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Umm Al-Qura University
College of Engineering & Islamic Architecture
Department of Islamic Architecture

جامعة أم القرى
كلية الهندسة والعمارة الإسلامية
قسم العمارة الإسلامية

Regulations of Study and Examinations of UQU

(UQU-01)



لوائح الدراسة والاختبارات بجامعة أم القرى

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Ministry of Higher Education
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College of Engineering and Islamic Architecture
Department of Islamic Architecture



**The Undergraduate Study and
Examinations Regulations
and
the UQU Rules for Their Implementations**

English Edition
2017/2018

Important Note: This document is a translation of the Arabic version of The Undergraduate Study and Examinations Regulations and the UQU Rules for Their Implementations. Efforts have been made to make sure that the translation is accurate and conveys the right meaning. However, it is important to note that the original Arabic version is the official document to be referred to in any situation.

DEFINITIONS

Article One

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|---------------------------------|---|
| The Academic Year is: | Two regular semesters and a summer semester, if any. |
| The Academic Semester is: | A term of no less than (15) weeks of instruction not including the registration and final examination periods. |
| The Summer semester is: | A period of instruction not exceeding (8) weeks not including the registration and final examination periods. The weekly duration of each course in the summer semesters is twice its duration during the regular academic semester. |
| The Academic Level: | Indicates the study level in accordance with the specifications of each approved degree plan. |
| Degree Plan | Is a combination of required, technical elective and free-elective courses that constitute the total number of credits hours required for graduation in a major. The student has to successfully pass the specified courses in order to earn the degree in that major. |
| The Course is | A subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title and a detailed description of its contents which distinguishes it from the other courses. A special file of each course is kept in the corresponding department for follow up, evaluation and updating purposes. Some of the courses may have pre-requisite or co-requisite requirement(s). |
| The Credit Hour is: | Each of the weekly lectures or clinical lessons with duration not less than 50 minutes or a laboratory session or field studies of not less than 100 minute duration. |
| Academic Probation is: | A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations. |
| Class Work Score is: | The score which reflects the student's standing during a semester according to his performance in the examinations, research and other activities related to a particular course. |
| The Final Examination is: | An examination in the course, given once at the end of every semester. |
| The Final Examination Score is: | The score attained by the student in each course in the final examination. |
| The Final Score is: | The total of the class work score plus the final examination score calculated for each course out of a total grade of 100. |
| The Course Grade is: | A percentage, or alphabetical letter, assigned to a student, indicating the final grade he received in a course. |
| Incomplete Grade is: | A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade "IC". |
| In Progress Grade is: | A provisional grade assigned to each course which requires more than one semester to complete. The letter grade "IP" is assigned in this case. |

DEFINITIONS

| | |
|------------------------|---|
| Semester GPA is: | The total quality points the student has achieved, divided by the credit-hours assigned for all the courses the student has taken in any semester. The quality points are calculated by multiplying the credit hours by the grade earned in each course |
| Cumulative GPA is: | The total quality points the student has achieved in all courses he has taken since his enrolment at the University, divided by the total number of credit-hours assigned for these courses |
| Graduation Ranking is: | The assessment of the student's scholastic achievement during his study at the University. |
| Course Load is | The total number of credit hours a student is allowed to register in a semester. The upper and lower limits of course load are fixed as per implementation rules of the university. |

DEFINITIONS OF TERMS USED IN THE IMPLEMENTATION RULES

The Grading System applicable at UQU

Appendix "C" shows the grading system applicable at the University including the points assigned to each grade. The maximum GPA a student may attain is 4.00.

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|---|---|
| Transcript: | An official document that includes all the courses a student has taken at the University as of the date of its printing. It indicates course codes, numbers and credit hours, the grades earned by the student, semester GPA, cumulative GPA. In addition, it includes the list of courses and credits transferred, if any. |
| Major GPA: | The major GPA is calculated on the basis of all the letter grades assigned in the courses taken in the student's major department, as specified in the degree plan. The major GPA is determined by the last grade assigned in each course. |
| The Credit Hour for the Laboratory or Field Sessions: | The duration of laboratory sessions or field study usually ranges between 150 to 200 minutes, and a minimum of 100 minutes in some program. |
| The Admission & Academic Standing Committee | This is a consultative committee set up by the Rector of the University to study applications for transfer, readmission petitions, suspension, and dismissal, and to reach the appropriate recommendations, in accordance with the regulations. |
| Promotion from Prep-Year Courses: | It is based upon successfully passing all or some of the Prep-Year courses in accordance with the rules set by the university. |
| The Cooperative Program: | A period not exceeding (28) weeks of on-the-job training spent by the student, as per the requirement of his major, before the end of his last semester at the University. |
| Summer Training: | A period not exceeding (8) weeks of on-the-job training spent by the student, as per the requirement of his major, before the end of his last semester at the University. |

ADMISSION OF NEW STUDENTS

Article Two

Based upon the recommendation of the college councils and the other concerned bodies of the University, the University Council determines the number of new students to be admitted in the following academic year.

Implementation Rules of Article Two

Deanship of Admission and Registration prepare a presentation in coordination with colleges for the University Council in which the numbers of students to be accepted for admission for next academic year are proposed.

Article Three

An applicant for admission to the university must satisfy the following conditions:

- a. He should have the secondary school certificate, or its equivalent from inside or outside the Kingdom of Saudi Arabia.
- b. He should have obtained the secondary school certificate in a period of less than 5 years prior to the date of application. However, the University Council may waive this condition if the applicant has a satisfactory explanation.
- c. He must have a record of good conduct.
- d. He must successfully pass any examination or personal interviews as determined by the University Council.
- e. He must be physically fit and healthy.
- f. He must obtain the approval of his employer, if he is an employee of any government or private agency.
- g. He must satisfy any other conditions the University Council may deem necessary at the time of application.

Implementation Rules of Article Three

- a. For those applicants who are working in any government institution, the approval by the employer should be in accordance with the implemented courses schedule in the UQU department of concern.
- b. The applicant should not have been suspended from UQU or any other university for academic or conduct related reasons.
- c. If the annual academic system is applied in the department of concern, the applicant should have obtained the secondary school certificate, or its equivalent, within less than two years. However, the College Council may waive this condition, unless it is more than five years, if the applicant has a persuasive explanation.

Article Four

Admission is granted to applicants who satisfy all admission requirements, and is based on the applicant's grades in the secondary school examinations, the interviews and admission examinations, if any.

Implementation Rules of Article Four

Deanship of Admission and Registration performs comparison on the results of students' grades in their secondary school examinations, as well as the results of the interviews and the

admission examinations, if applicable, for all the students who satisfy all admission requirements and tabulates the results. The students are informed about their results after verification by His Excellency, the Rector of UQU.

ACADEMIC REGULATIONS

Article Five

- a. The student gradually progresses in his study in accordance with the implementation rules approved by the University Council.
- b. Degree plans of undergraduate study are designed to comprise a minimum of eight semesters.

Article Six

According to the rules and regulations established by the University Council, some colleges may formulate their programs on the basis of a full academic year. In this case the academic year is equivalent to two academic levels.

Article Seven

The academic levels system divides the academic year into two regular semesters. There may be a summer semester, the duration of which is considered as half a regular semester. The degree requirements are divided into various levels in accordance with the degree plan approved by the University Council.

Implementation Rules of Article Seven

The departments prepare study plans in coordination with the Deanship of Admission Registration and complete its procedures from Scientific Council in order to get approval from university council.

Article Eight

The University Council sets up the detailed regulations which govern registration, dropping, and adding of courses within the levels of the approved degree plan while ensuring the specified minimum course load for the students.

Implementation Rules of Article Eight

A course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer semester.

1. Students who are committed to the study plan are automatically registered.
2. The course load for student with good standing should not exceed the maximum allowable limit (15% of CHs).
3. Minimum course load for struggling students is determined as follows:
 - 12 credit hours, including failed courses, for students with a CGPA of less than 1.5
 - 15 credit hours, including fail courses, for students with a CGPA from 1.5 to less than 1.75

- 18 credit hours, including fail courses, for students with a CGPA from 1.75 to less than 2.75
 - 15% of CHs for students with a CGPA of 2.75 or more.
4. Students with academic difficulties are enrolled in courses taking into account the following:
 - a - There is no conflict in the academic schedule.
 - b - Meet the requirements of the previous course(s) to be registered.
 5. The student gets a warning if his CGPA is below 1.0 out of 4.0 in a term.
 6. The department council prepares the study schedule according to the study plan in coordination with the Deanship of Admissions and Registration.
 7. The Department Council takes into account the balance in the distribution of lectures and dates in the preparation of the schedule of each level in order to ensure optimal performance. The Deanship of Admission and Registration is provided with instructors' names before the start of the semester.
 8. The academic schedule may not be modified by the Academic Department after being approved by the Deanship of Admission and Registration, except with the approval of the Dean of the College in the most necessary cases, and in coordination with the Deanship of Admission and Registration.
 9. The Academic Coordinating Committee establishes the registration plan and the steps of student's registration for each semester and completes the relevant documents.
 10. Each department is committed to applying the instructions, using the typical forms provided by the College Coordinator and accomplishing all required data included therein.
 11. The Department Coordinator supervises the Departments Coordinators in the performance of their duties as set in the implementation rules of article one (Definitions).
 12. Each section maintains a file containing the following:
 - a. Copies of the advisory record for each semester, forms of suspension of enrollment, total withdrawal from the university, graduation recommendations, and academic and disciplinary decisions, if any.
 - b. Any other tasks and activities in which the student participates.

ATTENDANCE AND WITHDRAWAL

Article Nine

A regular student is required to attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his attendance is less than the limit determined by the University Council. This limit cannot be less than 75% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to the examination due to excessive absences will be considered as having failed that course with a DN grade.

Implementation Rules of Article Nine

1. If the number of excused or unexcused absences for a student exceeds 25% of the lecture, practical, studio and project sessions scheduled for a course, then he is not allowed to continue in the course or take the final examination and shall be given a DN grade by the course instructor with the department's chairman approval.
2. The student's instructor announces the student about the denial at the time. The instructor should submit a report to the Department Chairman, to which the course belongs,

indicating that the student is denied the possibility of continuing the course. Dates of the lectures in which the student is absent must be furnished as well.

3. Department Chairman, to which the course belongs, announces the Deanship of Admissions & Registration and the department chairman, to which the student belongs, about discontinuing the course.

Article Ten

The college council - or whatever body it delegates its authority to - may exempt a student from the provisions of Article Nine and allow him to attend the final examination if he provides an excuse acceptable to the council. For such an exemption provided by the University Council, the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course.

Implementation Rules of Article Ten

The college council - or whatever body it delegates its authority to - may revoke the DN grade assigned to the student in a course if he furnishes an excuse acceptable to the council, provided that his absences do not exceed 40%, as the Implementation Rule for Article Nine applies for his case.

Article Eleven

A student who fails to attend the final examination will be given zero in that examination. In this case, his course grade will be calculated on the basis of the class work score he earned in the course.

Article Twelve

If a student fails to attend the final examination of any of his scheduled courses due to circumstances beyond his control, the college council, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the next semester. In such cases the course grade will be given to the student after the make-up examination.

Implementation Rules of Article Twelve

1. The student must furnish the excuse to the department chairman and requests a make-up examination before the end of the next regular semester.
2. The department chairman submits his report to the College Council. The college council may accept the student's excuse and give him a make-up examination before the end of the next semester. The final grade will be given to the student after that make-up examination.

Article Thirteen

- a. A student may be allowed to withdraw for a semester and not be considered as having failed the courses if he furnishes an acceptable excuse to the authorized body as determined by the University Council, during the time period specified in the implementation rules approved by the University Council. The student is given a "W" grade for the courses, and the semester is counted towards the period required to complete graduation requirements.

- b. A student may withdraw from a course or a number of courses in accordance with the implementation rules approved by the University Council.

Implementation Rules of Article Thirteen

1. The student is not allowed to withdraw for more than three semesters during his entire course of study at the university.
2. The student must furnish the excuse to the department chairman during the period specified in the academic calendar (from week 1 to 10)
3. The student is given a “W” grade for all courses in the semester.
4. A student is allowed to withdraw from one or more courses according to the following:
 - a. The student must furnish the excuse to the department chairman during the period specified in the academic calendar (from week 5 to the end of week7)
 - b. The student is not allowed to withdraw from more than two courses in the same semester.
 - c. The student's schedule after withdrawing from one or more courses should not be less than half the registered CHs in that semester.
 - d. The student is not allowed to withdraw from summer courses.

INTERRUPTION AND SUSPENSION OF ENROLLMENT

Article Fourteen

A student may submit an application for suspension of enrolment, for reasons acceptable to the college council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during his entire course of study at the University. Otherwise his enrolment status will be cancelled. However, the University Council may, at its discretion, make exceptions to this rule, and the suspension period will not be counted towards the period required to complete graduation requirements.

Implementation Rules of Article fourteen

1. The student must furnish application for suspension of enrolment to the department chairman before the start of the semester.
2. During the first week of the semester, the student furnishes the application to the Deanship of Admissions & Registration. The Deanship studies and makes decision on all applications for suspension of enrolment for the semester. Then the student’s enrolment is suspended.

Article Fifteen

If a student interrupts his studies for one semester without submitting an application for suspension of enrolment, his enrolment status at the University will be cancelled. The University Council however, may at its discretion, cancel a student's enrolment status if he discontinues his studies for a period of less than one semester. As for student studying by association, his enrolment is cancelled if he becomes absent from all final examinations for the semester without presenting an acceptable excuse.

Article Sixteen

A student is not considered to have interrupted his studies during the terms he spends as a visiting student in other universities.

RE-ENROLLMENT

Article Seventeen

A student, whose enrolment status has been cancelled, may apply for re-enrolment with the same University ID number and academic record he had before his suspension, provided:

- a. that he applies for re-enrolment within four regular semesters from the date of cancellation of his enrolment status;
- b. the relevant college council and concerned departments agree on his re-enrolment
- c. that four or more semesters have lapsed since cancellation of his enrolment, in which case the student can apply to the University for admission as a new student without considering his old academic record, if he fulfils all the admission requirements for new students. The University Council may exempt a student from this provision in accordance with the regulations issued by the Council;
- d. that he has not been re-enrolled previously. Under exceptionally pressing circumstances, the University Council may exempt a student from this condition;
- e. that he was not dismissed for academic reasons.

Implementation Rules of Article Seventeen

- I. A suspended student should submit his re-enrolment application to the Deanship of Admissions & Registration, during the specified period by the Deanship, at least 3 weeks before the beginning of the semester in which he intends to resume study.
2. The Deanship of Admissions & Registration coordinates with the relevant college council in order to arrive at a decision regarding the application.
3. A student who interrupts his studies for more than four semesters may apply for admission as a new student if he fulfils all admission requirements:
 - a. Suspension period should not exceed 6 semesters.
 - b. The student must have passed 50% of the CHs of the study plan.
 - c. CGPA should not less than 2.00.
 - d. An improvement of the department that the student belongs to must be obtained after studying the reasons for the suspension.

Article Eighteen

A student who has been dismissed from the University for academic or disciplinary reasons - or from other universities for disciplinary reasons - will not be re-enrolled at the University. If it becomes known later that a student has been dismissed for such reasons, his enrolment will automatically be considered null and void as of the re-enrolment date.

GRADUATION

Article Nineteen

1. A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than what is specified by the University Council for each major, and in any case is not less than "pass".
2. Following the recommendation of the department council, the college council may determine certain additional courses the student should take to improve his cumulative GPA if he has passed the required courses, but his graduation GPA is not satisfied.

Implementation Rules of Article Nineteen

During the term in which a student is expected to complete all the requirements of graduation:

1. The Deanship of Admission and Registration provides the department with copies of the academic records of all candidates for graduation, during the first five weeks of the term in which the student is expected to graduate. The department reviews all the academic records to ensure that students have completed all graduation requirements, and approve it by both the academic advisor and the head of the department.
2. The department then gives a list of the students who are qualified for graduation to the Deanship of Admission and Registration, during the first eight weeks of the term in which the student is expected to graduate.
3. The Deanship of Admission and Registration reviews the graduation recommendations, and verifies that the student has met the graduation requirements with a minimum CGPA of 1.0 (pass) by the end of the term of graduation.
4. The Deanship of Admission and Registration prepares a list of the students who are expected to be graduated and recommends it to the University Council.
5. The Deanship of Admission and Registration issues the transcripts and certificates for graduated students.

DISMISSAL

Article Twenty

Dismissal from the University will occur in the following circumstances.

- a. A student will be dismissed if he obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than the GPA needed for graduation as per Article 19 of these regulations. Following the recommendation of the college council, the University Council may allow the student a fourth opportunity to improve his cumulative GPA by taking additional courses.
- b. A student will be dismissed if he fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his graduation in the original program period. The University Council, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.
- c. The University Council, in exceptional cases, may address status of the students on whom the provisions of (a) and (b) above apply, and give them an additional opportunity not exceeding two semesters to complete the graduation requirements.

Implementation Rules of Article Twenty

1. At the beginning of each term, the Deanship of Admission and Registration issues the Academic Records, which reflects the obtained grades of the studied courses according to his study plan and the number of academic warning, if any, for each student
2. A student is suspended from the university, according to a resolution from the Deanship of Admission and Registration, if any of the two following crises take place:
 - a. The student receives three consecutive academic: warnings due to having a CGPA less than 1.0/4.0. However, the University Council, based on recommendation from the College, has the right to give the student a fourth opportunity to improve his CGPA after being suspended for one term.
 - b. The student is not able to fulfil the program requirements within a maximum period of one and a half time the normal period of the program. However, the University Council has the right to give the student an exception in which the student can take up to double the original program period to fulfil the program requirements.

STUDY BY AFFILIATION

Article Twenty One

Based upon the recommendation of the colleges, the University Council may adopt the principle of admission by affiliation in some colleges and majors which allow this option. The University Council sets the rules and regulations for affiliation according to the following parameters.

- a. The credit-hours required for the graduation of an associate student should not be less than the credit-hours required of a regular student.
- b. The associate student will be treated, with regard to admission, grading, transfer, dismissal and reenrolment, in exactly the same manner as a regular student except the requirement regarding class attendance.
- c. On the basis of the college council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- d. The student transcript, graduation certificate, and degree, must indicate that the student has studied "by affiliation".

EXAMINATIONS AND GRADES

Article Twenty Two

On the basis of the recommendation of the department council offering the course, the college council determines the class work score as being not less than 30% of the course total score.

Article Twenty Three

The class work score is evaluated either by:

- a. oral and practical examinations, research, other class activities or some or part of all these and at least one written examination; or,
- b. at least two written examinations.

Article Twenty Four

Based upon the recommendation of the department council offering the course, the college council may include practical or oral tests in final examination of any course, and allocates percentage to these tests as part of the final examination score.

Article Twenty Five

Upon the instructor's recommendation, the council of the department which teaches the course may allow the student to complete the requirements of any course during the next term. In such an event the grade IC will be recorded for the student in his academic record. IC grades are not included in the calculation of the semester and cumulative GPA until the student obtains his final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPA.

Implementation Rules of Article Twenty Five

The Deanship of Admissions & Registration provides departments with IC form. When the student completes the course requirements within the specified period, the course instructor changes the student grade from IC to the new earned grade.

The Deanship of Admissions & Registration changes the grade to F if the grade has not been changed by the instructor within the specified period.

Article Twenty Six

Courses involving symposia, research, field work, or of a practical nature, may be excluded from some or all the rules of Articles 22, 23 & 25 following a decision by the college council and the recommendation of the department council teaching the course. The college council identifies alternate ways to evaluate the student's achievement in such courses.

Article Twenty Seven

If any course of a research nature requires more than one semester for its completion, the student will be assigned an IP grade, and after the completion of the course, the student will be given the grade he has earned. However, if he fails to complete the course on time, the department council teaching the course may approve the assignation of an IC grade for this course in his record.

Article Twenty Eight

The grades a student earns in each course are calculated as follows:

| Marks out of 100 | Description | Description | Grade Points |
|------------------|---------------------|-------------|--------------|
| 95-100 | Excellent (High) | A+ | 4.0 |
| 90-95 | Excellent | A | 3.75 |
| 85-90 | Very good (high) | B+ | 3.5 |
| 80-85 | Very good | B | 3.0 |
| 75-80 | Good (high) | C+ | 2.5 |
| 70-75 | Good | C | 2.0 |
| 65-70 | Satisfactory (high) | D+ | 1.5 |
| 60-65 | Satisfactory | D | 1.0 |
| Less than 60 | Fail | E | 0 |

Implementation Rules of Article Twenty Eight

The UQU applies Grading points out of (4)

Article Twenty Nine

In accordance with the requirements of Article 19, and based on the cumulative Grade Point Average achieved by a graduating student, his graduation rank is assigned to one of the following:

| | Rank | Range of Cumulative GPA | |
|---|-----------|-------------------------|-----------------------|
| | | Out of 5.00 | Out of 4.00 |
| 1 | Excellent | 4.50 - 5.00 | 3.50 - 4.00 |
| 2 | Very Good | 3.75 - less than 4.50 | 2.75 - less than 3.50 |
| 3 | Good | 2.75 - less than 3.75 | 1.75 - less than 2.75 |
| 4 | Pass | 2.00 - less than 2.75 | 1.00 - less than 1.75 |

Article Thirty

First honours will be granted to graduating students who achieve a cumulative GPA of 4.75 - 5.00 (out of 5.00) or 3.75 - 4.00 (out of 4.00). Second honours will be granted to graduating students who achieve a cumulative GPA of 4.25 - less than 4.75 (out of 5.00) or 3.25 - less than 3.75 (out of 4.00). In order to be eligible for the first or the second honours the student:

- a. must not have failed in any course at the university he is currently attending or any other university;
- b. must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college;
- c. must have completed 60% or more of the graduation requirements at the university from which he graduates.

FINAL EXAMINATION PROCEDURES

Article Thirty One

The college council may set up a committee to cooperate with the departments in organizing the activities related to the final examination. This committee's charges should include reviewing of mark sheets and submitting them to the relevant committee within three days from the examination date of the course.

Article Thirty Two

The college council may apply the principle of strict confidentiality in the final examinations procedures.

Article Thirty Three

A course instructor prepares the examination questions. However, if the need arises, the college council may assign another teacher to do the same, based on the recommendation of the department chairman.

Article Thirty Four

A course instructor grades the final examination papers and if necessary the department chairman may assign one or more additional instructors to participate in the grading process. The college council may also assign the grading process to another instructor(s), when the need arises.

Article Thirty Five

The instructor who corrects the final exam, and records the marks obtained by students on the designated grade list, signs his name on the grade sheet and has it countersigned by the department chairman.

Article Thirty Six

No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.

Implementation Rules of Article Thirty Six

1. Every semester the Departments prepare the schedule of the final examinations listing the date, time and location of examinations two weeks before the commencement of the final examinations period
2. The Deanship of Admissions & Registration determines the final examination dates in the student's schedule.
3. In the event of a conflict in a student's final exams, student could modify his schedule by switching sections.

Article Thirty Seven

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Article Thirty Eight

Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules as issued by the University Council.

Implementation Rules of Article Thirty Eight

1. If student is found in possession of unauthorized material during an exam, or/and not obeying exams rules or quietness, the teacher of the course or the invigilator will ask the student to leave the exam room. A detailed report should be written and signed by the invigilator, the head of the department, and the student who was cheating.
2. The report and all other documents caught with students should be presented to the dean of the college. Upon dean's request, the students discipline committee investigates the students.
3. Grade of Quit (Q) is given to the student until the student's discipline committee declares its report to the dean; also the committees suggest any sanctions
4. If the students discipline committee did not complete their report during the next semester, the Q automatically changes to F.

Article Thirty Nine

If the need arises, the council of the college which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the next semester's examinations.

Implementation Rules of Article Thirty Nine

A student who wishes to appeal an examination result must do so in writing to the head of the department, setting out in full the grounds for the appeal. Upon receipt of a written appeal, the head of the department will refer the matter to the Appeals committee. The appeal committee will handle all communications with the student and the faculty.

If necessary, a request should be send to the college council to have the relevant marks rechecked and, within a specific time.

Article Forty

Following the recommendation of the relevant department council, the college council determines the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours' duration.

Article Forty One

Consistent with the provisions of Articles 31-40 of this document, the University Council establishes the regulations that govern the final examination procedures.

TRANSFER

TRANSFER FROM ONE UNIVERSITY TO ANOTHER

Article Forty Two

The transfer of a student from outside the University may be accepted under the following conditions.

- a. The student should be enrolled at a recognized college or university.
- b. The student must not have been dismissed from that university for disciplinary reasons.
- c. The student must satisfy the transfer provisions as determined by the University Council.

Implementation Rules of Article Forty Two

1. The student should not have been suspended from the university he is transferring from due to disciplinary or academic reasons.
2. The student should have not spent more than six terms in the university he is transferring from.
3. The transfer student should study at least 60% of the required courses at UQU.
4. The student should present to the Deanship of Admission and Registration the transfer application. Then, the transfer application along with cop1es form the complete student file is referred to the concerned College, after the fulfilment of the Deanship of Admission and Registration's conditions.
5. All the conditions of the college, which the student is applying to be transferred to, are applied,
6. It is required to get the approval of the dean of the college and the head of the department the student is Appling to be transferred to.

Article Forty Three

The college council shall review the courses taken by the student outside the University based on the recommendations of the departments which offer equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of his cumulative GPA.

Implementation Rules of Article Forty Three

1. The student applies to the Deanship of Admission and Registration to get equivalency credits for the course he has studied outside the university (UQU) attached with the original academic record and the detailed certified description of
2. The application is referred to the concerned department to take over for the courses equivalency.
3. No Equivalency credits will be granted for the courses in which the student has obtained a letter grade of less than 'C'.
4. After the approval of the college council the department returns the results of the courses equivalency to the Deanship of Admission and Registration.

Article Forty Four

If, after his transfer, it is discovered that a student had been dismissed from his previous university for disciplinary reasons, his enrolment will be considered cancelled as from the date of acceptance of his transfer to the University.

Article Forty Five

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, under the general transfer rules.

TRANSFER FROM ONE COLLEGE TO ANOTHER WITHIN THE SAME UNIVERSITY

Article Forty Six

A student may be transferred from one college to another within the university in accordance with rules established by the University Council.

Implementation Rules of Article Forty Six:

The implementation rules for this policy states that a student may transfer from one college to another within the University, in accordance with the following rules:

1. It is allowed for students to be transferred from one college to the other according to the following conditions:
 - a. The student should have already spent not less than one term (semester) in his college, not including the postponed or excused terms (semesters).
 - b. The student should have not been already transferred from a college to another college during his studies at UQU; however, the Academic Coordination Committee has the right to make exceptions.
 - c. The remaining part from the student's study period should be enough to meet the graduation requirements, calculated according to his old field of specialization.
 - d. The Head of the Department and the Dean of the College, which the student will transfer to, should accept the transfer.
2. The student should fill the particular transfer form and should return the completed form back to the Deanship of Admission and Registration for completion of transfer procedures.

Article Forty Seven

The academic record of a student transferred from one college to another includes all the courses he has studied together with the grades and the semester and cumulative GPA's obtained throughout his period of study at the University.

TRANSFER FROM ONE MAJOR TO ANOTHER WITHIN THE SAME COLLEGE

Article Forty Eight

With the approval of the dean of the relevant college, a student may transfer from one major to another within the same college according to the rules established by the University Council.

Implementation Rules of Article Forty Eight

A student may transfer from one specialty to another inside a college at UQU in accordance with the implementation rules of article #46 as above.

Article Forty Nine

The academic record of a student transferring from one major to another will include all the courses the student has taken, including the grades and the semester and cumulative GPA's obtained throughout his period of study at the University.

VISITING STUDENTS

Article Fifty

A "visiting student" is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following rules:

- a. The student must obtain prior approval from the college at which he is studying.
- b. The student should be enrolled at a recognized college or university.
- c. The course the student is taking outside his university should be equivalent to one of the courses included in his degree requirements.
- d. If the visiting student is studying in one of the branches of the university to which he belongs, the case should be dealt with in accordance with Article 47.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- f. The course grades credited to the visiting student will not be considered in his cumulative GPA.
- g. The University Council may establish other conditions regarding visiting students.

Implementation Rules of Article Fifty

1. The maximum allowable percentage of CH that could be transferred by visiting students is 20% of the total CH in the curriculum.
2. Students must fill in a course transfer form and submit it to the department that offers the course.
3. The chairman of the department fills in a specific form and delivers it to Deanship of Admission and Registration.

4. Deanship of Admission and Registration coordinates with Deanship of Admission and Registration of the other University in the light of the rules of this article.
5. The visiting student is considered as a regular student.

GENERAL RULES

Article Fifty One

These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.

Article Fifty Two

The University Council may set up implementation rules which will not contradict these regulations.

Article Fifty Three

The Higher Education Council reserves the right to interpret these regulations.

APPENDICES
APPENDIX (A)
Academic Records and Grade Codes

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit-hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is waived.

Grade Codes

| Letter grades | Marks | Points | Meaning |
|---------------|-------------------|--------|---------------|
| A+ | 95-100 | 4.00 | exceptional |
| A | 90 – less than 95 | 3.75 | excellent |
| B+ | 85 – less than 90 | 3.50 | superior |
| B | 80 – less than 85 | 3.00 | Very good |
| C+ | 75 – less than 80 | 2.50 | Above average |
| C | 70 – less than 75 | 2.00 | Good |
| D+ | 65 – less than 70 | 1.50 | High-pass |
| D | 60 – less than 65 | 1.00 | Pass |
| F | less than 60 | 0.00 | fail |
| IP | ----- | ----- | In-progress |
| IC | ----- | ----- | incomplete |
| DN | ----- | 0.00 | denial |
| NP | 60 or above | ----- | No-grade pass |
| NF | Less than 60 | ----- | No-grade fail |
| W | ----- | ----- | withdrawn |

APPENDIX (B)
Example of the Calculation of Semester and Cumulative GPA

First Semester

| Course | Cr Hrs | % | Code | GPA | Quality Points |
|----------|--------|----|------|------|----------------|
| Course 1 | 2 | 85 | B+ | 3.50 | 7 |
| Course 2 | 3 | 70 | C | 2.00 | 6 |
| Course 3 | 3 | 92 | A | 3.75 | 11.25 |
| Course 4 | 4 | 80 | B | 3.00 | 12 |
| total | 12 | | | | 36.25 |

$$\text{First Semester GPA} = \frac{\text{Total Quality Points (36.25)}}{\text{Total Credits (12)}} = 3.02$$

Second Semester

| Course | Cr Hrs | % | Code | GPA | Quality Points |
|----------|--------|----|------|------|----------------|
| Course 5 | 2 | 96 | A+ | 4.00 | 8 |
| Course 6 | 3 | 83 | B | 3.00 | 9 |
| Course 7 | 4 | 71 | C | 2.00 | 8 |
| Course 8 | 3 | 81 | B | 3.00 | 9 |
| total | 12 | | | | 34 |

$$\text{Second Semester GPA} = \frac{\text{Total Quality Points (34.00)}}{\text{Total Credits (12)}} = 2.83$$

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points (36.25+34.00)}}{\text{Total Credits (12+12)}} = 2.93$$