



**Regulation of Undergraduate Study and  
Examinations and its Operational Rules and  
Internal Procedures at the Islamic  
University of Medina**

## TABLE OF CONTENTS

Content	Page
<b>DEFINITIONS</b> .....	4
<b>Article 1: Definitions</b> .....	4
<b>ADMISSION OF NEW STUDENTS</b> .....	6
<b>Article 2:</b> .....	6
<b>Article 3 :</b> .....	6
<b>Article 4 :</b> .....	9
<b>STUDY SYSTEM:</b> .....	9
<b>Article 5:</b> .....	9
<b>Article 6:</b> .....	9
<b>LEVEL SYSTEM</b> .....	9
<b>Article 7:</b> .....	9
<b>Article 8:</b> .....	9
<b>ATTENDANCE AND DROP OUT</b> .....	11
<b>Article 9:</b> .....	11
<b>Article 10:</b> .....	11
<b>Article 11:</b> .....	12
<b>Article 12:</b> .....	12
<b>Article 13:</b> .....	12
<b>POSTPONEMENT AND SUSPENSION OF STUDY</b> .....	13
<b>Article 14:</b> .....	13
<b>Article 15:</b> .....	13
<b>Article 16:</b> .....	15
<b>RE-ENROLLMENT</b> .....	15
<b>Article 17:</b> .....	15
<b>Article 18:</b> .....	17
<b>GRADUATION:</b> .....	17
<b>Article 19:</b> .....	18
<b>DISMISSAL FROM THE UNIVERSITY</b> .....	19
<b>Article 20:</b> .....	19
<b>Article 21:</b> .....	22
<b>EXAMINATIONS AND GRADES</b> .....	24
<b>Article 22:</b> .....	24
<b>Article 23:</b> .....	25

Content	Page
<b>Article 24:</b> .....	25
<b>Article 25:</b> .....	25
<b>Article 26:</b> .....	26
<b>Article 27:</b> .....	26
<b>Article 28:</b> .....	26
<b>Article 29:</b> .....	27
<b>Article 30:</b> .....	28
<b>FINAL EXAMINATION PROCEDURES</b> .....	29
<b>Article 31:</b> .....	29
<b>Article 32:</b> .....	30
<b>Article 33:</b> .....	30
<b>Article 34:</b> .....	30
<b>Article 35:</b> .....	30
<b>Article 36:</b> .....	30
<b>Article 37:</b> .....	30
<b>Article 38:</b> .....	30
<b>Article 39:</b> .....	31
<b>Article 40:</b> .....	31
<b>Article 41:</b> .....	33
<b>TRANSFER FROM ONE UNIVERSITY TO ANOTHER</b> .....	34
<b>Article 42:</b> .....	34
<b>Article 43:</b> .....	35
<b>Article 44:</b> .....	36
<b>Article 45:</b> .....	36
<b>TRANSFER FROM ONE COLLEGE TO ANOTHER:</b> .....	36
<b>Article 46:</b> .....	36
<b>Article 47:</b> .....	37
<b>TRANSFER FROM ONE MAJOR TO ANOTHER WITHIN THE COLLEGE:</b> .....	37
<b>Article 48:</b> .....	37
<b>Article 49:</b> .....	37
<b>VISITING STUDENT</b> .....	37
<b>Article 50:</b> .....	37

**DEFINITIONS:****Article 1:**

- **Academic year:**  
It means two major semesters and a summer semester if available.
- **Academic Semester:**  
It is a period of time not less than fifteen weeks in which courses are taught and it does not include the registration and examinations period.
- **Summer Semester:**  
It is a period of time not exceeding eight weeks, and it does not include the registration and examinations period. Though the time allocated to each course is doubled.
- **Study level:**  
It indicates the school stage , according to the approved study plans.
- **Study Plan:**  
It is a set of compulsory, elective, and free courses, having total units from which graduation requirements are constituted and which a student must successfully pass to get a degree of the specified specialization.
- **Course:**  
It is an academic subject in the study plan approved in each discipline (program). Each course has a number, symbol, name, a detailed description of its distinct elements in terms of content and level, and a special file kept by the department for the purpose of monitoring, evaluation and development. It is permissible for some courses to have some preceding or concurrent course requirements.
- **Module**  
It is a weekly theoretical lecture with a duration of not less than fifty minutes, or a practical or field lesson , whose duration is not less than one hundred minutes.
- **Academic warning:**

It is a notice that is directed to the student when his cumulative GPA falls below the minimum points stipulated in the regulation.

- **Semester class work marks:**

They are the marks granted to a student for his achievement during the semester tests , research and educational activities related to the academic course.

- **The final test:**

It is a course test scheduled to be held once at the end of the semester.

- **Final test marks:**

The marks obtained by a student in each course in the final test of the semester .

- **Final marks:**

- They are the total scores in class work plus the marks a student obtains in the final exam for each course. These marks are calculated based on a hundred.

- **Grade:**

It is the description of the percentage or alphabetical code of the final score obtained by a student in any course.

- **Incomplete Grade:**

It is a grade temporarily made for each course the student cannot complete its requirements in a timely manner and it is symbolized in his academic record by (L) or ( IC ).

- **Continuous grade:**

It is a grade temporarily made for each course whose nature requires more than a semester to complete and it is symbolized in his academic record by (M) or (IP).

- **Semester average:**

It is the quotient of the total points earned by the student divided by the total prescribed units for all courses taught in any semester. However, points are calculated by multiplying the prescribed unit by the weight of the grade scored by the student in each course that he studied.

- **GPA:**  
It is the quotient of the total points obtained by a student in all the courses he studied since he joined the university, divided by the total prescribed units of that course. See Appendix (b).
- **General Grade:**  
It is the description of the level of educational attainment of a student during the period of study at the university.
- **Academic load:**  
It is the total study units that a student is allowed to register in a semester. The minimum and maximum level of academic load is determined by the University bylaws.

## ADMISSION OF NEW STUDENTS

### **Article 2:**

The University Senate determines the number of students to be admitted the succeeding academic year, based on a proposal from the councils of colleges and other related departments.

### **Procedures of the second article:**

1. The Deanship of Admission and Registration in coordination with educational departments, the deanship of student affairs and the financial management make a proposal of the number of students that may be admitted every year as a preliminary exercise before submitting it to the university senate.
2. The Deanship of Admission and Registration informs the colleges of the number of students that may be referred to them from the university institutes.

### **Article 3:**

The following requirements have been stipulated for the admission of a new student:-

- a) Must obtain a secondary school certificate or its equivalent from within or outside the Kingdom of Saudi Arabia.
- b) The secondary school certificate should not be more than five years old and the University Rector may give exemption from this term if there are good reasons.

- c) Must be of good conduct and behavior.
- d) Must successfully pass any test or personal interview set for him by the university senate.
- e) Must be medically fit.
- f) Must obtain approval from his employer allowing him to study if he is working in a private or public sector.
- g) Must fulfill any other requirements set by the Senate, and which shall be announced during application.

### **Executive bylaws of article three:**

**Firstly:** In addition to the terms of admitting a new student in the university:

1. Must not have obtained a high school diploma or the equivalent in a period more than five years before application but the University Rector may give exemption from this term if there are convincing reasons.
2. Must successfully pass any test or personal interview set for him by the educational department or deanship of admissions and registration or both.
3. Must not have been expelled from another university for disciplinary reasons.
4. Must undertake to abide by the university rules and regulations.
5. Applicant to the College of the Holy Quran must have memorized the Holy Quran in full.
6. Must satisfy any other requirements prescribed by the Deanship of Admission and Registration which will be announced during application.

### **Secondly:**

In addition to the terms of admitting scholarship students from within Saudi Arabia (non-Saudi residents):

1. A scholarship student (resident) applying from within the Kingdom must have a regular residence in the Kingdom and must have obtained the approval of his sponsor to study in the university.

### **Thirdly:**

In addition to the terms of admitting scholarship students from outside:

1. Applicant's age must not be less than (17) or more than (25) years, for undergraduate level and the Institute of Teaching Arabic to non-Native Speakers or the likes. The University Rector or his representative may give exemption from this term for reasons he might see.
2. Government of the applicant's country must approve of him to study in the Kingdom of Saudi Arabia for countries that stipulate that for Saudi students.
3. Applicant must not have obtained another scholarship from one of the educational institutions in the Kingdom.
4. Certificates or identification documents must be endorsed from authorities determined by the university.
5. Must present certificate declaring him free from any security precedents in his country.
6. Applicant must obtain a recommendation letter from one of the organizations or institutions or personalities.

**Procedures of article three:**

The Deanship of Admission and Registration executes the following procedures to admit new students:

1. To announce to Saudi students one month at least before the commencement of admission procedures.
2. Schedule the time for admitting scholarship students.
3. Constitute committees to regulate admission, make the necessary arrangements for that and announce the results.
4. Have admitted students undertake to abide by the contents of clause (3&4) of paragraph (Firstly) of the executive bylaws.
5. Notify scholarship students of their admission and coordinate with the deanship of student affairs and relevant departments within and outside the university of their arrival.
6. Bind the student with the undertakings and acknowledgements in the special templates of electronic admission.

7. Have a student sign an undertaking if found that he was off school after the secondary for one semester or more based on the contents of article (18) in accordance with a template that shall be prepared by the Deanship of Admission and Registration .

#### **Article 4:**

Priority shall be given to applicants who fulfill all the requirements according to their secondary school marks, personal interviews and admission tests if available.

### **STUDY SYSTEM**

#### **Article 5:**

1. A student progresses in his study in accordance with the provisions prescribed by the University Senate.
2. Study plans shall be designed to be equivalent to at least eight levels for the undergraduate program.

#### **Executive bylaw of article five:**

Students shall be enrolled in accordance with the study plans approved for each college by the University Senate with the consideration of the executive bylaws of article (8).

#### **Article 6:**

Study in some colleges may be on the basis of a full academic year in accordance with the regulations and procedures approved by the University Senate and each academic year shall be calculated as two study levels.

#### **Article 7:**

### **LEVEL SYTEM**

It is a study system where the academic year is distributed into two major semesters. However, there may be another summer semester but its period shall be calculated as half of the major semester. Moreover, graduation requirements to attain a degree shall be distributed into levels according to the study plan approved by the University Senate.

### Article 8:

The University Senate sets the rules of course registration, deletion and addition within the levels of the approved study plan including the registration of students of the minimum academic load.

#### **Executive bylaw of article eight:**

**First:** Students shall be gradually registered in courses according to the approved study plan starting from the lower levels.

**Second:** Students that fail some courses are re-registered in those courses, according to the following conditions:

- 1) Minimum academic load is (15) modules , and the maximum limit thereof is (23) credits. The college council can reduce from the maximum limit what is not more than five modules if a student's graduation is based on that.
- 2) Study load of a student is linked to his GPA which must not be less than the minimum limit.
- 3) If a student fails, he is made to register the courses in which he has failed before he can register other courses, taking into account the following:
  - (A) It must not cause inconsistency in the course schedule.
  - (B) Meeting the previous requirements of the course or courses to be registered. Though the college council can exempt a student graduating from that.
  - (C) A student is not allowed to register courses except in the level following his current level. But if it is not possible to register the minimum limit of study load in the following level for any reason, he will not be allowed to register in the following levels except for accomplishing the minimum limit. However, if it is not possible to accomplish the minimum level, he will remain with the available course modules even if they are lesser.

**Third:** The maximum limit of study load for summer semester is (10) modules per student who has not been warned academically and (6) modules in respect of a student who has been issued academic warning.

**Fourth:** Courses are registered electronically. Schedules are finalized and announced before the semester begins.

**Fifth:** A student can amend his registration by adding or deleting courses within the first two weeks of the semester .

**Procedures of article eight:**

Academic departments determine the previous necessary requirements of each course.

## **ATTENDANCE AND DROP OUT**

### **Article 9:**

A regular student attends lectures and practical lessons. He is deprived of entering the final test when the proportion of attendance is less than (75% ) of the specified lectures and practical lessons for each course during the semester. Any student who is denied entering the test because of absence is considered to have failed in that course and he is given the grade of deprivation or (DN).

### **Executive bylaw of article nine:**

A student is deprived of entering the final test when the proportion of attendance is less than (75% ) of the specified lectures and practical lessons for each course during the semester.

### **Procedures of article nine:**

1. An electronic site is opened for the course teacher to take attendance and follow up the attendance of students according to their list registered in the program.
2. Course teacher shall enter the names of absentees online.
3. Course teacher returns the template to the academic department according to the directives regulating that.

### **Article 10:**

Exceptionally, the Senate of the College or its representative — may lift the deprivation and allow the student to write the exams provided the student submits a reason acceptable to the Senate and

his percentage of attendance of lectures and practical courses is not less than 50%.

### **Article 11:**

A student who is absent from the final test will be given zero in that test , and his score in that course will be calculated on the basis of the marks scored in his quarterly tests.

### **Article 12:**

If the student couldn't attend the final test in any of the courses due to some compulsive excuse, it is permissible for the College Council, in extreme cases , to accept his excuse, and allow him to be given an alternative test provided that the student submits his excuse of failure to attend the test from the time it came up until the end of the second week after the end of the tests and he will be given the marks he gets after the alternative test.

### **Executive bylaw of article twelve:**

1. Alternative tests shall be conducted and finished within the first month of the succeeding semester.
2. Students that passed the alternative tests shall be excluded from the specified period of time for adding or deleting courses as stated in the executive bylaw of article eight. So they shall be registered within one week after the results of the alternative tests have been released.

### **Article 13:**

- a) A student may interrupt study in any semester without being considered as one who has failed if he submits a reason acceptable to the department determined by the University Senate within a specified period that will be stipulated by executive bylaws approved by the University Senate. The student will be given the grade of (interruption) or (W) and that period will be calculated part of the required period for him to accomplish the requirements of graduation.

- b) It is allowed for a student to withdraw from one or more courses in a given semester according to the executive bylaws sanctioned by the University Senate.

**Executive bylaw of article thirteen:**

A student may interrupt study in any semester or to withdraw from one or more courses in a given semester without being considered as one who has failed according to the following:

- 1) His reason must be acceptable to the College Council or its representative.
- 2) Number of interruptions or withdrawal must not exceed three times.
- 3) The deadline for accepting interruption or withdrawal applications shall be stipulated one month prior to commencement of final exams. The college council, in case of necessity, can make exemptions in this provided it is before the exam period.
- 4) Application to withdraw or interrupt courses shall not be accepted from a student who has been deprived from any course due to absence.
- 5) Withdrawal from a course must not lead to registering below the minimum academic load.

## **POSTPONEMENT AND SUSPENSION OF STUDY**

**Article 14:**

A student may apply to postpone study with a reason acceptable to the department determined by the University Senate provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters as maximum throughout his stay in the university after which he is dismissed. The University Senate when necessary may exempt a student from this rule. Postponement period shall not be calculated as part of the period required for fulfilling graduation requirements.

**Executive bylaw of article fourteen:**

A student may apply to postpone study before beginning to study the program in that semester and the college council or its representative may look into postponement applications.

**Procedures of articles thirteen and fourteen:**

1. Educational departments prepare a unified form called (Postponement application form) or (Study interruption application form) to be filled by the student including his personal bio data, reasons for applying and the college's opinion.
2. If a student's application is not accepted it will be kept in his file in the educational department.
3. If his application is accepted he shall be given the following:
  - a) The application form will be preserved in the student's file with his educational department and the deanship of admissions and registration will be given a copy of it together with a copy of the decision of the College Council or its representative.
  - b) The deanship of admissions and registration issues the decision of postponement or interruption and announces it to the relevant departments.
  - c) The deanship of admissions and registration notifies the student of his procedures to begin study.
  - d) A student who interrupted or postponed his studies submits his application for commencement of study at the designated time to the dean of admissions and registration to enable him issue a decision in its regard and notify the educational and relevant departments of that.
  - e) In case a student under postponement or interruption of study did not return to commence study on time, the dean of admissions and registration issues a decision to terminate his enrolment according to article (15) and announces that to relevant departments.
  - f) The university will not be duty bound to give to and fro travel tickets to a scholarship student when he applies to interrupt or postpone study.
  - g) The deanship of student affairs notifies relevant departments outside the university of cases of

expulsion and postponement of studies of scholarship students.

### **Article 15:**

If a regular student interrupts school a semester without having postponed his study, he will be expelled from the University. The University Council can expel a student if he interrupts study for a period less than that. With regards to a student studying through affiliation he will be expelled if he absents from all final tests of that semester without any acceptable reason.

### **Executive bylaw of article fifteen:**

1. If a regular student interrupts school without an acceptable excuse for twenty consecutive days, or a total of 25% of the number of modules registered, he will be expelled from the University. The University Council can expel a student if he interrupts study for a period less than that.
2. The semester in which he was expelled due to absence will be calculated as part of the necessary period for graduation.
3. A student expelled from school before the semester tests begin due to absence or interruption is considered to have failed in those courses where his absence attained the level of being barred from exam.

### **Procedures of article fifteen:**

The deanship of admissions and registration issues a decision to expel a student based on the request of the educational department and such shall be announced to all relevant departments.

### **Article 16:**

A student is not considered to have dropped out from study for the semesters he studies in another university as a visiting student.

## **RE-ENROLLMENT**

### **Article 17:**

An expelled student can apply for re-enrollment with his enrollment no. and academic record in accordance with the following controls:

(A ) Must apply to the Dean of Admissions and Registration for re-enrollment within four semesters from the date of expulsion.

(B) The council of the concerned college and relevant authorities must approve the re-enrollment of the student.

(C) If a student's expulsion exceeds four semesters or more , he can apply to the university as a fresh student without reference to his previous school record provided that he fulfils all the admission requirements stated at the time. The University Council can make some exemptions to this according to the conditions it passes in this regard.

(D) A student may not be re-enrolled more than once.

(E) A student may not be re-enrolled if he was dismissed for academic reasons.

**Executive bylaw of article sixteen:**

- An expelled student applies for re-enrollment and finalizes his procedures within the first month from the commencement of the semester.
- If a student's expulsion exceeds four semesters or more , he can apply to the university as a fresh student without reference to his previous school record provided that he fulfils all the admission requirements stated at the time. The University Senate can make some exemptions to this according to the following controls:
  1. Approval of the College council and other relevant departments.
  2. Period of absence from school must not exceed eight academic semesters.
  3. He must have accomplished not less than 50% of graduation requirements.

4. Possibility of graduating within the remaining period.
- A student will not be re-enrolled in the same semester he was dismissed but the University Senate may make some exceptions from that in cases of necessity.

**Procedures of article seventeen:**

1. The student applies to the Dean of Admissions and Registration according to a template prepared for that by the deanship.
2. If the conditions stated in clauses (a, c) are fulfilled the student is referred to the deanship of students affairs to inquire about him and then to his academic department in implementation of clause (b) of this article.
3. After the approval of the relevant departments, the decision of re-enrolling the student is issued and announced to the concerned departments.
4. In the exceptional case stated in clauses (c & d) the educational department writes to the deanship of admissions and registration in preparation to bring the case before the University Senate.

**Article 18:**

No student dismissed from the Islamic University for educational or disciplinary reasons or dismissed from another university for disciplinary reasons may be re-enrolled and if it turns out after re-enrollment that he had previously been dismissed for such reasons, his enrollment shall be deemed revoked from the date of re-enrollment.

**Procedures of article eighteen:**

When a student is transferred from one university to the Islamic University or has been off studies after the secondary school for one semester or more he is made to sign an undertaking against the contents of this article in accordance with a template prepared by the deanship of admissions and registration.

**GRADUATION**

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**Article 19:**

- 1) A student graduates after successful completion of graduation requirements according to the study plan, provided his CGPA in all circumstances is not lower than (Fair) which the concerned University Senate determines for each specialty.
- 2) The University Senate based on the recommendation of the concerned department can determine suitable courses for a student to study in order to boost his GPA when he passes the courses but fails in the GPA.

**Executive bylaw of article nineteen:**

1. A student graduates after successful completion of graduation requirements according to the study plan, provided his CGPA in all circumstances is not lower than (Fair).
2. The College council can determine suitable courses for a student to study in order to boost his GPA when he passes the courses but fails in the GPA.
3. The University Senate grants graduates a bachelor's degree.
4. A student who graduates is given an academic record signed by the dean of college and exams secretary.
5. A student who graduates is given a certificate of graduation (bachelor's degree) bearing his full name, nationality, birth place and date, college, faculty, grade, specialty and his grade upon graduation, year and academic session and semester of graduation, meeting of the University Senate that issued the approval to grant him the grade and the date and the certificate is signed by the dean and the University Rector.
6. When needed, a student that graduates is granted a graduation document bearing the basic information of the student, his academic details, grade upon graduation, and the semester and it is signed by the dean of admissions and registration.

7. It is permissible to grant a student that misplaced his certificate or academic record or the certificate of good conduct and behavior an extra certificate in lieu of the lost one but in coordination with the relevant departments.

#### **Procedures of article nineteen:**

1. The educational department issues a certificate of good conduct and the academic record to the student.
2. The deanship of Information technology allows the deanship of admissions and registration to have access to all the information and data it requires such as details of students expected to graduate, results and others.
3. A stamp bearing "In lieu of the lost one" is stamped on any document or certificate issued in lieu of the lost ones.
4. A student that misplaces his school certificate shall be given another in lieu of the lost one according to the following controls:
  - a) The student or his proxy applies stating the reasons that led to misplacing or losing the certificate and must attach documents to prove that.
  - b) He appends an announcement of misplacing his certificate (for Saudis only).
  - c) The same information that was on the original certificate will be written for the student without any amendment or alteration.
  - d) A stamp bearing "In lieu of the lost one" is stamped the certificate.
  - e) Approval of the dean of admissions and registration of the application.

### **DISMISSAL FROM THE UNIVERSITY**

#### **Article 20:**

A student will be dismissed from the University in the following cases:-

- 1) If he gets three consecutive warnings for his cumulative GPA being lower than the stipulated GPA for graduation according to article (19) of this regulation. However, the

University Senate, based on the recommendation of the college council can give a fourth opportunity to those students that can boost their GPA by studying the given courses.

- 2) If he doesn't accomplish graduation requirements within a maximum of half of the period prescribed for graduation as well as the duration of the program. The College council may give an exceptional chance to the student to fulfill the graduation requirements at a maximum period not exceeding twice the original period fixed for graduation.
- 3) In exceptional cases, the University Senate can address situations of students that fall under the provisions of the two previous clauses by giving them exceptional opportunity not more than two academic semesters at the most.

**Executive bylaw of article twenty:**

A student will be dismissed from the university in the following cases:

- a) If he gets three consecutive warnings for his cumulative GPA being lower than ( 2.0 out of 5). However, the University Senate, based on the recommendation of the college council can give a fourth opportunity to those students that can boost their GPA by studying the given courses.
- b) If a scholarship student does not accomplish graduation requirements within a maximum period of eight semesters. The College council may give an exceptional chance to fulfill graduation requirements at a maximum period of four semesters.
- c) If it turns out that the student is lacking seriousness by deliberately letting himself to fail or the like.

d) However, it is permissible for the University Senate in exceptional cases without contradicting clause (b) to address situations of students that fall under the provisions of clauses (a & b) to exclude scholarship students by giving them exceptional opportunity not more than two academic semesters at the most.

**Procedures of article twenty:**

1. Educational departments announce names of students given academic warnings immediately after the results are out.
2. Educational departments announce names of students who can boost their GPA to apply within a period to be stipulated by the college to get a fourth opportunity, explaining the reasons for poor performance and signing an undertaking to boost their GPA.
3. Educational departments, based on the recommendation of the college council, send names of students that have gotten three academic warnings and can boost their GPA by studying some additional courses to the dean of admission and registration by assuming a student scores (60 points in studying 15 modules) in preparation to write to the University Senate to grant them a fourth opportunity.
4. Educational departments, based on the recommendation of the college council, send names of students, who can be granted exceptional opportunity to accomplish graduation requirements in accordance with clauses (b, d) before submitting it to the University Senate.
5. Educational departments write to the dean of admissions and registration to dismiss a student according to the template prepared for that in the following cases:
  - 1) Those who did not accomplish graduation requirements within the given period stated in clauses (b, c) of the executive bylaw.

- 2) Students that have gotten three or more academic warnings and cannot boost their GPA by studying given courses according to clause (a).
  - 3) Any student against whom a decision of lack of seriousness has been passed by the college council.
  - 4) Students that can boost their GPA and whose names have been announced but did not apply to get a fourth opportunity within the specified period for that.
6. The deanship of Information Technology allows relevant deanships to have access to the list of students that have been given academic warnings when that is needed.
  7. All academic warnings shall be included in the study schedules of students.

### Article 21:

The University Senate may upon the proposal of colleges apply the principle of study through affiliation in some colleges and disciplines whose nature of study allows that. The University Senate shall set rules and procedures governing these according to the following conditions:

- a) The number of units required for graduation of a student studying through affiliation shall not be less than the number of units required for graduation of the regular student in disciplines available for enrollment.
- b) A student studying through affiliation shall be treated just like the regular student in terms of admission, award of grades, transfer, dismissal, re-enrolment except for the attendance of lectures.
- c) The University Senate upon the proposal of college councils may set the necessary controls to evaluate the performance of affiliate students.

- d) The student's academic record, graduation document and certificate will bear a statement indicating that he studied through affiliation.

**Executive bylaw of article twenty one:**

**First:** With the consideration of admission requirements stated in article (3) and its executive bylaws, a new student who wants to study through affiliation must meet the following requirements:

- 1) He must present two recommendation letters from renown personalities to the university.
- 2) Paying tuition fees.
- 3) Admission of students in affiliation program stops a month before the commencement of studies. However, the dean of admission and registration may make some exemption in this regard.

**Second:** Study System and interruption of study

- 1) Affiliated students that interrupt or postpone studies shall be treated just like the regular students.
- 2) Affiliated student can avoid entering the exam if he presents a cogent reason to the executive supervisor at the college at least two weeks before the exams but that semester will be counted part of the compulsory period for graduation. Though, the College Council or its representative may make exemption in this in case of necessity.
- 3) Enrolment of students that fail to remit their tuition fees will be terminated immediately after the distribution of examination schedules provided it is a week before the exams commence.
- 4) A student whose enrolment has been terminated will be expelled after the exams right from the period of termination for not remitting the tuition.

**Third: Tests:**

The final exam scores of affiliate students will be calculated based on a hundred mark.

## TRANSFER

- 1) Affiliate students may transfer to become regular students in accordance with following controls:
  - a. He must not have graduated from the secondary school or its equivalent for a period more than five years. Though, the University President may make some exemption based on the availability of satisfactory reasons.
  - b. A student being transferred to regular studies must have his GPA not less than (3.00) out of (5.00).
  - c. Transfer will not be accepted except after the student has successfully passed the first semester.
  - d. What he studies as a regular student must not be less than 50% of the graduation requirements.
  - e. He must be a Saudi or otherwise his mother must be a Saudi.
- 2) A regular student can be transferred to affiliation and registered as an affiliate student. He can also be registered as a regular student if what he has studied as an affiliate student is not less than 75%.
- 3) It is not allowed to transfer students on external scholarship to being affiliated students.
- 4) Transfer from affiliation to regular or vice versa cannot be done more than once.

## EXAMINATIONS AND GRADES

### Article 22:

The Senate of the College will determine based on a proposal of the college council the marks for the class works which shall not be less than (30%) of the final marks of the course.

### Executive bylaw of article twenty two:

Class works marks shall be (40%) of the final marks of the course.

### **Article 23:**

Semester work marks of a course shall be calculated through one of the following two ways:

- a) Oral or practical tests, research or other types of classroom activity, or all of them, or some of them, and one written test at least .
- b) Two written tests at least.

### **Procedures of article twenty three:**

Students shall be tested for the semester works within the academic semester but the test must not be in the first two weeks or last two weeks of the semester.

### **Article 24:**

The College council responsible for the course, based on the recommendation of the department board, may include oral or practical tests in the final exams and determine some marks to be allocated for them from the total marks of the final exams.

### **Article 25:**

The department board that is teaching the course may, based on the recommendation of the course teacher, allow the student to complete the requirements of any course in the next semester, and incomplete grade (I) or (IC) shall be written for the student in his academic record. It shall not be calculated among the GPA or cumulative GPA except the grades the student scores after completing the requirements of that course. However, if one semester elapses and the incomplete grade (I) or (IC) in the student's record is not changed due to non-completion it will be replaced with the failure grade of (e) or (F) and calculated among the GPA and cumulative GPA.

**Article 26:**

It is allowed to exempt courses of seminars, research and courses of practical or field nature from the provisions of articles (22, 23, 24) or some of them, through a decision from the college Council based on the recommendation of the department board that teaches that course but the department board shall determine the assessment of student's achievement in these courses.

**Article 27:**

If the study of research courses requires more than one semester then student is given a continuous grade (m) or (IP), and after he has finished studying the course, he is given the grade he scored. However, if he doesn't complete the course at the defined time the department board responsible for teaching the course may approve to award an incomplete grade (L) or (IC) in the student's record.

**Article 28:**

Grades obtained by a student in each course are calculated as follows:

Percentage	Grade	Grade code	Grade weight(5)
95 to 100	Excellent (upper)	A +	5.0
90 to < 95	Excellent	A	4.75
85 to < 90	Very good (upper)	B +	4.5
80 to < 85	Very good	B	4.0
75 to < 80	Good (upper)	C +	3.5
70 to < 75	Good	C	3.0

65 to < 70	Fair (upper)	D +	2.5
60 to < 65	Fair	D	2.0
Less than 60	Failed	E	1.0

**Executive bylaw of article twenty eight:**

Grades obtained by a student in each course are calculated on the basis that the weight of each grade is (5) points as follows:

Percentage	Grade	Grade code	Grade weight(5)
95 to 100	Excellent (upper)	A +	5.0
90 to < 95	Excellent	A	4.75
85 to < 90	Very good (upper)	B +	4.5
80 to < 85	Very good	B	4.0
75 to < 80	Good (upper)	C +	3.5
70 to < 75	Good	C	3.0
65 to < 70	Fair (upper)	D +	2.5
60 to < 65	Fair	D	2.0
Less than 60	Failed	E	1.0

**Article 29:**

In consideration of the stipulations of article (19) of this regulation the general grade of a student's cumulative GPA at graduation based on his cumulative GPA shall be as follows:

- 1) ( Excellent ): If the cumulative average is not less than 4.50 or 3.50 out of 4.00

2) ( Very good): If the cumulative average is between 3.75 and less than 4.50 out of 5.00. or 2.75 to less than 3.50 out of 4.00

3) (Good): If the cumulative average is between 2.75 and less than 3.75 out of 5.00. or 1.75 to less than 2.75 out of 4.00.

4) ( Fair): If the cumulative average is between 2.00 and less than 2.75 out of 5.00. or 1.00 to less than 1.75 out of 4.00.

### **Executive bylaw:**

The general grade of a student's cumulative GPA at graduation based on his cumulative GPA shall be as follows:

1) ( Excellent ): If the cumulative average is not less than 4.50 out of 5.00.

2) ( Very good): If the cumulative average is between 3.75 and less than 4.50 out of 5.00.

3) (Good): If the cumulative average is between 2.75 and less than 3.75 out of 5.00.

4) ( Fair): If the cumulative average is between 2.00 and less than 2.75 out of 5.00.

### **Article 30:**

First class honors is awarded to the student that scores a cumulative average of (4.75 ) to (5.00 ) out of ( 5.00) or from 3.50 to 4.00 out of 4.00 upon graduation. Second class honors is conferred on the student scoring a cumulative average of (4.25 ) to less than (4.75 ) out of ( 5.00) or from 3.25 to less than 3.75 out of 4.00 at graduation.

To get the first or second class honors the following is required:

A - The student must not have failed in any course taught at the university or at another university.

B - The student must have completed graduation requirements in a period which is the average period between the minimum and maximum period for remaining a student in his college.

C - The student must have studied at the university from which he wishes to graduate what is not less than (60 %) of the graduation requirements.

**Executive bylaw of article thirty:**

First class honors is awarded to the student that scores a cumulative average of (4.75 ) to (5.00 ) out of ( 5.00) upon graduation. Second class honors is conferred on the student scoring a cumulative average of (4.25 ) to less than (4.75 ) out of ( 5.00) at graduation. To get the first or second class honors the following is required:

A - The student must not have failed in any course taught at the university or at another university.

B - The student must have completed graduation requirements in a maximum period of ten semesters for scholarship students and thirteen semesters in case of Saudi students.

C - The student must have studied at the Islamic University what is not less than (60 %) of the graduation requirements.

**Procedures of article thirty:**

The Deanship of Information Technology allows the deanship of admissions and registration access to the data of students deserving first or second class honors along with the graduation results.

## **FINAL EXAMINATION PROCEDURES**

### **Article 31:**

The College Council may set up a committee to cooperate with departments in the organization of the final exams works, and its functions shall be that of reviewing sheets for allocating grades

and delivering them to the competent committee within a period not more than three days from the date of any examination .

**Article 32:**

The College Council may decide to apply secrecy in the final examinations procedures .

**Article 33:**

The course instructor sets the exam questions but where appropriate, and upon the proposal of the head of the department it is allowed to be set by whoever is chosen by the College Council .

**Article 34:**

The course instructor marks the final exams papers for his subject. The head of the department may (if needed) engage him with a specialist or more in the marking exercise, and the college council may, when necessary, assign the marking to whoever it sees .

**Article 35:**

Anyone that marks the final exams papers awards marks scored by students in the marks sheets prepared for that and signs on it , and then gets it ratified by the head of the department.

**Article 36:**

No student may be tested in more than two courses in one day , but the University Senate can exempt from that.

**Article 37:**

Students are not allowed to enter the final test after half an hour from the beginning , and they are not allowed to get out of the test hall before the lapse of half an hour from the beginning.

**Procedures of article thirty seven:**

Students are not allowed to enter the exam hall except with their identification document.

**Article 38:**

Cheating or initiation of cheating in a test or contravention of examination instructions and rules are punishable offenses

according to the bylaws of disciplining students to be issued by the University Senate.

**Article 39:**

The College Board, which is responsible for teaching the course can, in cases of necessity , may approve the re- marking of the answer sheets within a period not exceeding the beginning of the second semester exams.

**Executive bylaw of article thirty nine:**

Controls governing the re-marking of examination answer sheets:

1. A student can apply to the college council that teaches the course for re-marking his answer sheet with convincing justifications provided that he submits his application in a period not later than one month after the final exams of that semester he wishes that his answer sheets should be re-marked.
2. He must not have applied for re-marking his answer sheets in any exam and was discovered that his application was not right though the college dean can make exemptions from this.
3. It is not allowed for a student to apply for re-marking his answer sheets in more than one course in a given semester though the college dean can make exemptions from this.
4. In case of approval to re-mark his answer sheets, the college council constitutes a committee of three faculty members at least to re-mark the papers after which the committee submits a report to the college council to deliberate on and the council's opinion shall be considered the final verdict.

**Procedures of article thirty nine:**

An appealing student applies to the deanship of his college within one month after the release of the results and the college takes the necessary action.

**Article 40:**

Based on the recommendation of the concerned department, the College Council determines the period of the final written test, but it must not be less than one hour and not more than three

hours.

### **Procedures of article forty (Examination procedures):**

#### **Exam Schedule:**

The examination secretariat of the college assumes the responsibility of setting the examination schedules and distributing students in halls considering the proximity of the halls to one another. Then the faculty member is informed of the examination schedule.

#### **Setting questions and photocopying them:**

- The course teacher is responsible for all that has to do with his course including setting the questions, photocopying, preservation and distributing them to the committees in at the examination hall. He shall be responsible for all that.
- The course teacher is responsible to photocopy and preserve exam question papers according to the number of his students in the attendance lists.

#### **Invigilation:**

- It is necessary to coordinate with secretaries of examination committees prior to the exam schedule adequately to avoid conflict among teachers during invigilation in colleges.
- Academic departments take the responsibility of distributing invigilators according to the courses within and outside the college putting into consideration that it is very necessary for the course teacher to be present in the exam hall. Some academic departments may seek the assistance of other departments within the college for invigilation when necessary through the college's deanship for the department responsible for that course.

#### **Marking and reviewing:**

- The course teacher receives the answer sheets from the invigilation committee considering precision and acuteness of their number.
- The course teacher is responsible to mark and review the answer sheets in the academic department the course belongs and then returns them to the examination committee after allocating marks on a sheet and getting it endorsed by the responsible department.

- The academic department chair takes the responsibility to distribute, review and crosscheck the answer sheets with the marks sheets with the help of the department members within and outside the college.

**Allocation of marks:**

- The course teacher allocates marks through the link prepared by the Deanship of Information technology at the University electronic website.
- Answer sheets are submitted along with a copy of the question paper to the examination secretary in the department where the course is taught to preserve them according to adopted procedures.

**Announcement of results:**

The examination secretariat is responsible for announcing the results.

**Article 41:**

Without prejudice to the provisions of articles (31-40) the University Senate sets the special regulations of final tests procedures.

**Executive bylaw of article forty one:**

Without prejudice to the provisions of articles (31-40) final exams shall be conducted in the university colleges according to the following arrangements and procedures:

- The maximum mark for each course is (100) and the minimum pass mark is (60).
- Every college must have an examination secretariat to organize and preserve examination papers, records and marks sheets and keep answer sheets for four semesters.
- Exam results are announced and the college council recommends to award graduates the academic grade.
- The student must be in the exam hall ten minutes before the test starts. Any student coming after the distribution of question papers will not be allowed to enter the hall except with an excuse, acceptable to officials conducting the test.
- During the test, if a student causes qaos, or talks with someone other than the exam invigilators he will be warned

for the first time but if he repeats that his answer sheet will be taken from him and he will be thrown out of the exam hall though without canceling his exam but a report will be made for such.

- If a student cheats or tries to cheat or something related to the course test is found with him - even if he did not benefit from it – it shall be taken from him and handed over to the exam committee with a report after which his exam will be canceled in the course he has cheated. All documents caught with him shall be included with a copy of the report in his file. However, if he repeats that his test will be canceled in all courses he has studied in that semester. However, if he repeats that again he will be dismissed from the university and announced to all in a timely manner.
- If anybody assists a student to answer questions he will be made to suffer the special penalties of irregularity or dishonesty and non-compliance with job ethics and the student will face the cheating penalty.

## **TRANSFER FROM ONE UNIVERSITY TO ANOTHER**

### **Article 42:**

A student may be transferred from outside the university according to the following restrictions:-

- a) The student must have studied at a recognized university or college.
- b) He must not have been dismissed from the university he is making transfer from due to disciplinary or educational reasons.
- c) He must fulfill the transfer terms determined by the Senate of the University.

### **Executive bylaw of article forty two:**

It is allowed to accept the transfer of a student from outside the university but according to the following restrictions:-

- a) Transfer applicant must be transferred from one of the disciplines identical or similar to the existing disciplines at the Islamic University.

- b) The student must study at least 60% of the graduation requirements of the college transferred to.
- c) Transfer student must not be on scholarship.
- d) Approval of the college to which transfer is made.
- e) His cumulative average must not be less than (3 out of 5) or (2 out of 4).
- f) Transfer procedures must not exceed the end of the third week from the beginning of the semester.

### **Procedures of article forty two:**

1. The student submits his application for transfer to the deanship of admissions and registration in line with the template prepared for that.
2. The following must be attached to the application:
  - a. Student's academic record.
  - b. His enrollment document from the university from where he makes transfer.
  - c. Personal ID.
  - d. Details of course curricula that he studied duly certified by his department.
  - e. If he has been expelled from another university, he must present something to prove the reasons why he was expelled.
3. The Deanship of Admission and Registration his complete documents to the educational department he wishes to be transferred for it to study his application and equilibrate what is possible from the courses he studied and passed according to the opinion of the department responsible for the course.
4. The educational department notifies the deanship of admissions and registration of the result of studying the application for transfer.
5. The deanship of admissions and registration notifies the student of the outcome of his application and the necessary procedures to complete the transfer.

### **Article 43:**

The College Council equilibrates the courses taken by the student outside the university based on the recommendation of the academic departments that offer these courses, and courses that have been

equilibrated shall be demonstrated in the student's academic record, and shall not be included in the calculation of his cumulative GPA.

**Article 44:**

If it turns out after transferring a student that he had previously been dismissed for disciplinary reasons, his enrollment shall be deemed canceled from the date his transfer to the University was accepted.

**Article 45:**

A student may be transferred in any semester from one university to another according to the procedures and deadlines stated in the university to which transferred is being made in the light of the general controls for transfer.

**TRANSFER FROM ONE COLLEGE TO ANOTHER:**

**Article 46:**

A student may be transferred from one college to another within the university based on the terms determined by the University Senate.

**Executive bylaw of article forty six:**

A student may be transferred from one college to another within the university based on the following controls:

- a- The period the student has studied at the college from which he wants to transfer must not exceed two semesters.
- b- Approval of the college to which transfer is made, and its admission requirements are applicable to him.
- c- He must apply for transfer in a period not exceeding the end of the third week from the beginning of the semester.
- d- Transfer must be done once.

**Procedures of article forty six:**

1. The student applies to the college where he studies and fills out the transfer form explaining the reasons for wanting transfer having verified that he fulfills the terms outlined in clauses (a, c, d).
2. He sends the form to the college he wants to be transferred to in implementation of clause (b).

3. The application is referred by the college to the deanship of admissions and registration to complete the necessary procedure.
4. The dean of admissions and registration issues a transfer decision after having completed the necessary procedures and get it announced to the relevant departments.
5. The department from where the student is transferred sends a copy of the student's file to the department to which he is being transferred.

#### **Article 47:**

The academic record of a student transferred from one college to another shall be provided with all the courses has previously studied, including semester and cumulative grades and marks throughout his study at the university.

#### **Executive bylaw of article forty seven:**

The college council or its representative equilibrates the courses studied by the transfer student at the college from where he made the transfer.

### **TRANSFER FROM ONE MAJOR TO ANOTHER WITHIN THE COLLEGE:**

#### **Article 48:**

after approval of the College Dean, a student may transfer from one major to another within the college according to the guidelines set by the University Council.

#### **Article 49:**

The academic record of a student transferred from one major to another shall be provided with all the courses has previously studied, including semester and cumulative grades and marks throughout his study at the university.

### **VISITING STUDENT**

#### **Article 50:**

A visiting student is one who studies some courses at another university or at any branch of the university to which he belongs

without being transferred. The courses he has studied shall be equilibrated based on the following restrictions:-

- a) A prior consent must be obtained from the student's college allowing him to study as a visiting student.
- b) The study must be at a recognized college or university.
- c) The courses studied by the student at the ex-university must be commensurate (equivalent) in their elements with one of the courses covered by graduation requirements
- d) If the student studies in any of his university branches equilibration shall be done according to article (47).
- e) The University Senate stipulates the maximum level of the percentage of modules that may be calculated for a visiting student from another university.
- f) Averages of courses which are equilibrated for a visiting student shall not be calculated among his cumulative GPA, but the courses shall be registered in his academic record.
- g) Any other conditions set by the University Senate.

**Executive bylaw of article fifty:**

A visiting student is one who studies some courses at another university or at any branch of the university to which he belongs without being transferred. The courses he has studied shall be equilibrated for him based on the following restrictions:-

**First:** Islamic University student who wishes to study at another university as a visiting student.

1. A prior consent must be obtained from the student's college allowing him to study as a visiting student.
2. The study must be at a recognized college or university.
3. The courses studied by the student at the ex-university must be commensurate (equivalent) in their elements with one of the courses covered by graduation requirements.
4. The maximum level of the percentage of modules that may be calculated for a visiting student from another university is (20%) of the total graduation modules at the Islamic University.
5. Averages of courses which are equilibrated for a visiting student shall not be calculated among his cumulative GPA, but the courses shall be registered in his academic record.
6. The student must have studied a full semester at least at the Islamic University.

7. He must not have been given academic warning.
8. He must not be a scholarship student.
9. A visiting student must submit his result for each semester to his college in a period not later than the second week after the beginning of the following semester or otherwise he will be considered as one who has dropped out of studies and treated according to article (15) of the study and examinations regulations, though summer semesters shall be excluded from this.
10. Monthly stipends shall not be given to a visiting student, if he deserves that, except he presents to the deanship of student affairs what proves that he is a regular student in the university where he is a visiting student.

**Second:**

A student from other colleges and universities wishing to be a visiting student to the Islamic University:

1. The student must be enrolled in one of the recognized colleges or universities.
2. He must obtain a written approval from his college to study as a visiting student in the Islamic University.
3. He must have studied a full semester at least at the university where he is enrolled.
4. He must not have been given academic warning.
5. The visiting student must be a Saudi.
6. Approval of the college to which he wishes to be a visiting student.
7. The maximum number of semesters allowed to a student to study as a visiting student is two academic semesters.
8. Accepting a one as a visiting student at the Islamic University does not necessitate any financial rights or whatsoever.
9. Courses a visiting student wishes to study shall be registered according to the controls of registering courses at the Islamic University.
10. At the end of each semester the student is furnished with the results of the courses he studied.
11. A visiting student is treated in accordance with the provisions of this regulation and its executive bylaws.

**Procedures of article fifty:****First: Islamic University student who wishes to study at another university as a visiting student.**

1. The deanship of admissions and registration prepares a template including the approval of the college where the student studies.
2. The deanship addresses the deanship of admissions and registration of the university where the student wishes to study a course.
3. In case the student provides the exam score it shall be sent to the college to award his marks in his record or sent to the vice deanship of registration at the deanship to award his marks.

**Second:**

A student from other colleges and universities wishing to be a visiting student to the Islamic University:

1. The deanship of admissions and registration prepares a template including the approval of the college where the student studies.
2. The deanship of admissions and registration sends the template attached with a copy of the transfer form from the other university.
3. The college returns the transaction after approval or disapproval.
4. The deanship of admissions and registration opens an outlet to enroll the student in the course he wishes to study and title it as (visitor).
5. At the end of each semester the student is furnished with the results of the courses he studied.