

Summary of Study Regulations and Tests for Undergraduate

Executive Rules for Majmaah University.

First edition

Prepared by College of Engineering

**This is a Summary of the
“Study Regulations and Tests for Undergraduate”**

”ملخص

لائحة الدراسة والاختبارات للمرحلة الجامعية
وكالة الجامعة للشؤون التعليمية
الطبعة الأولى”



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Definitions

Article One:

Academic year: Two main semesters and one summer semester.

The main Semester: Not less than fifteen weeks that is taught throughout the academic courses.

The summer: Not more than eight weeks.

Academic level: It illustrates the academic stage, according to the approved study plans.

Course: A subject that follows a specific level within the approved study plan in each major.

Study unit: The weekly theoretical lecture of no less than fifty minutes.

Academic probation: A warning given to the student because of his cumulative GPA below the minimum.

Coursework grades: The grades awarded for work that demonstrates the student's achievement during a semester of tests, research and educational activities related to the course.

The final test: A course exam is held once at the end of the semester.

Final exam score: The score obtained by the student in the final exam in each course.

The final grade: The sum of the semester work scores plus the final exam score for each course.

Rating: Description of the percentage or alphabetical symbol of the final grade the student attained

Incomplete grades (IC): An grade temporarily assigned to each course that the student is unable to complete his requirements.

Continuous progress (IP): An grade that is allocated temporarily for each course that requires more than one semester to be completed by the nature of its study.

Semester grade point average (GPA): Dividing the total points obtained by the total credit for all the courses studied

GPA: dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of credit determined for those Courses.

Comprehensive GPA rating: Description of the student's level of educational attainment.

Academic Load: The total number of study credit that a student is allowed to register in a semester

Transitional program: A program qualifies the student who studies in it to join the university after he successfully completes the program according to the criteria that the college proposes.

Participating Program: A program that ends with granting the student the associate degree.

Parallel program: A traditional study in which the student must have regularity, the lectures are scheduled in the evening.

Bridging program: A program for completing studies from an associate degree to a bachelor's degree.

Article Two: The University Council determines the number of students accepted per year.

Article Three: To accept the new student at the university that follow the university's requirements.

Article Four: The comparison between applicants who meet all the conditions will be according to their scores in the high school diploma test and the personal interview and acceptance tests

Studying framework

Article Five

A - The student progresses in the study according to the executive rules

B - Study plans are designed eight semesters minimum for the undergraduate degree.

Article Six: It is permissible to study in some colleges on the basis of the full academic year according to the rules and procedures approved by the University Council.

Levels system

Article Seven: A study system in which the academic year is divided into two main semesters, and a summer semester,

Article Eight: The University Council sets the rules for registration, deletion and addition of courses within the levels approved to ensure student registration for a minimum academic load

Perseverance and discontinue for studying

Article Nine: The regular student must attend lectures and practical lessons, and he is prohibited from taking the final exam in them if his attendance rate is less than the percentage that is determined by the University Council.

Article Ten: For the college council or whomever it authorizes to lift the ban and allow the student to enter the exam, provided that the student provides an excuse acceptable to the council.

Article Eleven: The student who misses the final exam will have a score of zero in that test, and his grade in that course is calculated on the basis of the semester work grades obtained

Article Twelve: If the student is unable to attend the final exam in any of the semester subjects for a compulsive excuse, the College Board may, in cases of extreme necessity, accept his excuse

Article Thirteen:

A - The student may provide an excuse for continuing to study a semester without being considered as having failed.

B - It is permissible to withdraw with an excuse from one or more courses in the semester according to the executive rules approved by the University Council.

Postponing and dropping out of university.

Article Fourteen: A student may submit a request to postpone the study for an excuse acceptable to the body specified by the University Council, provided that the period of postponement does not exceed two consecutive academic semesters or Three non-consecutive academic semesters as a maximum for the duration of his stay at the university.

Article Fifteen: If the regular student stops studying for a semester without requesting a postponement, his registration from the university will be closed and for the enrolled student.

Article Sixteen: A student is not considered to have dropped out of studies for the semesters he is studying as a visitor at another university.

Re-enrollment

Article seventeen: The student whose registration has been expired can apply for re-registration with his number and record it before discontinuation according to the following:

Article eighteen: It is not permissible to re-enroll a student who was dismissed from the university for educational or disciplinary reasons, or who was dismissed from another university for disciplinary reasons.

Graduation

Article Nineteen:

A - The student graduates after successfully completing the requirements according to the study plan, provided that his cumulative GPA is not less than the rate specified by the University Council
B- The College Council may define appropriate courses for the student to study to raise his GPA, in the event that success in courses and failing average.

Dismissal from the university

Article Twenty: Cases that the students will be dismissed in.

Affiliation

Article twenty-one: The University Council may, based on the colleges 'proposal, adopt the principle of study by joining some colleges and majors that permits it.

Final exams

Article twenty-two: The college council which it determines a grade for semester work that is not less than (30%) of the final grade of the course.

Article twenty-three: The semester work degree of the course is calculated in one of the two ways. Either Oral or practical tests, research, or other types of classroom activity, or all or some of them, and at least one written test or at least two written tests.

Article Twenty-Four: It is permissible for the college council to which the course is affiliated to include in any course and to specify the grades assigned to it from the final exam scores.

Article Twenty-Five: The department council that teaches the course may allow the student to complete the requirements of any course in the semester

Article Twenty-Six: It is permissible to exclude the decisions of seminars, research and decisions of a practical or field nature from the provisions of the articles (22,23,24)

Article Twenty-Seven: If the study of research courses requires more than one semester, then the student is assigned a continuous assessment and after the student finishes studying the course and the grade obtained is granted, and if the course is not completed within the specified time, the department council that teaches it may approve the assessment of (L) or (IC)

Article Twenty-Eight:

<u>Percentage grade</u>	<u>Grade</u>	<u>Letter Grade</u>	<u>Grade Scale (5)</u>	<u>Grade Scale (4)</u>
95-100	Outstanding	A+	5.00	4.00
90-95	Excellent	A	4.75	3.75
85-90	Very Good	B+	4.50	3.50
80-85	Very Good	B	4.00	3.00
75-80	Good	C+	3.50	2.50
70-75	Good	C	3.00	2.00
65-70	Adequate	D+	2.50	1.50
60-65	Acceptable	D	2.00	1.00
Less than 60	Unacceptable	F	1.00	0

Article Twenty-Nine: The comprehensive letter grade for the GPA upon graduation of the student based on his cumulative GPA.

Article Thirty: First class honors are granted to a student with a GPA of (3.75+) from (4.00). The second honors degree is granted to a student with a GPA of (3.25) to (3.75) from (4.00).

Final test procedures

Article thirty-one: The College Board may form a committee to cooperate with the departments in organizing the final examination work, and its tasks are to review and deliver the transcripts for the competent committee within a period not exceeding three days.

Article Thirty-Two: The College Board may decide to apply confidentiality in the final examination procedures.

Article Thirty-Three: The course instructor sets the examination questions, and it is permissible that a person chosen by the College Board shall set them.

Article Thirty-Four: The course instructor corrects the final examination papers of his course, and the head of the department may involve one or more specialists with him in the correction.

Article Thirty-Five: The person who marks the final exam monitors the grades on the transcripts prepared for this purpose, signs them, and then approves them by the Head of Department.

Article thirty-six: A student may not be tested in more than two courses in one day.

Article Thirty-Seven: The student is not allowed to enter the final exam after half an hour has passed from its beginning, and he is not allowed to leave the exam before half an hour has passed.

Article Thirty-Eight: Cheating in the exam, initiating it, or violating the instructions and rules for conducting the test are matters for which the student is punished accordingly.

Article Thirty-Nine: The council of the faculty that teaches the course has the right to approve the re-marking of the answer sheets within a period not exceeding the start of the semester exams.

Article Forty: The college council determines the duration of the final written examination, provided that it is not less than one hour and not more than three hours.

Article Forty-One: Without prejudice to the provisions contained in the articles from (40-31) The University Council sets the regulations for final examination procedures.

Transferring from one university to another:

Article Forty-Two: we accept student from another university under the following conditions:

- A- The student must have studied at a recognized college or university.
- B- He should not be dismissed from the university for disciplinary reasons.
- C- He must meet the transfer conditions specified by the University Council.

Article Forty-Three: The College Board equates the courses taken by the student outside the university based on the recommendation of the Department Board that offer these courses.

Article Forty-Four: If it becomes clear that he was previously dismissed for disciplinary reasons, his registration will be canceled from the date of acceptance of his transfer to the university.

Article Forty-Five: The student is transferred in any semester from one university to another according to the procedures and dates announced at the university to which he is transferred in light of the controls.

Transferring from one college to another within the university:

Article Forty-Six: A student may be transferred from one college to another within the university according to the controls approved by the University Council

Article Forty-Seven: All subjects that have previously been studied shall be recorded in the academic record of the student transferred from one college to another, including grades and averages quarterly and cumulative throughout his studies at the university.

Transferring from one major to another within the college

Article Forty-Eight: After the approval of the faculty dean, the student may transfer from one major to another within the college according to rules set by the University Council.

Article Forty-Nine: All subjects previously studied are recorded in the academic record of the student transferred from one major to another. Quarterly and cumulative throughout his studies at the university.

The visiting student



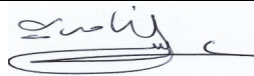

Article Fifty: The visiting student is the one who studies some courses at another university or in a branch of the university to which he belongs without transferring him, and the courses are equivalent to him Which he studied according to the controls required.

General Provisions

Article Fifty-One: This bylaw cancels all previous regulations governing the study in the university level.

Article Fifty-Two: The University Council set implementing rules that do not conflict with the provisions of these bylaws.

Article Fifty-Three: The Higher Education Council has the right to interpret these regulations

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