

Exams rules and regulations

The following refers to the rules and regulations approved by the college council to accept excuses and this should serve as the guidelines for those who are in charge of the educational process as it was developed in accordance with executive affairs for Majmaah University.

1. Based on Examinations and Study Regulations at the university stage, "Executive Rules of MU" 1432-2010, approved by the University Council decree on its 6th session dated 27/3/1432-2/3/2011 legal rules and regulations, related to final exams have been legislated without mentioning any mechanism to control absence cases from mid and final examinations.

2. Based on the first item, the Executive rule of Mu grants University Council the authorities concerning conducting final exams in a way that doesn't contradict the general policy.

According to the guidebook for academic systems issued by Registration and Admission Deanship "MU", page 6 includes the following paragraph:

"A student who is absent from the final exam gets Zero and his rating is calculated according to the marks of the Semester work obtained, in case of not attending the final exam in any of subjects as a result of crucial excuse, the college council may accept his excuse in case of dire necessity and grant him a chance to conduct an alternative exam according to the following terms:

1. To provide an excuse since the time of occurrence till a week after it is over.
2. The excuse must be one of the compelling reasons approved by the college council.
3. The alternative exam and its result should be managed within a period not exceeding the end of the following semester.

The rules set specifically for the college of Engineering, Majmaah University

- The decision to accept or reject excuses concerning exams is the responsibility of the instructor and the college council, hence informing the dean. Absence Form must be used.
- In accordance with the instructions issued by Registration and Admissions Deanship, the college council has a full authority to accept or reject absence excuses from final exams and this is after providing the excuse and filling in the Absence Form designed for this reason.
- In this case, the instructor ,the head department and the examinations Committee must explain the following on the form:
 - The instructor: the percentage of absence and his marks during the term.
 - Head department: to what extent the excuse matches the regulations and absence rules of the university.
 - Examinations Committee: Student's previous absence from final exams, its frequency and excuses delivered before.
- The examinations committee receives copies of the excuses for mid and final exams and feed them in the data base for creating percentage statistics according to the number of students registered in the department.
- The examinations committee has announce the names of the students whose excuse have been accepted or rejected .the committee should state the time of conducting the alternative exam and its mechanism.
- The committee of registration, timetables and Examinations in corporation with the Academic Guidance Unit should announce the regulations and rules that govern the mechanism of acceptance or rejection; this should be uploaded to the university web site and announced on the notice boards of the college.

The terms approved by the college for accepting excuses

- The excuse must be issued by governmental medical clinic.
- The Excuse to be submitted within three days from the day of the exam and a week from the beginning of the final exam.
- The student himself or a representative must submit the excuse according the forms used in the university.
- In case of compelling excuse, documents necessary should be submitted by the students, and if it is not possible, the excuse must be handwritten clarifying the causes of absence.
- The department must decide on whether to accept or reject the excuse within two days of its submission and inform the student of the date of the alternative examination not later than the end of the semester.
- In case of rejection by the department or the college council, the student must be informed pointing out the reasons for rejecting his excuse.

Exams Regulations

Dear Students, You are kindly requested to adhere to the following during exams:

1. Attending in the exam room at least twenty minutes before the start of the exam.
2. Mobile phones are strictly forbidden in the Exam room or any anything that is not approved by the Examination Committee.
3. Being tardy for half an hour from the beginning of the exam deprive students from attending the exam also, they are not allowed to leave unless they have stayed for half an hour.
4. Programmed Calculators and Mathematical tables are not allowed to be used without permission from the instructor of the course.
5. No extra blank sheets are allowed to be used as a draft.
6. You are kindly requested to adhere to the place specified by the Exam Room Invigilator.
7. Make sure of writing your name and your Academic Number on both questions and answers sheet and any other information requested by the supervisor or the instructor of the course.
8. Show your ID to the invigilator if requested.
9. You are to keep silent, and not to look or talk to any student in the exam room, in case of queries talk to the invigilator or the instructor in need.
10. Bring all the tools necessary such as stationery for examination as you are not allowed to borrow any from others in the Exam room.

We wish you all success