



Umm Al-Qura University
Deanship of University Development & Quality

Rules of Study and Examinations of Higher Education

Umm Al-Qura University
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Definitions

Article 1

The Academic Year:

Two regular semesters that may be followed by a summer semester.

The Study Semester:

It is a period of at least fifteen weeks during which students are taught courses. The registration and final examinations periods are not included within this period.

The Summer Semester:

It is a period of eight weeks maximum, which does not include the registration and final examinations periods. The materials taught to students in the summer semester are doubled for each course within the same period of the regular semester.

The study level:

It is an indicator showing the study stage or year.

The Study Plan:



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It is a number of the compulsory, optional and free courses. These courses are required as prerequisites for graduation. The student has to pass all these courses to get the academic degree in the specialization.

The Course:

It is a study material which is part of the study plan in each program or specialization. Each course should have a number, symbol, name, and a detailed description that distinguishes its content from other courses. It also has a file to be kept in the department for follow up, evaluation and development. A course may have a prerequisite and some courses may be given simultaneously.

The Study Unit:

It is a 50-minute weekly theoretical or clinical lecture or a 100-minute field or applied lesson which is commonly known as the credit hour or credit unit.

The Academic Warning:

A notice given to the student to warn him/her because his/her Grade Point Average (GPA) goes below the minimum allowed level in the regulations and rules.

Grades of Semester Works



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The total grades for all examinations, term paper and educational activities during a semester and before the final exam which are related to a certain course.

The Final Exam:

An exam held once at the end of each semester for each course.

The Grade of the Final Exam

It is the grade that the student obtains in each course in the final exam in each semester.

The Final Grade:

The total of the semester work grades plus the grade of the final exam for each course. It is out of 100.

Average:

It is a description of the percentage or the symbol (alphabetical letter) of the final grade that the student has at a course.

Incomplete Grade:

A temporary grade recorded to the student who could not complete the requirements of a course in the original time. The symbol IC (Incomplete) is used in the academic record to refer to the incomplete grade.

In Progress Grade:



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An average recorded temporarily for the student because the course lasts for more than a semester. The symbol IP (In-Progress) is used to refer to this case.

The Semester Average:

It is the total of all of the grades that the student takes in a semester divided by the total number of the units of all courses in the semester. The points are calculated through crossing the unit by the weight of the average that the student gets in each course (see Appendix B).

Accumulative Average:

The total of all the grades that the student gets in all courses since he/she has attended the university divided by the total number of study units of the courses (see Appendix B).

General Average:

It is a description of the level of the student average in the whole period of study in the university.

Study Load:

It is the total of the study units which the student is allowed to register. The minimum and maximum study load is decided according to the executive rules of the university.



Admitting New Students

Article 2

The Umm Al-Qura University Council can designate the number of students to be admitted in the next academic year based on suggestions from the college councils and related departments.

Article 3

New students should:

- a- have the general secondary certificate, or an equivalent certificate from Saudi Arabia or other countries,
- b- receive the general secondary certificate during the last five years. The university council may abolish this condition if there are convincing reasons,
- c- have good reputation,
- d- succeed in the exam or the interview preconditioned by the university council,



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- e- be in a good health condition,
- f- receive agreement from his work if he/she works in the private or public sector, and
- g- meet any other conditions put by the university council before applying to the university.

Article 4

Admitting applicants depend on their average in the secondary certificate, and admission exams and interview - if required.

Study System

Article 5

- a- The student should be committed to applying all the executive rules introduced by the university council that are related to his/her study.
- b- The study plans should at least consist of eight study semesters for the undergraduate level.



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Article 6

In some colleges, it is possible to adopt the annual system where the whole year is the basic unit which consists of two main levels (semesters). Adopting this system should be consistent with the rules approved by the university council.

The Level System

Article 7

The level system is a study system where the year is divided into two main semesters. There may be another summer system whose period is half of the regular semester. The graduation requirements of the degree should be distributed according to the levels of the study plan put by the university council.



Article 8

The university council sets rules for registering, dropping and adding courses including the levels of the adopted study plan in a way which ensures that students register the minimum level of the study load.

Attendance and Apologies for the Study

Article 9

The regular student should attend academic lectures and lessons. He/she will be debarred from the final exam if the attendance percentage is less than the period designated by the university council provided that it not less than 75% of the total number of lectures and lessons for each course in the semester. The student debarred from the exam due to attendance fails the course and receives the average of DN (denial).

Article 10

The college council or the delegated administrator may remove the debarring and allow the student to attend the exam provided that the



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student has an acceptable excuse and his/her absence does not exceed 50 % of the academic lectures and lessons of the course.

Article 11

The student who does not attend the final exam receives zero in the exam. His/her grade is the total of the grades of works during the semester.

Article 12

If the student cannot attend the final exam in any course for an unavoidable excuse, the college council can allow the student to take a makeup exam in the very critical circumstances in a period extends only over the next semester, and the student gets the grade he/she receives in the exam.

Article 13

- a- The student can withdraw from the study during a semester without failing the courses provided that he/she has an acceptable excuse



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and presents it for the delegated administrator by the university council. This should be in a period designated by the university council in the executive rules. In this case, the student receives the W (Withdrawal) grade. This semester is included in the period during which the student has to fulfill all graduation requirements.

- b- The student can withdraw from a course or more during the semester according to the rules approved by the university council.

Article 14

The student can request delaying study for an acceptable excuse by the delegated administrator by the university council. The delay period should not exceed two consecutive semesters or three interrupted semesters during the study period. Then he/she is unable to pursue the study. The university council can rule out this condition. The delay period is not included in the period during which the student has to fulfill all graduation requirements.

Article 15

If the regular student cut off his/her schooling for a period of one semester without formal permission, he/she is separated from the



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study in the university. The university council can also separate the student from the university if he/she does not attend lectures or lessons for a shorter period. The affiliated student is separated from the university if he/she does not attend all final examinations without submitting an acceptable excuse.

Article 16

The period of studying as a visiting student at another university is not considered as cut off the study in his/her original university.

Reinstating the Student

Article 17

The student who was separated from study can be reinstated in the following cases:

- a- Applying for re-enrolling during the first four semesters after being separated from the university.
- b- The related college council and department should agree about reinstating the student.



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- c- If he/she has been separated from study for more than four semesters, he/she can apply for the university as a new student without going back to his/her study record provided that he/she meets all admission requirements. The university council can exclude from some of these conditions according to certain regulations issued by the council.
- d- The student cannot be reinstated more than a time. If necessary, the university council can rule out this condition.
- e- The student who was separated from study for academic purposes cannot be reinstated.

Article 18

The student who was separated from the University for academic or disciplining purposes or another university for disciplining purposes cannot be reinstated. In case he/she was reinstated, and it is found that he/she had been separated from study, his/her study record is void from the date of reinstating.



Graduation

Article 19

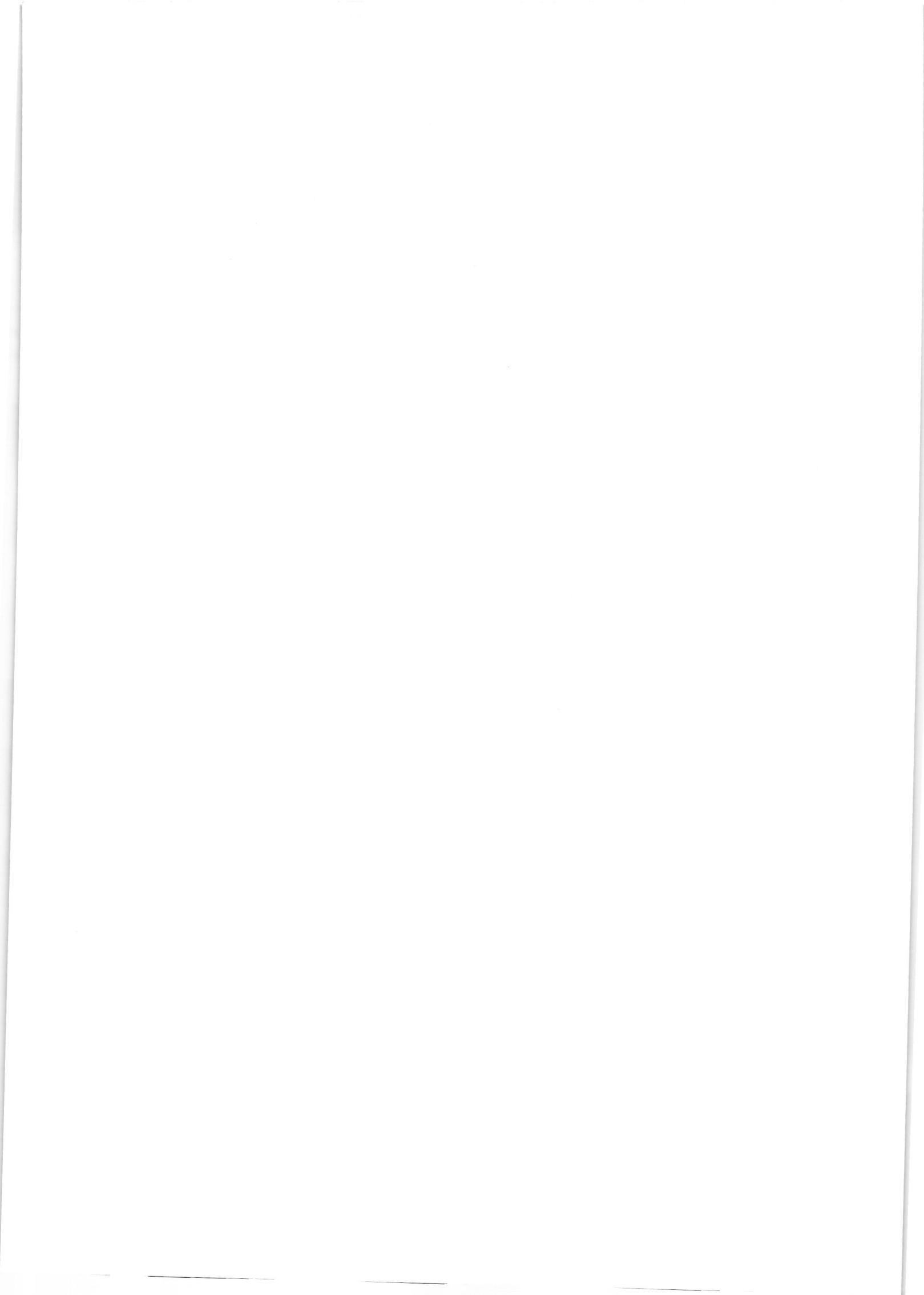
The student graduates after completing the graduation requirements according to the study plan successfully. The graduation average should be at least satisfactory. Upon a recommendation by the academic department, the college council designates suitable courses for the student to raise his/her average if he/she succeeds in all of the required courses and fails the average.

Separation from the University

Article 20

The student is separated from study the in the following cases:

- a- Receiving three successive warnings because his/her accumulative average is less than 2.0/5 or 4.0/10. Upon a recommendation by the college council, the university council can give the student a fourth chance for the student who can raise his/her average through studying some courses.
- b- Not finishing the graduation requirements after an extra period which is half the original graduation period. The university council





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can give an additional opportunity after an extra period which is the same as the original graduation period.

- c- The university council can exclude students from the two previous conditions through giving them another opportunity which does not exceed two semesters.

Affiliation to the University

Article 21

Based on a suggestion by the colleges, the university council can implement the affiliation system in some suitable specializations. The university council sets regulating rules and procedures as follows:

- a- The total of the study units are not less than that of the regular program.
- b- The affiliated student is dealt with as the regular student in all regulations such as admission, average, changing specialization, separation from study, reinstating, etc., except attending the lectures.
- c- Based on a suggestion by the college councils, the university council can set up rules for evaluating affiliated students competence.
- d- Reference should be made to the type of study as “affiliation” in the academic record and the graduation documents.



Examinations and Grades

Article 22

Based on a suggestion by the department, the college council designates the degree of the semester works that precede the final exam. It should not be less than 30% of the total of the final grade of the course.

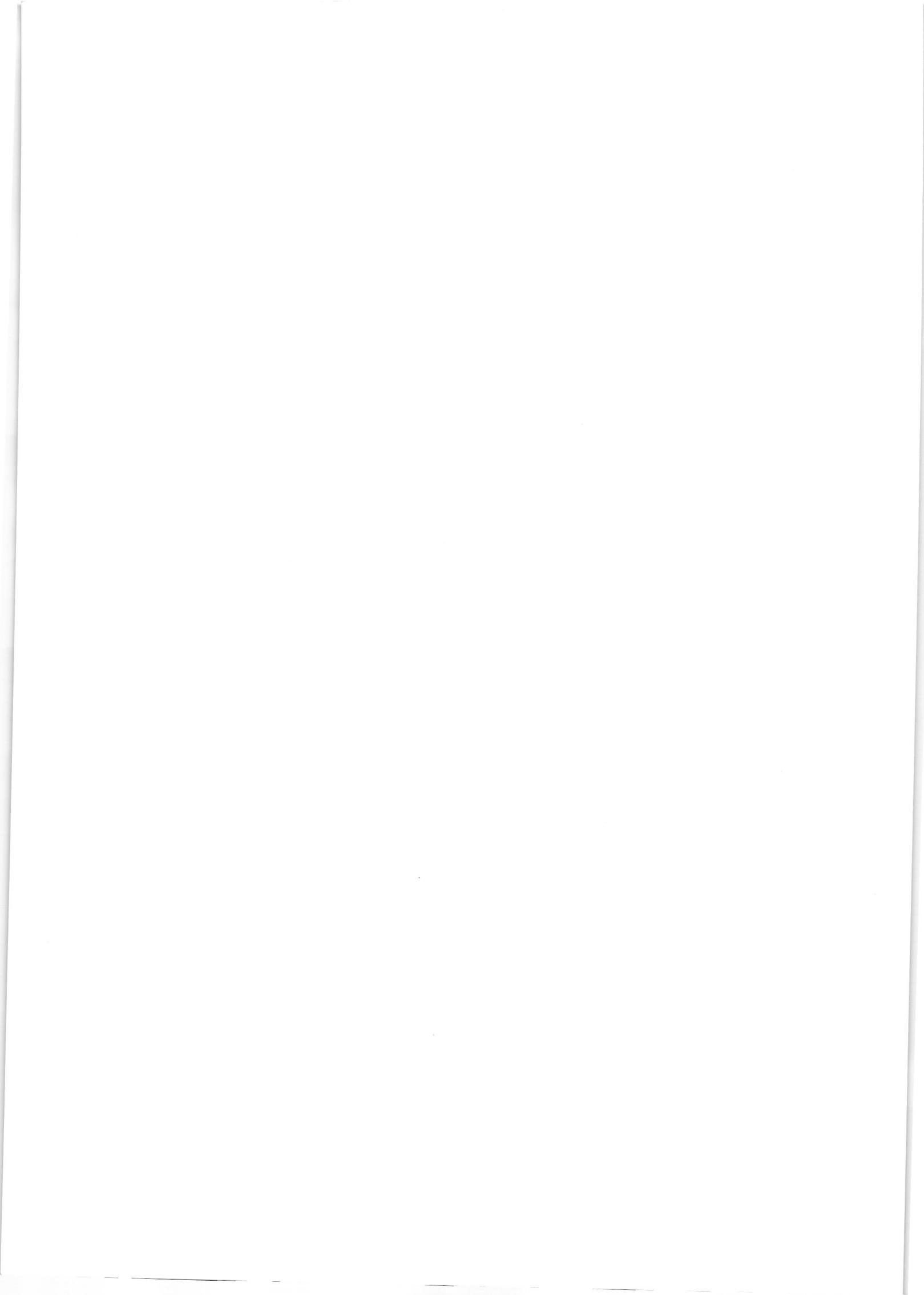
Article 23

The grade of the semester works of the course should be distributed in one of the following ways:

- a. One written exam in addition to oral or applied exam, quiz(es), research paper(s) and/or other class activities.
- b. Two written exams.

Article 24

Based on a suggestion by the department council, the college council can allow including an oral or applied section in the final exam of any course and designating grades for this section.





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Article 25

Based on a recommendation by the instructor, the council of the department to which the course belongs can allow the student to complete the requirements of the course in the following semester. In this case, his/her average is recorded as IC (incomplete) because he/she has not yet completed the requirements of the course. If the student does not complete the requirements of the course during the next semester, his/her average is recorded as F (fail), and it is considered as part of the accumulative and semester average of the student.

Article 26

Based on a decision by the college council which is built on a recommendation by the department council, it is possible to exclude the seminar-based and research-based courses, and courses including practical materials from conditions in Article 22, Article 23 and Article 24 or some of them. The college council should designate method of measuring students' evaluation.



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Article 27

If research-based courses continue for more than a semester, the average is recorded as IP (In-Progress). After finishing the course, he/she gets the average he/she deserves. If he/she does not complete the requirements of the course, the department council to which this course belongs may consider his/her average as IC (Incomplete) in the student academic record.

Article 28

The average the student obtains is dealt with as follows:

Grade (%)	Average (in Words)	Average (in Symbol)	Average (Weight from 5)	Average (Weight from 4)
95-100	Excellent (High)	A+	5.0	4.0
90-95	Excellent	A	4.75	3.75
85-90	Very good (high)	B+	4.5	3.5
80-85	Very good	B	4.0	3.0
75-80	Good (high)	C+	3.5	2.5
70-75	Good	C	3.0	2.0
65-70	Satisfactory (high)	D+	2.5	1.5



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60-65	Satisfactory	D	2.0	1.0
Less than 60	Fail	E	1.0	0

Article 29

After graduation, the general average of the accumulative average is classified as follows:

- 1- **Excellent:** The accumulative average is between 4.5/5 or 3.5/4.
- 2- **Very Good:** The accumulative average is between 3.75-less than 4.5/5 or 2.75 – less than 3.5/4.
- 3- **Good:** The accumulative average is between 2.75 – less than 3.75/5 or 1.75 – less than 2.75/4
- 4- **Satisfactory:** The accumulative average is between 2.0 – less than 2.75/5 or 1.0 – less than 1.75/4.

Article 30

The first honorary rank is granted to the student who receives an accumulative average between 4.75 – 5.0/5 or 3.75 – 4.0/4. The second honorary rank is granted to the student who receives an



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accumulative average between 4.25 – less than 4.75/5 or 3.25 – less than 3.75/4 when he/she graduates.

To grant the honorary rank to a student:

- 1- He/she should not have failed a course in the graduation university or any other university.
- 2- He/she should have completed the requirements of graduation in a period which does not exceed the average of the shortest and longest period of study in the college.
- 3- He/she should have studied at least 60 % of the graduation requirements in the graduation university.

Conducting the Final Exam

Article 31

The college council can form a committee which coordinates with the departments in regulating the procedures of the final exam. Its obligations are revising the records of grades and submitting it to the related committee in a period which does not exceed three days from the date of the exam of the course.



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Article 32

The college council may consider the procedures of the final exam as confidential.

Article 33

The instructor of the course prepares the questions of the exam. If necessary and based on a suggestion by the head of the department, the college council may nominate someone to prepare the exam.

Article 34

The instructor of the course assesses students' answers of the final exam. If there is a need, the head of the department may ask a colleague or more to assess students' answers. If necessary, the college council may ask someone to do the assessment.



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Article 35

The assessor of the final exam should list the grades in the formal grade record and sign it. He/she should then endorse it from the head of the department.

Article 36

The student should not be tested in more than two courses on a day. The university council can suspend this condition.

Article 37

The student is not allowed to attend the final exam if he/she arrives half an hour late from the beginning of the exam. He/she is not allowed to leave the exam classroom during the first half an hour of the exam.



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Article 38

The student who cheats or attempts to cheat in the exam, or violates the rules and regulations of conducting the exam is punished as per the rules of disciplining students issued by the university council.

Article 39

If necessary, the college council to which the course belongs can agree about reassessing the exam answer sheets in a period which does not exceed the beginning of the exams of the next semester.

Article 40

Based on a recommendation by the department council, the college council can designate the period of the final exam, which should be between 1-3 hours.



Article 41

Keeping in mind Articles 31-40, the university council can set up rules for regulating the procedures of the final exams.

Transfer from a University to Another

Article 42

It is possible to transfer a student to the university provided that he/she should:

- a- have studied in an acknowledged university or college.
- b- not be separated for disciplinary purposes.
- c- meet the transfer requirements designated by the university council.

Article 43



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Based on a recommendation by the department, the college council accredits the courses the student has studied outside the university. They are listed in the students' academic record, but they are not included in the accumulative average.

Article 44

If it is found that the student had been separated from a university for disciplinary purposes, his/her academic record is void from the date of transferring to the university.

Article 45

The student is transferred from a university to another in any semester as per the working procedures and appointments in the university to which he/she will transfer.

Transfer from a College to Another

Article 46



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It is possible to transfer a student from a college to another within the same university if the regulations and rules designated by the university council are met.

Article 47

All the courses that the student has studied should be listed in his/her academic record when he/she is transferred from a college to another. This includes all courses grades, and semester and accumulative averages he has received during his/her study in the university.

Changing Specialization in the College

Article 48

After the approval of the college dean, the student can transfer from a specialization to another in the college. The rules and regulations set up by the university council should be met.

Article 49



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All the courses that the student has studied should be listed in his/her academic record when he/she is transferred from a specialization to another in the same college. This includes all course grades and semester and accumulative averages he has received during his/her study in the university.



The Visiting Student

Article 50

The visiting student is the one who studies some courses in another university or any branch of his/her university without being transferred from the university. The courses he/she attends are approved provided that the following conditions are met:

- a. Preapproval of his/her college to study.
- b. Studying in an acknowledged university or college.
- c. Studying course(s) with similar items to the one(s) in his/her study plan.
- d. The visiting student is dealt with according to Article 47 if he/she studies in one of the branches of his/her university.
- e. The university council designates the maximum number of study units (credit hours) that may be accredited from other universities for the visiting student.
- f. The average of the courses that the visiting student takes outside the university is not included in the accumulative average, but listed at the student's academic record.
- g. Any other conditions designated by the university council.



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General Rules

Article 51

This law replaces all the previous working regulations of study and examinations of higher education.

Article 52

The council of the university may set up executive rules provided that they do not disagree with these regulations and rules.

Article 53

The Higher Education Council has the right to explain the articles and items of this law.