

جامعة التقنية
والعلوم التطبيقية
University of Technology
and Applied Sciences



Academic Regulations

Decision No. 612/2022

Chapter One

Definitions

Article 1

During the application of the provisions made in these regulations, the following words and expressions shall be understood as indicated below, unless the context should suggest otherwise.

University:

The University of Technology and Applied Sciences

Academic Council:

The University's Academic Council

Department:

An Academic Department at any of the University's branches or specialization colleges.

Foundation Program:

An introductory program approved by the Oman Authority for Academic Accreditation and Education Quality Assurance that aims to develop students' knowledge and skills.

Academic Program:

A program in which students enroll and study, and which awards them an academic degree. It consists of a number of credit-hour courses.

Academic Semester:

An eighteen-week period, including three (3) weeks for final assessments but not the registration period.

Summer Semester:

A ten-week period, including two (2) weeks for final assessments but not the registration period.



Graduation Requirements Plan:

A set of credit-hour courses, approved by the University Council, that students have to complete successfully to obtain a bachelor's degree, an advanced diploma, or a diploma.

Study Plan:

A (student's) advisory plan comprising the graduation requirements distributed over the academic semesters.

Academic Course:

A discrete curriculum with specific objectives, theoretical and practical tasks, skills, and learning outcomes. It is an educational unit, possibly related to other units, with its own code, number, credit hours, and notional learning hours.

Pre-requisite course:

A course that students need to take before enrolling in a subsequent course.

Co-requisite course:

A course that students have to take concurrently with another course in the same academic semester.

Equivalent Course:

A course that covers at least 70% (seventy percent) of the learning outcomes of the original course.

Substitute Course:

A course, similar in academic level to the original, in which students can enroll in instead of the original one.

Registration:

The process whereby students enroll in courses in line with the Study Plan and after having obtained the approval of their respective academic advisors.

Challenge Test:

A comprehensive assessment tool measuring all of a course's learning outcomes.

Course Load/Study Load:

The total number of credit hours pertaining to the courses in which students are enrolled per semester.

Grade Point Average (GPA):

The average grade point quantifying students' academic achievement calculated by multiplying the numerical values of the grade earned for each course by the number of credit hours.

Semester GPA (SGPA):

The average numerical value obtained from the grades of the courses that students took during a semester, regardless of whether they passed or failed them.

Cumulative GPA for the academic level (LCGPA):

The average numerical value obtained from the grades of the courses that individual students took on one level up to the date of its calculation, regardless of whether they passed or failed the courses, and which constitutes the basis for their moving to the next higher level.

A student's Total Cumulative GPA (CGPA):

The average numerical value obtained from the grades of all the courses taken by individual students, regardless of whether they passed or failed them, on all academic levels up to the date of its calculation.

Credit Hour:

It consists of three (3) notional learning hours per week, not less than 42 (forty-two) hours per semester, including theory, practice, assessment, and self-study.

Full-time Study:

A study system whereby students enroll according to the approved Study Plan with a full course load and on a full-time basis.

Part-time Study:

A study system whereby students enroll according to the approved Study Plan on a part-time basis.



Chapter Two

Study System

Article 2

The academic year at the University consists of two (2) semesters, the Fall and Spring semesters. Each semester consists of 15 (fifteen) study weeks and three (3) weeks for final examinations.

In some of the University's branches or specialization colleges, a summer semester may be offered as optional depending on the available resources and based on the conditions set by the University. It shall consist of eight (8) study weeks and two (2) weeks for final examinations.

Article 3

The Academic Council approves the annual academic calendar, which includes the registration dates, the add-and-drop period, and the start of study, the final examinations, and other academic activities.

Article 4

The University shall use the credit-hour system for its curricula. Each discrete curricular component shall be assigned a number of credit hours and notional learning hours, based on which the numerical estimates, the cumulative averages, and any other value stipulated in these Regulations shall be calculated.

Article 5

Students should proceed to the undergraduate level once they have successfully passed the requirements for joining the academic programs as specified in the General Foundation Program Prospectus. In the event that a student has passed a foundation program at another university, the said program must be compatible with the Foundation Program Prospectus approved by the University.

Article 6

The University offers its academic programs in accordance with Oman Qualifications Framework on the following academic levels:

1. Diploma Programs consisting of at least 60 (sixty) credit hours



2. **Advanced Diploma Programs** consisting of at least 90 (ninety) credit hours
3. **Bachelor Programs** consisting of at least 120 (one hundred and twenty) credit hours

Students may proceed from the diploma level to the advanced diploma level provided that they have obtained a **level Cumulative Grade Point Average (LCGPA)** for the relevant academic level of not less than **2.5**, and students may proceed from the advanced diploma level to the bachelor level provided they have obtained a cumulative average for the academic level of not less than **2.75** as well as having achieved the English language proficiency level specified in the General Foundation Program Prospectus.

The University may offer academic programs comprising one or two academic levels based on the needs of the labor market and the nature of the academic program.

Chapter Three

Regulations for Admission, Student Transfer and Change of Academic Program or Specialization

Article 7

The University's Admissions and Registration Deanship prepares the Annual Admission Plan based on the available academic programs, specializations, and resources, and then, forwards it to the University Council for approval.

Article 8

The admission of Omani students to full-time study in the University is done through the Higher Education Admission Centre (HEAC) in accordance with the admission criteria approved by the University and announced by the Higher Education Admission Centre (HEAC). The admission of non-Omani students for full-time study is done through the Omani Program for Cultural and Scientific Cooperation, Student Exchange Programs, University Scholarships or through the University Scholarships for the children of non-Omani staff at the University, or other applicable programs in this matter.



Article 9

The admission of students with disabilities shall proceed according to the same admission criteria approved by the University and announced through the Higher Education Admission Centre (HEAC) and in the University's branches and specialization colleges that have proper facilities for these students.

Article 10

Students may be admitted to study at the University on a part-time basis in accordance with the policies and procedures approved by the University Council, taking into account the following regulations:

1. The students shall fulfill the enrollment conditions and criteria announced by the University's Admissions and Registration Deanship.
2. The students should pass the interview and tests stipulated by the University - if applicable.
3. The students should undertake to register and pay the tuition fees in accordance with the approved policies and procedures.
4. The students should study not less than 50% (fifty percent) of the credit hours at the University.
5. The specialization that the students wish to pursue should be currently offered in the University's branch or specialization college.
6. The students should provide evidence of their employer's consent.

Article 11

Applications for part-time study shall be received by and processed through the University's Admissions and Registration Deanship according to the enrollment criteria for each academic program. This Deanship shall proceed in coordination with the respective dean to ensure course equivalency according to the graduation requirements plan.

Article 12

A file is created for each student upon their admission to the University containing all relevant information and documents. The confidentiality of the students' files shall be maintained in compliance with the laws regulating this.



Article 13

Students from other HEIs within the Sultanate of Oman may apply to transfer to the University through the Admissions and Registration Deanship in accordance with the following conditions and regulations:

1. Students must be Omani citizens and not older than 25 (twenty-five) years at the time of submitting the transfer application, and they shall fulfill the conditions and criteria for transfer announced by the University's Admissions and Registration Deanship.
2. Seats shall be available in the University's branch or specialization college to which the students are requesting the transfer.
3. Students shall be enrolled in an HEI at the time of submitting the application for full-time study.
4. Students shall fulfill the minimum approved and announced conditions for admission to the academic program to which they wish to transfer in the same academic year that they were accepted.
5. Whenever the various applicants' GPA is the same, priority shall be given to those with the highest grades in the General Education Diploma.
6. Evidence of the completion of the General Foundation Program (or its equivalent) shall be submitted in accordance with the criteria and regulations set by the University to pass the General Foundation Program.
7. A valid international certificate shall be submitted to prove that the candidates meet the English Language proficiency requirements.
8. The students shall have successfully completed at least 30 (thirty) credit hours of the academic program and obtained a grade of not less than Good in the institution from which they are transferring, according to the grades scheme approved by the University.
9. The students shall not enroll for less than 50% (fifty percent) of the credit hours at the University.
10. The courses in which the students obtained a grade of not less than C shall be calculated according to the University's grades scheme provided that the similarity percentage in the learning outcomes of the courses is not less than 70% (seventy percent). The student shall be awarded a TC grade in those courses that shall not be included in the GPA calculations.



11. The student shall submit evidence of their release from the educational institution they transferred from, along with proof of no disciplinary sanctions related to integrity, honesty, or academic misconduct, before completing their registration procedures at the university.

12. A certificate issued and approved by the concerned authorities shall be provided proving that the students are not in employment.

Article 14

Students may submit requests to transfer from one branch to another within the University, starting from the sixth (6th) week of the semester, except for the Summer semester, as follows:

1. Within the same academic program or specialization: students may transfer from one of the University's branches to another in accordance with the following regulations:

- A. The transfer conditions as approved and announced by the Admissions and Registration Deanship shall have been fulfilled.
- B. There shall be seats available at the University's branch to which students are requesting a transfer.
- C. Students' transfer shall take place during the subsequent semester following their submission of the transfer request and the approval of their academic record.
- D. Students shall be held responsible for any delay in completing the graduation requirements within the maximum period specified for graduation.
- E. Students shall not be allowed to transfer more than once during their study period at the University.
- F. Scholarship and part-time students shall append to their requests the approval of their sponsoring entity or employer, respectively.

2. The transfer of students from one branch to another, with a change in the academic program or specialization, shall be in accordance with the following regulations

- A. The transfer conditions as approved and announced by the Admissions and Registration Deanship shall have been fulfilled.
- B. The students shall have met the General Foundation Program Requirements for the academic program or specialization to which they are requesting transfer. Wherever necessary, they shall be given the opportunity to take the Challenge Test in the Mathematics component of the General Foundation Program.



- C. There shall be seats available in the University's branch and the academic program or specialization to which the students are requesting a transfer.
 - D. Students shall not have completed more than one academic year in the current program or specialization.
 - E. Students shall be held responsible for any delay in completing the graduation requirements within the maximum period specified for graduation.
 - F. Scholarship and part-time students shall append to their requests the approval of their sponsoring entity or employer, respectively.
3. In case the request for changing the academic program or specialization is approved, all the courses that the students have successfully completed and that are included in the new Study Plan shall be ascribed to them and their grades shall be included in the GPA calculation.
4. All the courses that the students took in their previous program or specialization, regardless of whether they passed or failed, and that are not included in the new Study Plan shall be included in the transcript with the corresponding grades but not taken up in GPA calculations.
5. The total period of study in both programs and specializations shall not exceed the maximum period stipulated in these Regulations.
6. The students may change their academic program or specialization only once during their study period at the University.
7. Students requesting a change of academic program or specialization at the branch level shall be subject to the same conditions stipulated in clause two (2) of this article.
8. When the number of applicants is greater than that of available seats, priority shall be given to the students with the highest GPA.

Article 15

To be eligible for admission to Student Exchange Programs, non-Omani students shall meet the following requirements:

- 1. The HEI where the students are currently enrolled shall approve their participation in the programs and the course descriptions of the courses in which they intend to enroll at the University.
- 2. The students shall have completed 60 (sixty) credit hours or their equivalent of their current graduation requirements plan at their home HEI. Additionally, the students' cumulative GPA shall not be less than 2.5 out of 4.00.



3. The study period at the University shall not exceed two semesters.

4. The students shall comply with all the University's academic rules and regulations and with the provisions of the Student Exchange Agreement between the University and the HEI in which they are enrolled.

5. The University shall not bear any financial liabilities, unless otherwise stipulated in the agreements signed in this regard.

The Admissions and Registration Center at the University's branch or specialization college shall provide the students with an authenticated transcript together with a description of the courses that they have successfully completed.

Article 16

The University's students may enroll in Student Exchange Programs according to the following:

1. The students shall have completed 60 (sixty) credit hours of their current graduation requirements plan. Additionally, the students' cumulative GPA shall not be less than 2.5 out of 4.00.

2. The study period in the Student Exchange Program shall not exceed two semesters. Additionally, the period spent by the students in the student exchange program shall not be counted towards the maximum allowed duration of study at the University.

3. The students shall not have been subject to any disciplinary sanctions.

4. The course descriptions of the courses that the students will take during the student exchange program need to be approved by the Dean of the relevant college.

5. The University shall continue to pay the students' subsistence allowance during their participation in the student exchange program.

6. The selection process within each student category shall be competitive, taking into account the cumulative GPA of the student.

Article 17

Visiting students (Omani and non-Omani) enrolled in (local and international) HEIs recommended by the relevant authorities in the Sultanate of Oman may apply to the University's Admissions and Registration Deanship to register for some courses provided that:



1. The students obtain their home HEI's written approval of the specific courses that they intend to take at the University as well as of their course descriptions.
2. The University's Admissions and Registration Deanship, in coordination with the relevant college makes seats available for the Fall and Spring semesters.
3. The students meet the established English language proficiency criteria for academic programs and it transpires from their academic performance that they are not on academic probation.
4. The students may not enroll for more than 50% of the total credit hours of their graduation requirements plan at their home HEI.
5. The tuition fees are paid in accordance with the applicable regulations.
6. Students comply with all the University's academic rules and regulations.

The Admissions and Registration Center at the University's branch or specialization college shall provide the students with an authenticated transcript together with a description of the courses that they have successfully completed.

Article 18

The University's students with a GPA of 2.00 or higher may take some credit-hour courses in local and international HEIs recommended by the relevant authorities in the Sultanate of Oman provided that:

1. Students obtain the approval of the HEI at which they intend to study at.
2. The total number of credit hours for which they are registered does not exceed 15 (fifteen) during their enrolment at the host institution.
3. The Admissions and Registration Deanship grants its approval, in coordination with the relevant specialization college, specifying the courses that the students can take, their number of credit hours, and the equivalent courses in their home graduation requirements plan.
4. Students comply with all the host institution's academic rules and regulations.
5. The students submit to the University an official transcript obtained at the host institution.
6. The courses can be accredited to the students provided that they obtained a minimum grade equivalent to C as per the university grading scheme, subject to the conditions of the equivalent course. These credit hours will be reflected as transfer credits in the corresponding semester's



transcript, but they shall be counted neither toward the grade point average (GPA) nor the cumulative GPA.

7. The University does not incur any financial liabilities.

Article 19

The Admissions and Registration Deanship shall announce the registration dates and the add-and-drop period well in advance of the start of the scheduled registration period. The minimum number of students required for any course to be offered during the Fall and Spring semesters is ten (10). The University's branches' Council and/or the specialization colleges may make an exception to this rule.

Article 20

Students shall enroll in courses during the registration week, namely the week before teaching starts. Notwithstanding this, in exceptional circumstances and supported by official documents, late registration shall be permitted up to two (2) weeks beyond the said date on a case-by-case basis, upon the recommendation of the Admissions and Registration Center and with the approval of the University's Assistant Vice-Chancellor of the branch or the Dean of the specialization college.

Students with disabilities shall be given priority in registration.

Article 21

Students may not register for courses or study programs in the following cases:

1. Incomplete admission procedures.
2. Failure to successfully complete the General Foundation Program.
3. A GPA lower than 2.00 for the LCGPA of the level after having pursued all available legal means to be released from academic probation
4. Failure to meet specific academic pre-requisites
5. Non-compliance with the maximum allowed period to complete the academic level
6. Withdrawal from the University
7. Timetabling conflicts or lack of seat availability
8. Failure to meet the conditions for moving to the higher academic level based on these Regulations



9. Non-payment of tuition fees for students registered for part-time study
10. Disciplinary penalties preventing students from enrolling for one or more semesters
11. Retention of University property in their custody

Article 22

Students who have failed a pre-requisite course for a reason other than absenteeism and students whose graduation depends on it may take said pre-requisite course and a course that requires it in the same semester provided that they have obtained the approval of their academic advisor and the concerned Head of Department. In the event that the students fail the pre-requisite course for the second time but succeeded in the course that requires it, they are not allowed to enroll in any courses related to one or both of them. Students are not allowed to withdraw from the pre-requisite course if they are enrolled in both the prerequisite and a course that requires it.

Article 23

The department shall assign an academic advisor to each student and notify the University's Admissions and Registration Center at the University's branch or specialization college. The academic advisor is committed to applying the approved policies for academic advising at the University in the following ways:

1. By enabling students to discover their potential and capabilities.
2. By guiding students' course selection each semester in accordance with the Study Plan and these Academic Regulations.
3. By guiding students to explore alternative pathways for degree completion, as outlined in the Study Plan and in accordance with these Academic Regulations, in the event of any disruption to the regular progression of their degree.

Students shall be held responsible for ensuring that they fulfill the graduation requirements. Failure to observe this shall result in their withdrawal from some of the courses in which they have enrolled. The guidance of the academic advisor shall be heeded in this regard.



Article 24

In the Fall and Spring semesters, students shall be allowed to register for a maximum total course load of eighteen (18) credit hours and a minimum of twelve (12) credit hours unless they belong to the following categories:

1. Part-time students, who may enroll for not fewer than six (6) credit hours in all semesters.
2. Students whose graduation or transfer from one academic level to another at the end of that semester depends on studying less than the minimum load.
3. Students in special circumstances whereby the Dean of Admissions and Registration, based on the recommendation of the Head of the Admissions and Registration Center, has approved for them an academic load of at least nine (9) credit hours.
4. In the case of students who have been unable to enroll for at least nine (9) credit hours at a time because the courses were not being offered in any of the University's branches or specialization colleges, their enrollment shall be considered postponed. Based on the recommendation of the Head of the Admissions and Registration Center and with the approval of the respective branch's Assistant Vice-Chancellor or the Dean of the specialization college, such a postponement shall not be included in the calculations of said students' maximum allowed study period at that level, nor be counted together with other cases of postponement. The students' registration shall be canceled if they register for fewer than nine (9) credit hours, and it shall be considered a postponement by default. Such a postponement shall be included in the calculations of their maximum allowed study period at that level and shall be added to the number of their voluntary postponement cases.

Article 25

Students' course load may be extended further than what is stipulated in article twenty-four (24) of these Regulations to a maximum of twenty-one (21) credit hours during the Fall and Spring semesters if:

1. students attain a semester GPA of 3.5 or higher in two consecutive academic semesters, with a course load of not less than 15 credit hours for each semester.
2. students attain a cumulative GPA for the academic level (LCGPA) of not less than 3.5 points.
3. students are in their graduation semester.



Article 26

In the Summer semester, students shall be allowed to register for a maximum total load of nine (9) credit hours and a minimum of six (6) except for graduate students who only have one course remaining.

Article 27

Students on academic probation shall not be entitled to a load exceeding a maximum of 12 (twelve) and a minimum of nine (9) credit hours during the Fall and Spring semesters, and six (6) credit hours in the Summer semester. Students on academic probation and expected to graduate in that semester shall be allowed to register for only one more credit course if that is sufficient for graduation so that their total cumulative GPA reaches 2.00 points or more.

Article 28

Students registered for an on-the-job training course in any semester may register for only one course for the aim of graduation providing they do not contradict the training criteria approved by the University.

Article 29

Students may enroll in courses from the academic level at which they are registered as well as from the subsequent academic level for the academic programs offered at the diploma, advanced diploma, and bachelor levels in the following cases and for only once:

1. when students have fewer than twelve (12) credit hours remaining to complete the academic level at which they are enrolled in the Fall or Spring semester, provided that their LCGPA qualifies them for progression to the next level in keeping with the conditions for transition between academic levels stipulated in these Regulations and that they enroll for a combined total of twelve (12) credit hours.
2. when students have an LCGPA of 3.00 and intend to enroll for more credit hours than the maximum load up to a total of fifteen (15) credit hours from two different levels.
3. when students are not on academic probation.
4. when students are not eligible to register for any higher-level courses because they still have to pass lower-level ones.
5. when students have not withdrawn from any courses from the lower/previous academic level.



Article 30

Students may drop or add a course during the first week of scheduled classes providing that they have obtained the approval of their academic advisor, that a seat is available on the course the students intend to add and provided that it is within the students' course load and Study Plan.

Students shall not be given a 'W' (Withdrawal) grade on their transcript for dropped courses.

Article 31

Students registered for a particular course may not transfer to another section of the same course, except in cases of timetabling conflicts, cancellation of their section, or for any other reason approved by the relevant department or the Admissions and Registration Center.

Article 32

Students shall repeat any mandatory course that they have failed and that is required in the Study Plan as specified in these Regulations. In the case of failing an elective course, students may replace it with another substitute course from the same academic level based on the recommendations of the Head of the relevant academic department and the approval of the Dean of the concerned college. with no more than two (2) alternative courses during the study period at the University. This shall not be done more than twice during their study at the University.

Article 33

Students may repeat a course for which they earned a passing grade (C or lower), depending on the academic level. This is limited to no more than two (2) courses at the diploma level and one (1) course at the advanced diploma and bachelor levels, subject to the availability of seats on the course.

Students enrolled in programs that award bachelor's degrees only may repeat four (4) courses with a passing grade (C or lower) for the purposes of improving their GPA, subject to the availability of seats in the course.

Article 34

In cases of repeated courses, all grades earned shall appear on the transcript, but only the latest grade shall be used in the calculation of the GPA even if it is lower than the previous grade.



The symbol N shall appear in the transcript's remarks field for the course/s that students passed at their first attempt.

Article 35

Graduating students who have not passed a course shall be given the opportunity to repeat the final assessment of not more than two courses during the first week of the subsequent semester. Although the final grade shall be calculated out of one hundred (100), the grade given to the students shall be Pass. Upon passing the course, the students shall be awarded a Pass depending on the grade scheme applicable to that particular academic component.

Article 36

Final grades may be changed only if there has been an error in computation or transcription or as a result of a formal appeal process. No final grade shall be altered because of an additional examination or the submission of additional work after the end of the semester, except in the case stipulated in article thirty-five (35) of these Regulations.

Article 37

Students shall not be allowed to enroll for any additional courses once they have successfully completed all the graduation and on-the-job training requirements.

Article 38

Students may withdraw from a course after the first teaching week but prior to the end of the eighth teaching week in the Fall and Spring semesters upon receiving the approval of the course lecturer and their academic advisor and taking into consideration the following criteria:

1. They may withdraw from a maximum of two (2) courses at the diploma level, one (1) course at the advanced diploma level, and one (1) course at the bachelor level.
2. They may withdraw from a maximum of four (4) courses during their study period at the University in the academic programs that award bachelor's degrees only.
3. In the Fall and Spring semesters, students may not, after withdrawal, be enrolled for fewer than twelve (12) credit hours. This shall be reduced to nine (9) credit hours if the students are on academic probation or six (6) credit hours if they are enrolled for part-time study.
4. The students shall not be in their graduation semester or in the final semester of their enrolled level.



5. The students shall not have been found guilty of cheating in the academic course from which they intend to withdraw.
6. The students' absenteeism record for the course shall not exceed twenty percent (20%).
7. The students shall not have been subjected to disciplinary penalties preventing them from entering the final examination of the course.

Article 39

Students may postpone their study in the University for a maximum of 2 (two) semesters, either consecutive or not, during the students' study period at the University upon the approval of the academic department and the Admissions and Registration Center, due to health or social reasons, or other exceptional circumstances. The students shall submit supporting documentation accompanied by the approval of the funding or scholarship entity, as the case may be. The period of postponement shall be counted within the maximum study period allowed at each academic level.

Students may submit a postponement request to the Admissions and Registration Center for an additional third semester, due to exceptional circumstances supported by the required documents and upon the recommendation of the Head of the students' academic department. The decision about the request shall be made by the University's branches council or the specialization college. The period of postponement shall be counted within the maximum study period allowed at each academic level.

In all cases, the payment of subsistence allowances shall be discontinued during the postponement period.

Article 40

Students may submit their requests for semester postponement only up to and including week ten (10) of the relevant semester and after having had a guidance and counseling session with their academic advisor. The decision on the request shall be made no later than the end of week 12 (twelve). The students shall be notified of the decision in writing through any of the communication means by the Admissions and Registration Center at the University's branch or specialization college.

When a postponement request has been approved, a grade of Officially Postponed (OP) shall be entered in the University's approved electronic registration systems, and the date of postponement shall be recorded on the students' transcript. If the students have neither updated



their status in the approved registration system nor enrolled in the academic semester following their postponement period, their student status at the University shall be revoked, unless they submit a request for an extension of the postponement in accordance with the procedures stipulated in article 39 (thirty-nine) of these Regulations.

Article 41

When there are student training agreements with local or international institutions, those training periods shall not be counted within the maximum study period or postponement periods.

Article 42

Students shall be considered to have voluntarily withdrawn from the University in any of the following cases:

1. After submitting an official withdrawal request approved by their academic advisor and their scholarship or funding entity, as the case may be.
2. After their legal guardians' submission of an official withdrawal request on behalf of the students in cases of severe illness or serious injury, together with the relevant supporting documents.
3. After completing an academic level and submitting an official request to the University's administration with the approval of their scholarship or funding entity, provided that the submission takes place only during the semester's registration period.

In case of withdrawal, a statement of "Official Withdrawal" (W) shall be recorded in the students' file together with the withdrawal date. A grade of Withdrawn (W) is granted for each academic course in which they were enrolled but did not complete. The withdrawal shall be effective from the date of its approval by the Head of the Admissions and Registration Center. The provisions regulating absenteeism from academic courses shall be applied until the date of submitting the withdrawal request.

Article 43

Students shall be considered to have mandatorily withdrawn from the University in any of the following cases:

1. When they do not meet the conditions for being released from academic probation.
2. When they are unable to complete their studies within the maximum allowed study period.



3. Whenever a disciplinary penalty has been issued against the students for committing an act that violated honor, honesty, or academic integrity, or for assaulting or threatening students, employees, or faculty members at the University.

4. Expulsion from the University: The Head of the Admissions and Registration Center shall issue the notice of withdrawal to the students upon the approval of the Assistant Vice-Chancellor of the relevant University's branch or the Dean of the specialization college.

The students shall be marked "Withdrawn" (W) for each course in which they were enrolled but did not complete, and this shall be recorded on the transcript as "Mandatory withdrawal for disciplinary or academic reasons".

Article 44

Students' withdrawal from the University shall be considered unofficial in the following cases:

1. If they have not registered in the academic courses after being admitted to the University and by the end of the registration period.
2. If they have been absent from all academic courses without notifying the University for more than 20% (twenty percent) of the teaching contact hours in the semester and without a valid excuse.
3. If they have been absent for 10 (ten) consecutive study days without a valid excuse.
4. If they have not registered during the registration or add-and-drop period for one semester without a valid excuse.

The students shall be granted an F (Fail) grade, and "Unofficial withdrawal" shall be stated in their record together with the withdrawal date.

Article 45

The Council of the University's branch or the specialization college can approve students' readmission only once after their withdrawal based on the recommendation of the Admissions and Registration Center in the cases stipulated in articles 42 (forty-two) and 44 (forty-four) of these Regulations, according to the following conditions:

1. The interruption from studies shall not exceed 2 (two) semesters (Fall and Spring). The Academic Council may extend this period due to circumstances supported by the required documents proving the students' inability to continue studying during the interruption period



without counting this as a postponement or including it within the maximum allowed study period.

2. The students shall provide a valid excuse for interrupting the studies.
3. There shall be a vacant seat at the University's branch or specialization college. In case of limited seats, priority shall be given to those who successfully completed more credit hours.
4. The period left for completing the academic level shall not exceed the maximum allowed study period stipulated for the level in these Regulations.
5. The approval of the employer or the funding entity shall be submitted together with the readmission request.
6. The students shall submit a proof that they are not registered with the concerned authorities as job seekers or employed.

When the Council of the relevant University's branch or the specialization college agrees to re-admit students, the latter's prior academic record shall be considered, and they shall be re-admitted to the same study program at the beginning of the semester during the registration or add-and-drop period. In this case, the interruption period shall be considered as a postponement period and shall be counted within the maximum study period at the University.

Article 46

Students with a semester or level cumulative GPA lower than 2.00 shall be placed on probation in the subsequent semester and shall be subject to the following regulations:

1. Full-time students shall not be entitled to register for more than 12 (twelve) credit hours or less than 9 (nine) credit hours. Part-time students shall be entitled to register for a maximum of 12 (twelve) credit hours and a minimum of 6 (six) credit hours.
2. The concerned academic advisors shall draw up a remedial plan for these students prioritizing their registration in courses that they did not pass or the courses in which they obtained a grade less than C, in compliance with the conditions set in these regulations for repeating courses.

Article 47

Students on academic probation shall raise their cumulative GPA of the academic level to 2.00 and above within a maximum period of 3 (three) consecutive semesters, otherwise they shall be considered to have been mandatorily withdrawn from the University. On-probation students



shall receive a warning in writing through one of the University's approved means of communication that they must raise their cumulative GPA of the academic level starting from the first semester of probation, and their guardian may be notified about it. The students' employer or funding entity shall be notified of the students' academic probation status.

Article 48

Academic probation shall be structured in the students' academic record, in accordance with the following:

1. First academic probation: first warning
2. Second academic probation: second warning
3. Third academic probation: final warning (required to withdraw from the University for academic reasons). The students' registration on third probation shall be conditional on the possibility of their obtaining the minimum cumulative GPA required to be released from academic probation.

Article 49

The Summer semester is not a semester in which students can be placed on academic probation. However, if on-probation students register for the Summer semester and are able to obtain a level Cumulative Grade Point Average of 2.00 or higher by the end of the semester, they shall no longer be on academic probation.

Article 50

Priority of registration for the Summer semester shall be accorded to the University's students in the following order:

1. Students who would otherwise graduate late but could graduate in the Summer or Fall semester if seats were made available to students.
2. Students whose approved Study Plans include courses that are not being offered in their University's branch or specialization college
3. Students whose Study Plans include courses offered in the Summer semester.
4. Students who have failed some courses and are unable to repeat them because those courses cannot be offered in the subsequent semester.



5. Students who have failed pre-requisite courses and are unable to repeat them in the subsequent semesters.
6. Students who previously postponed taking some courses because they were on academic probation or for any other valid reasons.
7. Students who continue to be on academic probation because they have been unable to raise their cumulative GPA by repeating the courses which they previously failed.

Article 51

The academic courses to be offered in the Summer semester shall be the following:

1. Courses whose offering was postponed by the Admissions and Registration Center in coordination with the academic departments for all academic years in the previous semesters.
2. Courses that are necessary for students expected to graduate in the Summer semester, provided that at least 10 (ten) students enroll in them.
3. Courses which the students postponed while they were on academic probation.

Article 52

Students registered in the Summer semester are subject to the following regulations:

1. It is not allowed to withdraw from any registered course. If the students withdraw from any course, they shall be considered to have withdrawn from the Summer semester entirely, and a Withdrawal grade shall be awarded to them in all the registered courses.
2. It is not allowed for students to repeat the courses which they have previously passed, although exceptions shall be made for students who are on academic probation.
3. It is not allowed for students to enroll in courses that belong to a latter semester in their Study Plan.
4. In the case of students' withdrawal from a course in the Spring semester, they shall not be allowed to register in the same course in the Summer semester unless the withdrawal was due to a medical excuse or if the students are expected to graduate by the end of the Summer semester.
5. It is not allowed for students to register in courses from two different academic levels in the Summer semester.



Chapter 5

Academic programs, Examinations, and Assessment

Article 53

The specifications of each academic program shall include the following components:

1. Name of the academic degree and specialization
2. A description of the program
3. Program Learning Outcomes
4. The graduation requirements plan, which shall include specific information about the number of credit hours for the University requirements, college requirements, department requirements, specialization requirements, and compulsory and elective courses in the academic program, in addition to the requirements for on-the-job training and field training.
4. The assessment scheme.

Article 54

The course outline shall seek to provide students with essential information about the course. It shall be distributed to students in the first week of each semester, and it shall include the following:

1. The course code, its title, pre-requisites, co-requisites, contact hours and credit hours, and the course description
2. The lecturer's name as well as his/her office location and office hours.
3. Course learning objectives and outcomes
4. The main topics of the course
5. Teaching and learning methods
6. Assessment scheme
7. Dates of quizzes, research papers, assignments, etc. with an explanation of the weightage assigned to each of them in the overall grade, and the policies related to plagiarism and academic violations
8. Books, academic references, scholarly articles, or any other necessary resources for the course



9. Any conditions or requirements related to the course.

Article 55

The University applies the Credit Hours System according to the following regulations:

1. One credit hour consists of three (3) notional learning hours per week distributed between attending classes (contact hours) and the independent learning required to understand and comprehend what has been studied.

2. The credit hour is equivalent to a total of 42 (forty-two) notional learning hours in a semester of at least 14 (fourteen) teaching weeks.

3. The learning activities to be included in the three (3) weekly notional hours per academic semester are based on what the learner needs to achieve the learning outcomes for each unit or course of the academic program leading to obtaining the qualification.

The three (3) notional learning hours include any of the following:

- a) One (1) contact hour and two (2) hours of independent learning such as self-study, preparation time, and assessment.
- b) Two (2) contact hours of laboratory work and one (1) hour of independent learning spent in student activities, such as study time to prepare for laboratory work or assessments, and assessment time.
- c) Three (3) contact hours in workshops or laboratory work.

Article 56

Contact hours corresponding to the credit hour are determined according to the type of contact activity as in the table below:

Contact Activity	The number of contact hours per credit hour
Lecture	1
Seminar	2
Tutorial	2
Laboratory	2-3
Studio	2-3
Workshop	2-3



Article 57

The maximum study duration of each academic level at the University for multi-level academic programs shall be as follows:

1. **Diploma:** a maximum of **three (3) academic years** after the successful completion of the General Foundation Program for full-time students and a maximum of six (6) academic years for part-time students.
2. **Advanced diploma:** a maximum of **two (2) academic years** after the successful completion of all the requirements for the diploma program for full-time students and a maximum of four (4) years for part-time students.
3. **Bachelor:** a maximum of **two (2) academic years** after the successful completion of all the requirements for the advanced diploma program for full-time students and a maximum of four (4) years for part-time students.

The maximum study duration for students who enroll in courses from two different academic levels shall be the one specified for the lower level. The maximum study duration in the academic programs that are offered at the bachelor's level only shall be **six (6) academic years** after the successful completion of the General Foundation Program.

Article 58

Students are obliged to attend the courses in which they have enrolled and monitor their own absenteeism percentage through the approved electronic systems. In the event of their absence from the lectures announced in the courses, with or without an excuse, and in compliance with the applicable policies and procedures, the following actions shall be taken:

1. A first warning shall be issued if the absenteeism percentage in any course reaches 10% (ten percent) of the total contact hours.
2. A second warning shall be issued if the absenteeism percentage in any course reaches 15% (fifteen percent) of the total contact hours.
3. Students shall be debarred from the final examination if their absenteeism percentage in any course is greater than 20% (twenty percent) of the total contact hours in any semester, and the students shall be deemed to have failed the course.

Any of the following shall be considered a written warning:

- A. A text message or an e-mail sent to the student.
- B. An announcement through the electronic systems approved by the University.



Article 59

The following applies to students in the case of their absence:

1. If the absence exceeds 20% (twenty percent) of the total contact hours of the course and they have a valid excuse supported by official documents that has been accepted by the Admissions and Registration Center, the students shall be considered to have withdrawn from the course and shall be awarded a Withdrawn (W) grade on the academic record provided that they did not exceed the number of courses from which withdrawal is allowed according to these Regulations. If their absence was without a valid excuse, the students shall be debarred from the course and awarded a Fail Due to Absence (FW) grade on their academic record.
2. If students are absent for ten (10) consecutive days in all courses with a valid excuse supported by official documents and accepted by the Admissions and Registration Center, then the regulations enforced in the University regarding students' absenteeism shall be applied. If their absence was without a valid excuse, they shall be considered to have withdrawn from the University and shall be awarded a Fail Due to Absence (FW) grade on their academic record.

Article 60

Students may be absent due to approved extra-curricular activities in accordance with the following conditions:

1. The students shall have obtained their academic advisors' approval before participating in extra-curricular activities.
2. If the students are on academic probation, they shall have obtained the approval of their University branch's Assistant Vice-Chancellor or of their specialization college's Dean before participating in extra-curricular activities.

Article 61

Absences resulting from late course registration during the add-and-drop period or from participation in internal or external activities representing the University, with the approval of the University's Assistant Vice-Chancellor at their branch or by their specialization college's Dean, shall not be considered as absences.

Article 62

Each college shall establish an **Examination Committee** headed by the respective college's Dean, or their designated representative, and with the membership of the heads of academic departments. The committee shall hold its meetings **twice per academic semester**. The



committee shall be tasked with ensuring the implementation of the approved assessment standards across all branches and specialization colleges.

Article 63

Students shall be evaluated, and assessed based on the Grade Point Average (GPA) System. The final grades of courses shall be based on the continuous assessment results of each student, in accordance with each course's objectives and learning outcomes and the criteria that have been specified for it, taking into consideration the following:

1. Final grades for any course shall be based on individual student's performance and not on comparisons made between their performance with that of their peers within the same group.
2. Courses of a theoretical nature shall have at least three (3) assessments that contribute to the final grade of the course.

Article 64

Student work shall be assessed according to the nature of each course. This shall include continuous assessment, unannounced quizzes or periodic exams, mid-semester and final semester exams, studies and research, projects, or any other methods of assessment commensurate with the nature of the course. All types of assessment, including tests and assignments, shall be adjusted for students with disabilities to accommodate their condition or disability without altering the courses outcomes. They may be granted additional time to submit assignments and activities commensurate with their disability. In addition, these students may be granted extra time during examinations provided that the additional time does not exceed double the standard allotted time to the exam, with the possibility of dividing the exam time depending on the nature of the disability.

Article 65

The final examination for an academic course shall be conducted in accordance with the following regulations:

1. It shall measure all learning outcomes of the course.
2. The weightage of the final examination for theoretical courses shall be 40% to 60% of the total grade.
3. The duration of final exams shall be determined according to the course outline.
4. Final exams shall be aligned with the course outline. It may be a visual presentation, oral discussion, seminar, project, written exam, or any other academic activity.



5. Final exams for the common courses shall be unified at the level of the University's branches and specialization colleges and shall be subject to the examination preparation procedures approved by the Dean of the respective college.

Article 66

The following regulations shall apply to written final examinations:

1. All exams shall be scheduled within the designated period as specified in the academic calendar of the University.
2. If students have to sit for more than two exams on the same day upon the initial announcement of the examinations schedules, they can notify the pertinent Head of department, who shall then coordinate with the Admissions and Registration Center at the University branch or specialization college to consider other suitable alternatives, which may include either amending the examinations schedule or rescheduling the exam for the said students within the approved examination period.
3. Students shall not be permitted to enter the examination venue once 30 minutes have elapsed from the designated start time.
4. Students who arrive late but within the first 30 (thirty) minutes of the exam shall be obliged to complete the exam, with the rest of the students, within the time specified for the exam.
5. Students shall not be allowed to leave the exam room before half of the time specified for the examination has passed.
6. Once students have submitted their examination paper, they shall not be permitted to return to the examination venue and shall be requested to leave.
7. Students who are absent from an exam shall be subject to the provisions regarding attendance and absenteeism stipulated in these Regulations.
8. Should an official holiday coincide with any examination day, the affected examinations shall be rescheduled to the first working day following the last day in the examination schedule.

Article 67

Each department shall be responsible for entering and securely maintaining students' results in the University's approved electronic academic system at the end of each semester. The Head of each academic department shall submit the results of the semester to the Council of the University's branch or the specialization college for approval. Students' academic records shall be preserved in accordance with the pertinent approved policies and procedures.



Students are granted the right to access their semester and cumulative academic results through the University's approved electronic academic systems.

Article 68

Students shall be prohibited from continuing an online or in-person exam if they have demonstrably cheated or attempted to do so, and they shall be considered to have failed the course in which the cheating occurred as stipulated in the relevant procedures. In the event that students demonstrably cheat a second time during their study period at the University, they shall be awarded a Fail grade for the courses in which the cheating happened and shall forfeit the right to register in the subsequent semester. In the event of a third case of cheating, they shall be dismissed from the University.

The provision of the previous paragraph shall also apply if the cheating is proven in other academic assessments, such as quarterly and final reports, academic research, and graduation projects.

Article 69

In the existence of a suspicion that a course's exam has been leaked out, the Assistant Vice-Chancellor of the University's branch or the Dean of the specialization college shall form a committee headed by him/her to investigate the case. The results of the investigation shall be submitted to the University's Vice-Chancellor to take the necessary actions. Whenever it is proven that a specific courses' exam did leak out, the exam shall be administered to all the students again. If students miss the re-administered exam without a valid excuse supported by official documents and accepted by the Council of the pertinent University's branch or the specialization college, they shall be awarded a Fail grade for that exam.

Article 70

Students enrolled in the University may apply for a Challenge Test based on the academic or practical experience which they have acquired after the General Education Diploma and which they can support with approved documents. The Challenge Test shall measure the students' possession of the skills and knowledge targeted in a specific course in their respective Study Plans and shall be conducted according to the following regulations:

1. The specialization college in coordination with the Admissions and Registration Deanship specifies the courses to which a Challenge Test may be assigned with a maximum of two (2) courses during a student's study period at the University.



2. Challenge Tests shall be held according to the recommendations made by the concerned department at the beginning of the first semester of the study plan of the program or the academic level of the student.

3. In the event that students obtain a C grade or higher in the Challenge Test, a passing grade should be awarded to the course in the students' transcript, the number of credit hours for the course shall be calculated but not included in the calculations of the cumulative average, and the symbol CC shall be entered in the remarks field. If students obtain a grade lower than C in the Challenge Test, no credit hours shall be reckoned to them, and the students shall have to enroll in that course.

Article 71

Students who are absent from exams or any announced assessments or semester work activity with an excuse should submit this excuse to the department within three (3) working days from the date when the exam was held or the completed work was due. If the excuse is accepted, the students shall be notified in writing by e-mail or any other means of communication approved by the University. A make-up exam or activity shall be held for the students. If they are absent from the make-up exam or activity, they shall be granted a zero and be notified in writing by e-mail or by any means of communication approved by the University.

Article 72

Students who are absent from a course's final exam that was duly announced should be awarded an Incomplete (IC) grade and an excuse for their absence must be submitted to the Admissions and Registration Center within a maximum period of three (3) working days from the date on which the exam was held. The matter shall be referred to the Assistant Vice-Chancellor of their University's branch or the Dean of their specialization college so they can take the appropriate decision in this regard and notify the concerned department whether the excuse has been accepted or not. At the same time, the students shall be notified in writing through one of the approved channels of communication.

In the event that the students' excuse for their absence is not accepted, they shall be granted a zero in the exam that they missed and their final grade for the academic course shall be calculated on the basis of their total semester marks. This provision also applies when the students do not present an excuse to the department within a maximum period of three (3) official working days from the date on which the exam was held.



Article 73

The students who are absent from a final exam with a valid excuse but did not sit for the course's make-up exam during the established period as stipulated in these Regulations shall be considered to have withdrawn (W) from the course as their excuse still stands. If the valid excuse was annulled, and the students did not apply for a make-up exam, the course lecturer shall award the students a zero for the final exam that they missed, and the students shall be given the final grade for the course corresponding to the total of their semester marks.

Article 74

The concerned departments and the Admissions and Registration Center shall specify a period for holding make-up exams for students who missed a final exam in the previous semester with a valid excuse provided that the period shall not exceed the first week of each semester.

Article 75

The students who sat for the final exam but could not complete it due to a medical condition, as a result of which they were taken to hospital, shall be assigned another date during the make-up exams period once their medical excuse for not completing the exam has been approved. If students do not apply for the make-up exam, they shall be granted a zero and their final grade for the course shall correspond to their total semester marks.

Article 76

Students shall be deemed present in any exam that they take, and no consideration shall be given to any excuse that they may provide after submitting the exam paper and leaving the venue. If students are absent from one of the exams due to their participation in extra-curricular activities, articles 72 (seventy-two), 73 (seventy-three), and 74 (seventy-four) of these Regulations shall be applied.

Article 77

Students shall have three (3) days from the moment at which their final results were officially announced to submit a request to the Admissions and Registration Center, using the approved forms and adhering to the established policies, to have their final grades reviewed and reappraised in any of their courses. Students have the right to appeal in one course without fees, but appeal fees shall be demanded for any other courses. Fees shall be refunded in the event of an error in the final grades.



Article 78

The department shall review the appeals related to the reappraisals of final grades by ensuring that all questions are marked as well as confirming the precision of the computation and transcription in the approved electronic systems. The appeals shall be considered within a period not exceeding the end of the first week of the subsequent semester. A lack of response to an appeal by the end of that period shall be tantamount to rejecting it.

The Assistant Vice-Chancellor in the University's branches or the Deans of the specialization colleges shall approve the final results of the appeals, and the said results shall be adjusted in the electronic academic system of the University within a maximum period of three (3) working days from the date when the final results of the appeals were approved.

Article 79

Grades with a numerical value are described for the courses as per this scale:

Grade	Code	Percentages Range	Grade points	Description
Excellent	A	95-100	4.0	The objectives of the course have been met excellently.
	A-	90-94	3.7	
Very good	B+	85-89	3.3	The objectives of the course have been met very well.
	B	80-84	3.0	
	B-	75-79	2.7	
Good	C+	70-74	2.3	The objectives of the course have been met well.
	C	65-69	2.0	
	C-	60-64	1.7	
Satisfactory	D+	55-59	1.3	The objectives of the course have been met satisfactorily.
	D	50-54	1.0	
Unsatisfactory	F	Less than 50	0.0	The course objectives have not been met.
Fail due to absence	FW		0.0	The attendance requirements have not been met.



Article 80

The passing scores in the courses are determined as follows.

- University requirements: D and above.
- College requirements: C- and above.
- Department Requirements: C- and above.
- Specialization requirements: C and above.

Article 81

The following grades are part of the University's overall grading system, but they do not carry a numerical value:

Grade	Code	Description
Incomplete	IC	The IC grade shall be awarded in the presence of insurmountable conditions that prevented students from completing all the course requirements on time, such as illness, accidents, urgent family circumstances and other similar cases.
Withdrawn	W	The W grade shall be awarded to students who have officially withdrawn from a course during the withdrawal period.
Not calculated	NC	The NC grade shall be awarded in courses that students took in their previous academic program or specialization regardless of whether they passed or failed. They are not included in their respective Study Plans' transcript with the grade points that they obtained. They are not included in the calculations of the students' cumulative grade point or total credit hours.
Transfer Credit	TC	The TC grade shall be awarded to students who have successfully completed credit hours from any other institution of higher education. These hours are included within the total credit hours required for the students'



		graduation in a specific program, but they are not included in grade point average calculations.
Challenge / Credit	CC	<p>The CC grade shall be awarded to students who applied for the Challenge Test based on the academic or practical experience obtained after their General Education Diploma. It shows that the students possess the skills and knowledge targeted in a specific course in their respective Study Plans and passed with a C grade or higher.</p> <p>These hours are counted towards the students' total credit hours required for graduation in a specific program, but they are not used in their grade point average calculations.</p>
Pass/Not Passed	P/NP	The P (Pass) or NP (Not Passed) grade shall be awarded for a course that is not subject to the assessment system using the scale stipulated in these Regulations and has no credit hours assigned to it in the graduation requirements plan.
In Progress	IP	The IP grade shall be awarded for a course such as a project, a practical course or a multi-semester course, in which students are enrolled, but the course is still ongoing when grades are recorded or transcripts are issued.
Officially Postponed	OP	The OP grade shall be awarded for the courses in which students were enrolled before obtaining the official approval for postponement in that semester.
Repeated course to improve the GPA	N	The N symbol shall be entered in the remarks field of the transcript for a course that students passed the first time that they took it.



Repeated course due to failure	R	The R symbol shall be entered in the remarks field of the transcript for a course that students repeated after having failed them.
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Article 82

All grades are considered final once they have been approved by the Council of the University branch or the specialization college. This does not apply to Incomplete grades (IC) until the concerned students have completely met all the course requirements.

Article 83

The Semester Grade Point Average (SGPA) is calculated on the basis of the courses in which each student has enrolled in a given semester as follows:

1. The numerical value of the grade earned for each course shall be multiplied by the number of credit hours pertaining to that course. The resulting figure represents the grade points earned in that course.
2. The total grade points earned in that semester are divided by the total credit hours calculated during the semester.

Only courses with grades that have a numerical value are subject to these calculations. The resulting figure shall be the Semester Grade Point Average.

Article 84

The calculation of the Level Cumulative Grade Point Average (LCGPA) is determined based on all the academic courses completed by the student within a specific academic level. This is done at the end of each academic semester for that level. The LCGPA is an individual calculation for the total (not an average of the semester averages) and is calculated as follows:

1. The numerical value of each grade is multiplied by the number of credit hours assigned to the courses. The resulting figure represents the grade points earned.
2. The total grade points earned are then divided by the total number of the calculated credit hours.

Article 85

At the end of each semester, students' total Cumulative Grade Point Average (CGPA) shall be calculated for all the courses that they have taken across the semesters since they first enrolled



in the University. It is an individual calculation of the total (not an average of the semester averages) and is calculated as follows:

1. The numerical value of each grade is multiplied by the number of credit hours for the given course, and the resulting figure represents the grade points earned.
2. The total grade points earned are then divided by the total number of the calculated credit hours.
3. Grade points are calculated using three decimals, then rounded to two decimals using the scientific rules of rounding, so that 2.555 shall be rounded up to 2.56, while 2.554 shall be rounded down to 2.55.

Article 86

At the end of each semester, the Semester Grade Point Average along with the Cumulative Grade Point Average for the academic level and the total Cumulative Grade Point Average are counted. The total is equivalent to the credit hours that the student studied and acquired.

With regard to the academic programs offered at the bachelor's level, the average grade point for the semester (SGPA) is calculated for the student at the end of each semester in addition to the average Cumulative Grade Point Average (CGPA).

Article 87

The on-job training shall be a mandatory and essential course in the graduation requirements plan for the academic programs offered within the University. The on-job training is listed as a course with its code in the students' transcript. It must be passed for graduation. It may confer credit hours depending on the academic program and the graduation requirements plan.

The training period ranges between 8-12 weeks according to the academic program's approved description. The training period may be extended depending on the academic program.

Article 88

Students shall be awarded the program's academic qualification if they meet the following conditions:

1. They must have successfully completed the program's study plan.
2. They must have successfully completed the on-job training course.
3. They must have obtained an overall Cumulative Grade Point Average (CGPA) equivalent to 2.00 points or higher.



The student shall graduate from any of the academic levels based on the calculation of the overall Cumulative Grade Point Average.

Article 89

If students fail to meet the criteria for moving to a higher academic level, they may be granted the academic qualification pertaining to the lower level provided that they have successfully completed all the requirements of the program.

Article 90

In the cases listed below, the Academic Council may grant students who have successfully completed their graduation requirements plan with a total cumulative average of less than 2.00 the opportunity to repeat two (2) courses if this could help them raise their Cumulative Grade Point Average (CGPA) to 2.00.

1. The students have exhausted the maximum permitted number of academic probations.
2. The students have exhausted the maximum permitted study time at the University.
3. The students have exhausted the maximum permitted number of times to repeat courses.

Article 91

The grades awarded to students upon graduation are classified based on the grade point average that they have obtained in all the courses included in their graduation requirements plan according to the following table:

Descriptive Grade	Cumulative Average
Honors with Distinction	3.85 – 4.00
Excellent	3.70 - 3.84
Very good	3.00 - 3.69
Good	2.30 - 2.99
Satisfactory	2.00 - 2.29

Article 92

In the Fall and Spring semesters, the University shall publish the “Academic Honors List” of successful and academically remarkable students after approving all the students’ final results according to the following regulations:



1. The minimum number of credit hours registered in the Fall and Spring semesters, respectively, shall be 15 (fifteen) credit hours for courses with numerical grades.
2. The students must have obtained a Cumulative Grade Point Average for the academic level (LCGPA) of 3.70 or higher, with no grade being lower than B in any of the courses.
3. The students should not have been dismissed, previously warned or liable to a disciplinary penalty.
4. The students must have already completed 30 (thirty) credit hours from the graduation requirements plan.

