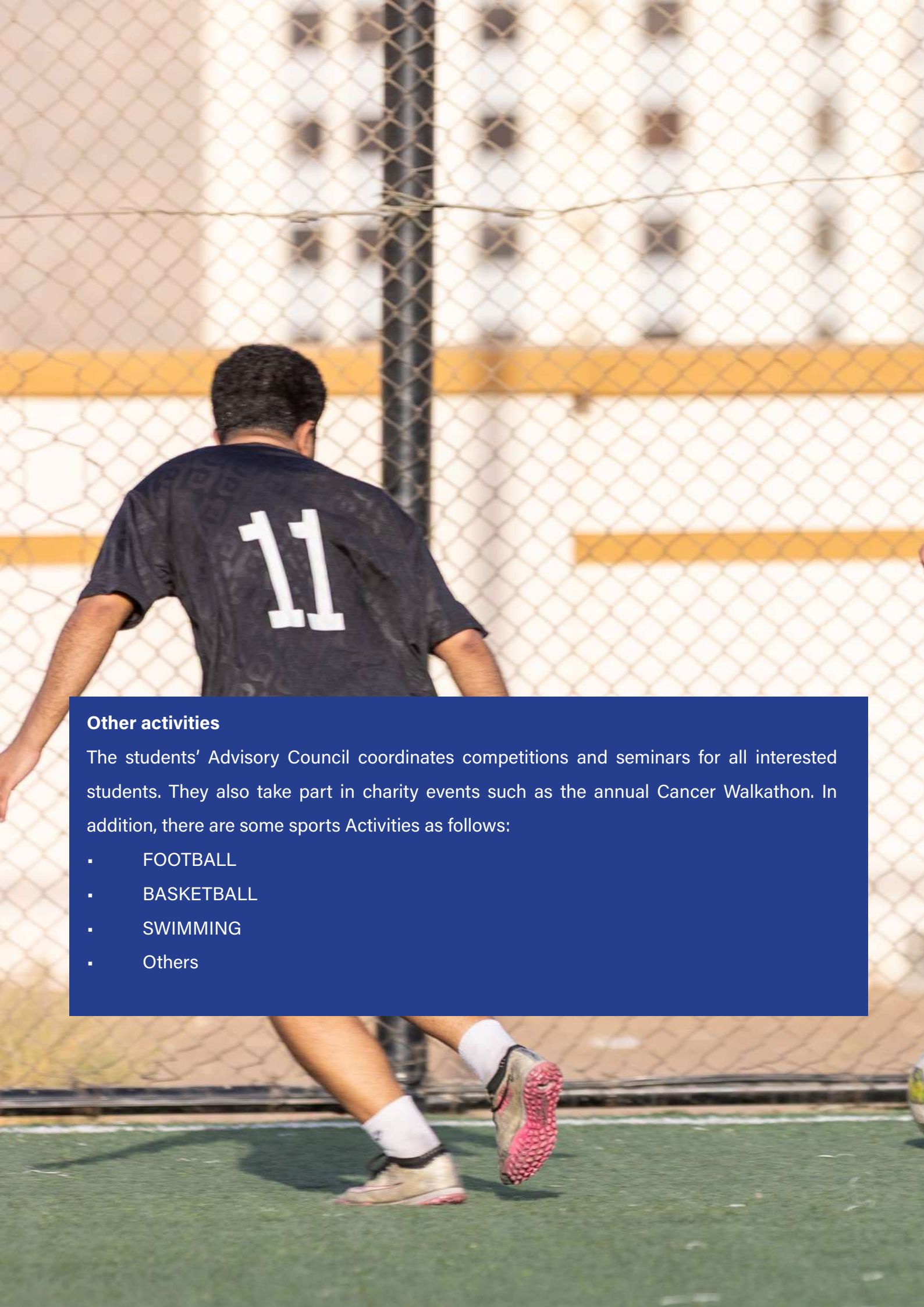
-Batinah

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are similarly tiled.
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Culture day

The International Club is a diverse group that welcomes all students regardless of their ethnic and cultural background, language, and religion. It is responsible for organizing the Culture Day at the College. The International Club values global perspectives and builds bonds among students by sharing experiences of different cultures, beliefs, and interests; educating members in an open environment; and promoting diversity and inclusion. The Club works purposefully to connect students from diverse groups, raise awareness of different nations and cultures, and help them appreciate their similarities and differences.



Other activities

The students' Advisory Council coordinates competitions and seminars for all interested students. They also take part in charity events such as the annual Cancer Walkathon. In addition, there are some sports Activities as follows:

- FOOTBALL
- BASKETBALL
- SWIMMING
- Others





Counselling Services

The College has a devoted Student Counsellor whose role is to provide a wide range of support services to all our students to promote their academic, social, and personal growth at the College. Services include individual and group counselling, consultation, and crisis intervention.



17.2 Career Guidance and Alumni Affairs

Career Guidance

This service facilitates a range of career and employment services that help students prepare for employment and plan their future careers. The CGAA invites reputed speakers to conduct employability skills workshops to increase students'/graduates' employability by preparing them to meet employers' expectations.

Alumni Affairs

The purpose of CBFS Alumni is to keep students updated on developments, encourage their participation in relevant academic and social activities, make them part of our future, and enable them to connect with fellow CBFS Alumni and share common interests. CGAA encourages graduates to register at: <https://apps.cbfs.edu.om/Alumni/RegisterNew.aspx>. In addition, the CGAA will follow up with graduates and track post-graduation activities such as current employment status, current educational status, the types of colleges they attend, and their occupational goals.

Student Internship

The College arranges eight weeks of internship related to students' academic majors and enriches their learning experience through liaison with various sectors. The IGFU offers compulsory internships to students as part of fulfilling their graduation requirements. At the same time, IGFU fully supports and encourages students who meet the requirements and would like to undergo internships on an optional basis.

17.3 Academic Support Centre (ASC)

ASC Services

The ASC offers confidential, supportive academic consultations. What we do:

- Supports your academic needs in Essay Writing, Critical Analysis, Study Skills, Exam Preparation, Dissertation/Research, Referencing/Plagiarism, How-to Reference, Online Tools, Time Management, and Individual study schedules
- Proofread your work and give feedback
- Discuss and identify your learning needs
- Provide you with support to overcome academic challenges
- Train you in academic etiquette
- Identify your aspirations and support you in gaining workplace skills.

All these services help to support you in:

- Gaining maximum benefits from learning at the CBFS
- Transferring this to being an effective employee.

ASC Objectives

- Complement the existing range of language and academic writing support.
- Identify gaps in students' personal and academic skills, and provide distinctive, new forms of learning experience on a mixed model of drop-in, one-to-one support, and scheduled classes.
- Develop resources covering the necessary range of academic and personal skills.
- Assist underprepared, prepared, and high-achieving students in developing the further skills necessary to achieve their academic goals.
- Support student achievement of learning goals through critical thinking, collaboration, communication, and self-reflection.

ASC Responsibilities

- To evaluate students' learning needs.
- To plan, organize and conduct workshops for academic skills for classes of students.
- To develop and manage learning resources
- To maintain good working relationships with students and staff.
- To create and organize electronic resources for the centre.
- To provide formative guidance on students' draft work, offering advice on academic writing style, structure, critical analysis and referencing.
- To provide drop-in support for students' concerns, both academic, e.g., exam preparation, and pastoral, e.g., stress management.
- To plan and implement the effective delivery of weekly ASC priorities to meet varying service demands over the academic year.
- To provide a point of contact for signposting students to other relevant services, e.g., programme administrators.
- To foster and maintain a friendly, professional learning development environment for students and staff at CBFS.

18. Disclosure of Students Records

The College maintains electronic records of all its students. The College stores this information safely and securely. All student records are kept confidential, but the College may reveal certain information about its students following an official written request. The College will not reveal confidential information concerning a student's academic grades and reports unless it receives a written request.

Important Note:

The College reserves the right to offer the courses in the morning or evening session based on the number of students admitted to the morning and evening batches. A subject will be offered only if at least 10 students are registered for it. Students who wish to study an optional subject not offered during any semester may have to wait until the subject is offered again or select another optional subject. However, there is no assurance that the subject shall be offered in the next semester. If you decide to wait for the optional subject/s, the College will not be responsible for any delay in graduation on this account.

Appendix 1: Admission Criteria

Program	Requirements for Foundation Year	Overall Grade	English Requirements	Grade	Notes
General Foundation Programme	General Education Diploma (GED)/ دبلوم التعليم العالي	60% in GED or equivalent	Placement test		
CBFS Local bachelor's degrees	General Education Diploma (GED)/ دبلوم التعليم العالي & CPS Exits	60% in GED or equivalent	Completion of GFP or IELTS 5 with passing Math and IT components.		
Portsmouth University	IELTS required for new applicants Must have completed a foundation-level Pre-Degree Foundation 1 year at another university	-	IELTS SCORE: Overall, 5.5, with 5.5 in each component		

Appendix 2: Programme Fee Schedule



Tuition Fees for Academic Programmes and Professional Certificates

Programmes	Academic Affiliation	Duration	Fees (ر.ع.)
Executive Master of Business Administration (EMBA)	University of Strathclyde Business School - UK	2 Years	9,550
MSc in Accounting and Finance	CBFS	3 Semesters	5,600
MSc in Financial Technology (FinTech)	CBFS	4 Semesters	7,200
BSc (Hons) in Accounting with Finance	University of Portsmouth	8 Semesters	12,240
BA (Hons) in Business and Management		8 Semesters	12,240
BSc in Accounting and Auditing	CBFS	40 Subjects (8 Semesters)	250 per Subject
BSc in Finance and Investment		40 Subjects (8 Semesters)	250 per Subject
BSc in Marketing and Digital Marketing		40 Subjects (8 Semesters)	250 per Subject
BSc in Management and Human Resources		40 Subjects (8 Semesters)	250 per Subject
BSc in Data Science (Artificial Intelligence)		40 Subjects (8 Semesters)	250 per Subject
BSc in Data Science (Business Analytics)		40 Subjects (8 Semesters)	250 per Subject
Diploma in Accounting	CBFS	20 Subjects (4 Semesters)	250 per Subject
Diploma in Finance		20 Subjects (4 Semesters)	250 per Subject
Diploma in Management		20 Subjects (4 Semesters)	250 per Subject
Diploma in Marketing		20 Subjects (4 Semesters)	250 per Subject
Diploma in Data Science		20 Subjects (4 Semesters)	250 per Subject
ACCA	Association of Chartered Certified Accountants - UK	13 Subjects	300 / 12 Subjects 400 / One Subject
DIP IFR	Association of Chartered Certified Accountants - UK	One Paper	325 (for students of CBFS) 350 (for non-CBFS students)
CFA	Institute of Analysts Certified Financial Professionals	3 Levels	800 for Level 1 900 for Level 2 1,000 for Level 3
CMA	Institute of Management Accountants	2 Levels	600 for Level 1 650 for Level 2
CIMA	Chartered Institute of Management Accountants	9 Subjects	300 per Subject
CIA	Institute of Internal Auditors	3 Parts	230 / Part 1 & 2 275 / Part 3
Professional Certificate in FinTech	CBFS	One Year	2,990
Professional Certificate in Emerging Technologies Governance	CBFS	7 Months	4,000
General Foundation Programme	CBFS	3 Cohorts	Cohort 1 / 200 Cohort 2 / 600 Cohort 3 / 1,000

For Registration and Enquiries:

EMBA & MSc in Accounting and Finance
☎ 71758842

MSc in FinTech & Professional Certificates in FinTech
☎ 96967361

Bachelor's & Diploma Programmes
☎ 96585799

Professional Certificates
☎ 96585677

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