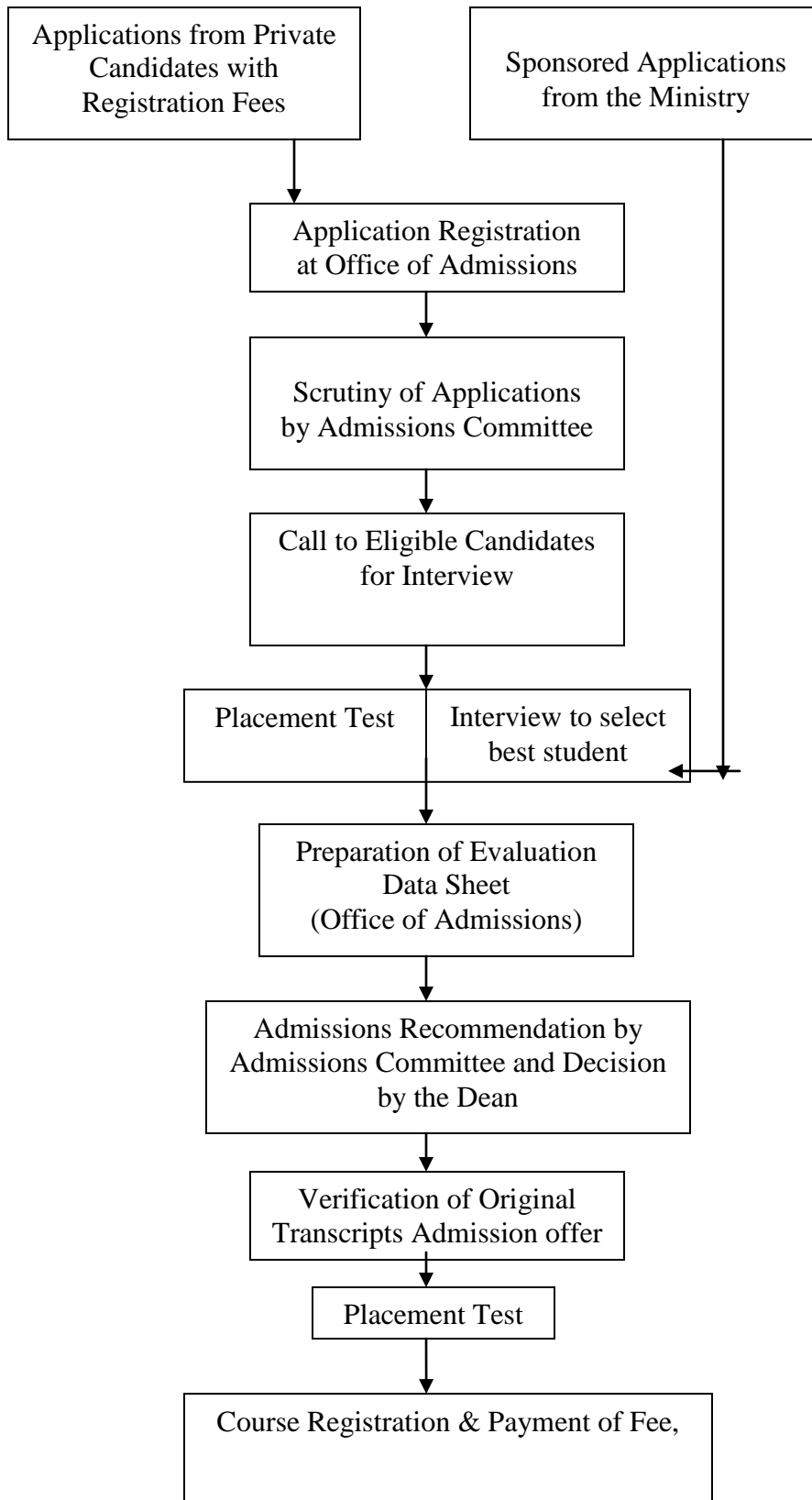


Admissions and Registration Procedure in OMC – Flow Chart



Registration Policy

Oman Medical College is committed to providing students with registration tools to ensure the registration process is easy to use.

Enrolment date and time are announced for students indicating when they can begin registering for the upcoming year.

Prior to registration, students should make sure of all required details that may impact their registration before enrolment date.

Applicants must submit the following:

1. Original or certified copies of all certificates or diplomas in the original language of issue, or official attested English translations for them, Third Secondary details and approval of equivalency for foreign diplomas, obtained from the Oman Ministry of Education.
2. Applicants must fill in the Application for Admission, and complete the required paperwork.
3. New applicants must pay OR 50.00 non-refundable application fee.
4. The selection of new applicants is based primarily on their secondary leaving grades in biology, chemistry.

The above items should be sent or submitted to the Office of Admission and must be received by the application deadline. If possible, all application material should be submitted at one time. Incomplete applications cannot be guaranteed consideration for the desired semester.

Applications received after August 31 will be considered for admission on a space-available basis.

Admitted applicants have to pay the amount of OR 200.00 to reserve the seat.

Admission is considered final **only** after students:

- a. Sign a letter of acceptance
- b. Pay the required first-semester tuition and fees
- c. Provide the original or certified copy of past academic transcripts (General Education Certificate or equivalent)
- d. English test results
- e. Three passport-sized photos
- f. Passport/ ID details.

Upon registering, a student has initiated a contract with the College and is bound by the following declaration:

“I hereby accept and submit myself to the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) of Oman Medical College, and to any amendments thereto which may be made while I am a student in the College, and I promise to observe the same.”

The student’s declaration imposes obligations on students and affects rights and privileges including property rights.

The student must not enroll at the College if he does not agree to become bound by the declaration above.

In planning each semester courses, students should remember that required courses have precedence over elective ones, and that some advanced courses must be completed first. A student is advised to discuss his or her course load for each semester with an advisor prior to registration.

Advisors are available to assist students in planning programs and schedules.

Selection process

1. Apply on line or in person with the registration dept at the Bowshar campus

Eligibility Criteria :

For Pharmacy : 12th Grade diploma certificate of equivalent, with a C in chemistry and C in biology

For Medicine: 12th Grade diploma certificate of equivalent, with a B in chemistry and B in biology

The interview procedure:

For government students who receive scholarship from MOHE, they are interviewed on the three scheduled dates sent by the MOHE during the month of August

For private students, they shall be interviewed starting summer semester until end of August.

Procedure for Scholarship students:

List of students to be interviewed is sent by the MOHE to the college, based on OMC's criteria mentioned above.

Once the interviews are done, the results are sent to MOHE

Then the MOHE sends us the final list of the shortlisted candidates to the Dean.

These students are given an orientation program

They are then given a placement test in English, Math and IT.

If scores are 550 and above the student are eligible for direct admission to second year of Pharmacy or pre-Medicine provided that they are able to clear Math, IT, and Science Advance Placement Test.

If less than 550 they will be admitted to the Foundation Program.

Procedure for Student Interviews

To maintain its mission, vision and values, OMC established suitable processes for that.

Beside standardized admission tests, Secondary school grades are the parameter for OMC to determine the ability of applying students, to handle the personal affairs of their future job.

This includes interviews and checklists to rate the student's ability to fulfill the requirements of the major he/she applying for (e.g. on a scale from 1 to 5).

The interview procedure requires:

- Interview committee
- Set of questions along with its suggested answers as a standard reference for interviewers.

A- Interview Committee

Depending on their results in the Secondary School, private students are accepted for interview along the period of registration. On the other hand, the MOHE provides OMC with a list of three hundred students to be interviewed, within a period of three days, to accept only one hundred of them who have chosen OMC- MD as their first choice.

- a. A special form that contains a table of names of applicants, along with a field for the result.
- b. The Dean nominates the chairman and members of the committee.
- c. The chairman of the committee receives a list of the applicants.
- d. Applicants should be interviewed without discrimination based on race, color, religion or personal opinions.
- e. Applicants must be given equal number of questions.
- e. Accuracy of the answers will be decided by the interviewer in accordance with the standard answers put by the committee.
- f. By the end of the interviews, the chairman of the committee returns the list to the Dean signed by him and all the members.
- g. The Dean forwards the list to a statistician for mark-ranking analysis.
- h. After checking the list and approving it by the Dean, it will be announced.

B- Setting the questions

- a. Questions should aim to disclose the student's interests, science knowledge,

- interest in medicine, skills and character formation, behavior and consequently his compatibility with the major he is aiming to.
- b. Questions should be provided with all possible answers.
 - c. Sets of questions should be up-graded and modified every year.

C- Guidelines

- a. A special table-form should be prepared to include the names of applicants, and their results.
- b. Questions should be attached with the policy.
- c. OMC announces the dates of interviews for local students according to MOHE. International applicants will be informed online.