



AlMughtaribeen University

Secretarial of academic Affairs



Academic Guide To The University

Third Edition Published 2018

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Secretariat of Academic Affairs



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Introduction

Praise be for Allah, Lord of all worlds, and peace and blessings be upon the master of all messengers, our prophet Mohammed, and be upon all of his relatives and companions.

This a brief guide to AlMughtaribeen University. It includes the university vision, message and objectives as well as its permanent values. This guide will show the student to the basic regulations that the university follows in scientific study and methods of evaluation. It also helps both student and teacher in the principles of academic counselling and how to activate such.

This guide, though small in size, is a result of significant efforts and countless discussions which occurred between experts and scholars in the university, added to using the accumulated experiences of many of these experts and scholars and the experiences of other universities to make this book of use and value to the student and to the teacher. The guide also gives a quick look at the study system in the university to the visitor or to any one who is interested in educational systems.

It is my pleasure to introduce the third edition of this accumulative work, and I thank every one who has participated by idea, editing or production.

I pray to Allah that this work may be of great help to any one who use it, awards those who shared its production.

Prof. Hassan Abu Aisha Hamid
President, AlMughtaribeen University.October,2018.

CHAPTER ONE

In the name of Allah, The Compassionate, The all Merciful.
Al-Mughtaribeen University Student Academic Counseling Guide for
the Academic Year 2018

University Epitome

“Al-Mughtaribeen” is an Arabic word which has a denotative meaning of Sudanese citizens working outside the country. It has a connotative meaning of “migrant citizens”. Here it is meant to refer to the Sudanese who Work Abroad (SWA) whose numbers have increased substantially over the last decades, so that there are second and third generation citizens living abroad. This situation has created the need for arranging suitable educational programs for children of SWA. While school level education could be arranged at countries where SWA reside, university and higher education has become increasingly difficult for Sudanese young men and women living with their parents in foreign countries. To help solving this pressing need, SWA decided to establish a special university in Sudan that could cater for the needs of sons and daughters of SWA. In the year 2010, the 5th convention of SWA, requested his Excellency’s, the President of the Republic, Field Marshal Omar Hassan Ahmed Al-Bashir the issuance of a decree of establishing “Al-Mughtaribeen University(MU)”. The request was granted and the University was established.

Location

Al-Mughtaribeen University (MU) lies in Block 6, Jabra District, Khartoum, Sudan. The University main buildings comprise offices of the University President, Deputy President, Principal, Secretary of the Academic Affairs, Dean of Students Affairs, Colleges of Engineering, Medicine, Administrative sciences, Languages, and the Preparatory College and Community Services. (This last one is the first of its kind in Sudan wherein the students are given intensive

courses in basic subjects and English language in order to prepare them for the pursuit of their university studies).

MU is cherished as the first institute that caters for SWA sons and daughters, taking into consideration their family conditions and their alienation without defeating the academic standards.

The University is run by a Board of Trustees together with the President of the University via the Deans, their Deputies and Heads of Departments. Every college comprises a number of departments each of which is run by the Department's Board.

The University Council performs its duties via its Committees; i.e. The financial and administrative Committee, the Supervisory Committee and the Committee for Planning and development.

Academic Programs

The University President together with his deputy, principal, Secretariat of Academic Affairs, Dean of Student Affairs and Deans of Colleges are accountable for the day-to-day running of the University with the aid of specialized employed officials and ancillary staff in various vocations.

The Teaching Staff of the University consists of Professors, Associate Professors, Assistant Professors, Lecturers, Teaching Assistants and Technicians. MU has also an Academic senate that is responsible for the ratification and approval of the University Degrees and all that is related in a way or another to the academic affairs.

The Senate functions through a number of committees i.e. Admission Committee, Registration, Academic Affairs, Central Examination Committee and Research and Publication Office.

The University spares no effort to develop through founding a Committee for self-Evaluation, Quality Control & Quality Assurance; all this in pursuit of continuous betterment and perfection.

The University Colleges

No	Colleges	Programs/Degrees
1.	Medicine	.Bachelor of Medicine and Surgery
2.	Languages	English, Arabic and French Languages
3.	Engineering	Civil, Electronics, Electric, Communications, Biomedical engineering and Architecture
4.	Administration Sciences	Business Administration, Marketing, Accounting, Banking, Secretarial Office Management
5.	Pharmacy	Pharmacy Sciences
6.	Nursing Sciences	Nursing Sciences
7.	Higher Education	Postgraduate degrees in all disciplines from the colleges
8.	Colleges of Preparatory Studies	Prepares new students by classes in basic sciences and languages

MU Vision

MU is a university for all citizens; we strive to make it a aspring board for excellence and an axle for the manipulation of CHANGE for the better. It also end eavors to make Sudan a developed Country that sets a wide space towards modernization and development based on knowledge and orderly strategic planning.

MU Mission

- 1- To provide and avail further opportunities in Higher Education in Sudan for SWA sons and daughters in particular and for other students at large.
- 2- To offer distinguished, Modern and advanced curricula and teaching methods with other advanced educational services.

- 3- To contribute in developing and serving the Sudanese community in general according to the comprehensive national strategy for Sudan.
- 4- To inculcate in its students respect and appreciation of noble human values that are part and parcel of our Islamic religion, our deep rooted heritage of culture and traditions, and seek to sustain these. We also endeavor to promote acceptance of diversity in culture and tolerance of different attitudes and opinions.
- 5- To invigorate scientific research and utilize modern technology benefiting from the rich experiences of the SWA gained by them during their work abroad.

Objectives

- 1- To realize ideal solutions for the SWA children in higher education by finding more opportunities for enrollment in higher institutes of education for both SWA children and other home-based students knowing that tertiary education availability in Sudan is far below actual need.
- 2- To minimize, as much as is feasible, tuition fees for SWA parents who might Sponsor more than one child to ease the heavy burden that falls on them.
- 3- To present modern, advanced programs, both in content and methods of teaching in order to achieve required objectives in qualifying its distinguished graduates in order to make a meritorious addition to tertiary education and not just another university to join the pack.
- 4- To support scientific research by furnishing modern and advanced laboratories for the use for both the Post Graduates Students from all universities and other researchers.
- 5- To offer services to the community, such as continuous education, special training courses in various fields in

addition to the standard services offered by the University Hospital, diagnostic laboratories, workshop and productive farms.

- 6- To engage and recruit qualified SWA university staff who finally returns to Sudan.

MU Maxims

Although the vision and mission of the university may change over time, MU draws its maxims from historical and cultural maxims of the Sudanese nation that are driven from the objectives and teachings of the Islamic Sharia. In addition to the fundamentals of human decent free life. MU is especially interested in the following maxims which it considers as the references explaining its scientific and philosophical approach. Hence MU urges all workers affiliated with it, including teachers, students and officials to commit to and do their best to realize. These are shown in the table below:

1.	Acquiring knowledge.
2.	Applying knowledge for the benefit of the individual, the community and the nation.
3.	Safe guard the self, Dignity, mind and Belief.
4.	Freedom of opinion
5.	Respect and appreciation for all.
6.	Consultation and Justice.
7.	Truthfulness and Honesty in words and deeds.
8.	Appreciation of the Value of Time.
9.	Endeavor to work for the better.
10.	Loyalty and devotion to MU, Homeland and the nation.



CHAPTER TWO

Interpretations

The words and phrases set out here for use in Registration, Study, Assessment and Academic Counseling chapters shall have the meanings assigned to each as follows :-

Study Plan. This means all the program courses that are required for the award of a degree in the student's specialization.

Academic Year: The period specified for the academic study. It usually consists of two semesters.

Academic Semester: The specified period for the coverage of the study of the prescribed courses. It usually spans 15 weeks not including registration and examination periods.

Summer course: This is a third semester in the academic year that should not take more than 8 weeks and it is an optional course.

Syllabus: The accredited course content that carries a name, and a number, offered for a certain number of credit hours during a certain semester.

Credit Hours: It is an educational unit meaning one, two or three teaching hours, theoretical or practical, per week for 15 weeks (one semester)

Classification of Degrees:

For colleges where the duration of the academic program takes 10 Semesters or more, the degrees are classified as follows: -

- First class Honors Bachelor's Degree CGPA (4.00-3.55)
- Second class Honors Bachelor's Degree Division 1 CGPA (3.49 - 3.00)
- Second class Honors Bachelor's Degree Division 2 CGPA (2.99- 2.50)
- Third class Honors Bachelor's Degree CGPA (2.49-2.00)

For colleges where the duration of the program takes 8 Semesters the degree is General Bachelor with the following grading: -

Excellent (4 - 3.50)

Very Good (3:49 – 3)

Good (2.99 – 2.50)

Pass (2.49 – 2.00)

Course work: A student performance during each course shall be given a grade on the basis of numerical value representing the cumulative overall performance of assessment tasks in the course. The numerical score for the course is converted to and recorded as a letter Grade as defined below. The following are authorized as final course grades/marks with associated Grade Points (GP) for GPA calculation.

Grading and the Quality Point System: -

Grade	Score From - to	Grade Point
A	80-100	4.00
B+	70 -79.9	3.5
B	60 -69.9	3.00
C	50-59.9	2.00
F	0-49	0

Academic Calendar

The Secretariat of Academic Affairs issues a table that specifies the beginning and end of each semester, all examination periods and all academic events.

Admission, Registration and Suspension: -

Admission: Standards for admission established by the Ministry of Higher Education for higher institutes govern all requirements and procedures. Admission for any new program is subject to prior accreditation by the Ministry of Higher Education.

MU admission policy types: -

The university sets all requirements and standards for admission within the context of applicable general requirements established by the Ministry of Higher Education.

1. General admission: means Initial Admission in the University to a particular college's Bachelor Program.
2. Direct admission: for vacant seats, Bridging, Mature Students and Diploma.
3. Transfer after first year: either from home-based university or from abroad.
4. Admission through any of the above types is not considered valid until approved by the Secretariat of Academic Affairs and consent of the National Public Administration for Admission and Certificate Documentation.
5. Colleges are required to annually revise the requirements and conditions for admission and must inform, via the secretariat of Academic Affairs, the National Public Administration for Admission and Certificate Documentation of any changes therein.
6. No applicant is considered a student at the university before the endorsement of his admission by the National Public Administration for Admission and Certificate Documentation and issuing of his/her university number.
7. Student admission shall be cancelled once it is proved to be faulty, based on wrong information, or on forged documents, or that it is incompatible with the general or special terms of admission.

Registration

- Every student must be registered at the beginning of every course. This is done according to certain rules at the first course, then by filling-in a special form for the following courses according to student's academic standing. Such form must be signed by the

Academic Supervisor, head of the department and the College registrar.

Registration Number: It is the student's registration number. It includes the student's national number, college number, specialization number and the student's enrollment data since his/her enrollment in the university.

Student University Number: It is the number assigned to the student by the National Public Administration for Admission and certificate documentation.

Bridging: It is the internal admission of a student in an advanced or subsequent semester based on an academic certificate or diploma he/she has previously acquired. This must be according to the Bridging rules and regulations set by the National Council for Higher Education (NCHE) and endorsed by National Public Administration for Admission and Certificate Documentation.

Transfer: This is admission of a student in a program he has regularly attended and the courses of which are yet to be completed. Transfer can be within the same university or from other universities.

Transfer must be after the student has completed his first year of university study and must be endorsed by the National Public Administration for Admission and Certificate Documentation.

Suspension: This is where a student suspends his/her studies for a certain period of time after the consent of the department and the dean of the college. The student can resume his studies after the suspension period.

Academic Supervisor: This refers to a teacher who is assigned by his college to act as an academic Supervisor for a number of students to assist and advise them on any matter connected with their study from admission to graduation.

Admission: A form of admission is affixed with the Registration form then must be signed by any student who is on probation with two academic warnings, admitting his knowledge to the outcome of

his/her choice. The form must be signed by the Academic Adviser, head department and the dean of the college.

Examinations

Semester Final Examination Round: This means all examinations that are held at the end of each semester. It includes final examinations of all courses, supplementary examination and alternative exams.

Alternative exams: The college council and according to certain rules, can allow the student to postpone taking exams for courses that he/she has completed studying and has registered for taking the examinations, but could not sit for all or some of his exams due to an acceptable inevitable reason.

Absence: A student missing all or part of his final examinations with an acceptable reason will be given an alternative exam and his/her absence will be marked (Ab).

A student who is absent from his final exam for a good acceptable reason must sit for such exam with in the incomplete (alternative) exams.

A student who misses a final exam for no good reason will be considered a failure due to absence and marked (AF).

If a student's absence from any course of study rates 15% and more for no good reason, he/she will be issued a written warning,

If a student's absence from any course of study rates 25% or more for no good reason, he/she will be banned from taking the set exam for such course and be marked failure (UF) due to deprivation.

A student who is banned from an exam for absence will not be allowed to sit for the final exam to the course unless he/she studies that course again.

If a student's absence rates 25% or more, for a good reason, he/she will be labeled as (not studied) and be given (u) mark and be allowed to take the exam only after studying the course again.

The (u) student credit hours shall be transferred to the semester he repeats.

The college council, after the end of the final examinations for the semester, will decide when supplementary and incomplete exams shall take place.

A student who passes incomplete exam with success will be given the grade he obtains in the final exam plus the course work just as the first round and will be given the grade that corresponds to the marks he/she obtains.

If a student succeeds in eliminating failure grade, he/she will be given grade (C) at most, irrespective of his good performance, and without calculated the credit hours in his/her CGPA.

Failure to sit for an incomplete exam:

If the accepted reason for his/her absence is still valid, the student will be given the chance to sit for that exam whenever the course is offered again.

If the reason for not taking the exam is no longer valid, the student will be given (AF).

The college issues an Honoree list of all students who have successfully passed all their courses in that semester and who scored a GPA of 3.5 or more.

A student with an incomplete will not qualify for inclusion in that Honoree list even if his/her grade is 3.5 or more.

Debarring: If a student absents him/herself from attending lectures in a course rating to 25% or more of such lectures, for a reason or no reason, he /she will be banned from sitting for the exam based on college's decision according to certain exclusive rules after warning the student.

Taking an exam for the second time to eliminate an (F) grade. This means repeating sitting for an examination on a course of which a student has already studied and failed to pass for the first time exam. The student must have studied that course again when offered to sit for the exam again.

Cheating Cases: This is when an examining student is caught using or trying to use any prohibited means to obtain relevant information. Carrying a mobile phone inside the exam hall is considered a cheating case.

Violation of rules and regulations. Committing any kind of violation of examination rules and regulations is punishable.

Remarking exam answer sheets: A committee will be entrusted to remark the exam answer sheet of the student if he/she submits an application to the Dean of the college within two weeks from the declaration of the results .The student must pay the specified fees for such action. The result of the second marking will be endorsed by the college council.

Assessment and results:

Academic Record: This is a transcript that shows the student’s studied courses in sequence, the scores he achieved, the Grade Point Average (GPA)&Credit Grade Point Average (CGPA) for each semester.

Table(1)

Score	Grade in Points	Grade in Letters
80– 100	4.00	A
70 – 79.9	3.5	B+
60 – 69.9	3.00	B
50 – 59.9	2.00	C
< 50	0.0	F

Course Grade Points: -

It is the grade point the student obtained multiplied by the number of credit hours assigned for that course.

Semester Credit Hours:

It is the total number of credit hours for all the courses the student studied during a certain semester and has sat for their relevant exams.

Semester Grade Point Average (GPA):

It is the total number of grade points the student has obtained in the courses he studied during that semester and has sit for their exams, plus the points he/she obtained from supplementary or alternative exams or exams for elimination of an (F) Grade.

Grade Point Average (GPA):

It means the total number of semester points obtained divided by the total number of credit hours for the courses the student has studied and took their exams to the highest decimal place.

Credit Points :

The total number of points obtained by the student for the courses he studies and took their exams for all semesters without repeating the previous points the student gets from a repeat exam.

Credit Grade Points Average(CGPA):

The total number of points obtained from all courses studied for all semesters divided by the number of credit hours for their studied courses.

Cumulative Credit Hours for transfer: -

Student's Cumulative credit hours is the total number of credit hours obtained from studied courses and has sat for their exams for at least two semesters before repeating or as an external student.

Academic Warning:

The student will be subjected to dismissal warning if his/her CGPA is less than two.

Academic course points:

If a student fails to raise his CGPA for the third time following two successive academic warnings, he /she will be dismissed from the university.

Student's Academic stand:

According to the student's performance in exams, his/her stand will be determined as procedural pass, fail in course, fail in courses with academic warning, repeat the semester, suspension, or dismiss.

Suspension of Study: -

The student's study shall be suspended by the college board and that is against his/her committing a case of cheating or violation of any of the rules and regulations of examinations.

Graduation documents:

*Secretary of Academic Affairs and the Dean of College shall preserve students' academic records.

*A student has the right to see the details of his/her performance by the end of the semester from his college, after being approved by the college council, except for the final semester, where the details are approved by the (Senate).

*The university issues certificates and transcripts for graduate, withdraw students, and/or transfer students to other universities after paying due fees.

*Both the College Dean and Registrar sign the transcripts that will be endorsed by the Secretariat of Academic Affairs.

Graduation Certificate:

Secretariat of Academic Affairs shall issue graduation certificates of the student who satisfies all requirements for the academic degree. Such certificate must be signed by secretary of academic affairs as well as the Dean and Registrar of the specific college.

Students can receive their graduation certificates after having fully met all due financial and administrative commitments towards the university, and showing clearance certificates from relevant units.

CHAPTER THREE

Academic Counseling

Definition:

Academic counseling is defined as a process that aims to assist students in taking the right decisions pertinent to their study plan and choosing the most suitable specialization for his/her potential capabilities and there after his/her future career. It is also to help students to subdue difficulties that might encumber his/her education pathway. This assistance is provided through dividing students into small groups and assigning a supervisor from among the college teaching staff for each group.

Importance of Academic Counseling: -

The student is the center of the educational process. All efforts are directed towards advising and leading him/her towards taking the correct steps during registration and preparing him/her to avoid any problem that might occur therein.

The student plays the most important part in this educational process. All consequent steps and procedures start and end with the student himself, whether they were his/her registration procedures, counseling procedures, attending lectures and execution of academic assignment, all such must be initiated and completed by the student himself. Should he/she counter any difficulty; student may seek assistance from his/her academic supervisor.

Student Academic Supervisor:

- The head of department assigns an Academic Supervisor from among the teaching staff of the department for each specific group of students.
- The head of department informs the dean of the college of the names of assigned academic supervisors effective within a week or a month at most before the beginning of the academic year.

- The Dean of the college shall in turn inform the secretariat of academic affairs as well as the Dean of student affairs, at least a week earlier before the beginning of the academic year.
- Two hours a week at least, in every Academic Supervisor's regular time-table should be devoted to listening to his/her advisee students, to solve their academic and/or social problems. These two hours should be shown on his/her time-table and a copy of such counseling time-table should be sent to the secretary of academic affairs and to the Dean of students since the beginning of the academic year.
- Lists of counseling times and places should be clearly displayed and posted on notice boards for all college students

Academic Supervisor's Role: -

This is to include:

- Devoting at least two hours a week as part and parcel of the Supervisor's time-table wholly to academic counseling and advice. The specific times and places of such counseling hours must be informed to the advisee students.
- Supervisor should be ready to patiently and attentively listen to his advisee enquiries and questions, care for their academic and social problems, inform and explain to them rules and regulations for registration in graduate level and Student's Academic Guide.
- To follow-up his advisee students' academic progress from the time he was nominated as heir Supervisor to their graduation.
- To provide pre-major advice to students who are yet to choose a major subject of specialization and signs approval.
- To provide organized academic advising program and services for students prior to each registration period and require students to participate in the counseling process in coordination with the college registrar.

- To assist students in registering for the offered specialization according to their performance in the qualifying program for a particular specialization.
- To invariably provide ongoing encouragement for advisees to improve their academic standing.
- To assist students on probation and submit follow up reports on their performance to the Head of department and the Dean of the college.
- To keep a special file for each of his advisee students where all his academic progress and standings are managed.
- To sign student's registration form at the beginning of each semester. He/she, in collaboration with the student deanery, is to take care of advisees' academic and social problems and find solutions with the concerned bodies in the university.
- To urge and induce advisee students to pay due tuition fees on time and to follow up this matter with the college registrar.
- To participate, in collaboration with the deanship of students in encouraging non-class activities.
- To help in solving disputes that might occur between students.
- To submit reports/recommendations about students who have an application or a complaint being raised to the President or Deputy President of the university. No problem should be brought up to senior officials' attention without an accompanying Supervisor's report.

Basic Requirements of a Successful and Efficient Academic Counseling.

This may include:

- 1- Establishing a clear policy for the Academic Counseling system that can be implemented and developed.
- 2- Setting specific training policies for Supervisors' capacity building in counseling and correcting any mistaken performance.

- 3- Developing and issuing special rules and regulations for Academic Counseling, specifying its interrelations with administrative authority.
- 4- Providing sufficient and complete information about students and their academic performance. This requires a data base that allows for availing and reviewing such information in time.
- 5- Providing a system and a form for assessing counseling work all the time.
- 6- Sounding students' views and asserting their satisfaction with the Academic Counseling system.
- 7- College deanery should continually attend to assessing Academic supervisor's performance and efficiency, meaning to enhance and improve his/her capability.
- 8- To ensure a successful assessment, some requirement must be met such as: That an internal college committee to be formed to claim responsibility for evaluating the process. Such evaluation must be done regularly, comprehensively with maximum objectivity.

Basic Notions of Assessing a Supervisor's Performance

- Availability: whether a supervisor is easily available to meet with his advisee students.
- Accuracy: whether the counseling the supervisor provides to his advisee students is accurate.
- Provision of correct Academic information: whether the Academic information the supervisor possesses and provides to his advisee students is correct.
- Decreasing number of probation students: whether the number of supervisor's advisee students on the academic probation list is getting less.
- Nature and type of relationship: observing the nature and type of relationship between the Supervisor and his advisees.

- Students' satisfaction: with the academic counseling system, students' awareness of relevant rules and regulations through contacts with their supervisor, through booklets, handouts, or information on the internet supervisor provides them with. These notes are regarded as important points when evaluating supervisor's performance. Equally important is students' confidence in their supervisor's ability to supervise them efficiently. Students' positive impressions and their personal views about their supervisor are taken in and considered as well.
All above points are criteria upon which supervisor's performance, accountability and conduct are ruled. Students' opinion can be called through regular meetings that college organizes with them.
- It is also important to always seek supervisors' views about the system to see if they are content with it and to investigate how far counseling perception is clear for them focusing on its academic, educational and social sides.
- Academic Supervisor shall follow up progressive academic performance of students including attendance record and fulfillment of assignments and homework.
- Academic Supervisor shall keep a separate file for each advisee whose academic performance or transcript with grades and points and all that concerns the advisee.
- Academic advisees shall provide pre-major advising to students who are yet to declare a major.
- Academic Supervisor shall assist the student in arranging an examination schedule that suits needs and learning styles with the general examination schedule. By thus

doing the Supervisor helps students in gaining effective time management.

- Academic supervisor shall take care of advisees' academic and social problems and in collaboration with the student deanery, find solutions with the concerned bodies in the university.

Student's role in Academic Counseling:

- Advisee Students must read and comprehend all academic regulations and instructions together with the Student's Code of Conduct. He/she should enquire about any unclear point therein, being the first to gain by knowing or lose by not knowing.
- Advisee students must be prepared to listen carefully to any piece of advice given to him/her and try to abide by it.
- Advisee student must be sure that all steps and regulations regarding the educational process are set to provide him/her with knowledge, ability and necessary skills for the specialization or career he/she has chosen. .
- Advisee students must also seek to acquire knowledge making use of the vast available resources around him/her on campus. Student can benefit from the knowledgeable teaching staff for example, or from the library, and/or all other aids and services available.
- Student shall carry out, personally, registration procedures at the beginning of every semester after consulting with his/her Academic Supervisor in regard of his/her academic stand.
- Student may participate in assessing the course program and method of delivery – with the aim to improving the contract and methodology.

CHAPTER FOUR

Departmental role in Academic Counseling.

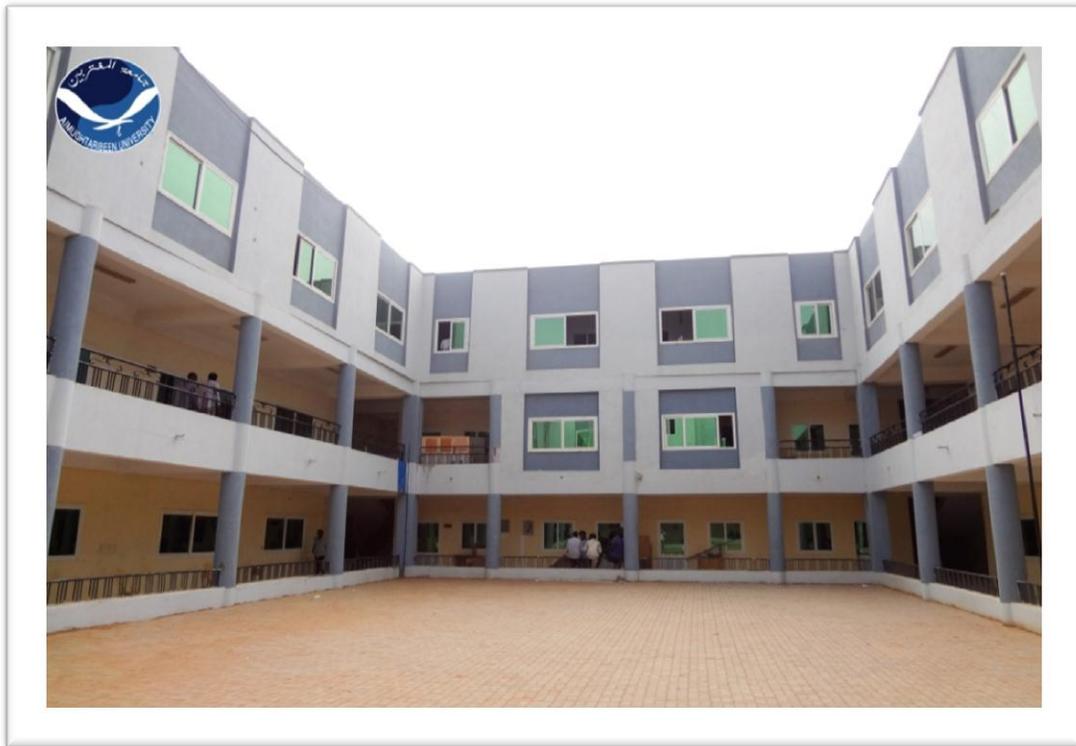
Department's responsibility:

The department is actually the academic body responsible for preparing students and orienting them according to the specified rules and regulations, however, some other responsibilities referring directly to academic counseling are surely an integral part of departmental work. Here are some of such:

Department's role: -

- Dividing students into counseling groups among department's supervisors and tracing their performance.
- Providing Supervisors with all necessary data about their students.
- Preparing the registration form for each student at the beginning of each semester and having it signed by the Supervisor.
- Planning exam schedules in liaison with Supervisors and departmental exam committee, avoiding any diversions or conflicts for students in such schedules.
- Follow-up students' academic performance and solving any problem students may encounter, raising the matter to the college board or to the senate if necessary.
- Following-up absentee is warnings, and drawing student's attention to that. In case of debarring from sitting for the exam, the college council must be informed of the recommendation.
- Following up student's ongoing performance in his/her studies with regular reports from the academic Supervisor showing whether or not a student is committed to attending lectures and accomplishing his/her assignments.

- Ascertaining the final grades the student obtains in each course, together with appraising the performance in all syllabuses components and preserving details of those grades.
- Assisting the academic Supervisor in solving students' problems.
- Pledge to care for all academic and social students' affairs in order to achieve and inculcate confidence in them until they gain real commitment towards the department, college and the university at large.



CHAPTER FIVE

The 2016 Modulated Credit Hours System: -

Basic features of the system:

- The Academic year is divided into two semesters. However, any college may offer a summer semester if the means, resources and facilities are available, provided that it may not exceed 8 weeks long and it is not compulsory.
- When the Study Syllabus is complete, the student is qualified to obtain the targeted study degree having satisfied minimum credit hours and grade points average (GPA) specified in the approved Study plan. Credit hours therein may not exceed 20 hours and may not fall short of 12 hours in one semester, except when a student is on probation where credit hours may be further reduced to 9.
- Registration dates are indicated in the academic Calendar. Registration type can be for regular students, repeat students, external examinees, or postponement for those who have completed their study but have not graduated.
- Two examinations rounds are held a year. One is the first semester final exams. The other is the second semester final exams. Each round consists of examination in the programs for the respective semesters. Substitute examinations are held after the final examination for each specific semester, if possible, the college board may postpone alternative exams. A third examinations round can be held after the summer course covering all the courses of the two semesters.
- A student is deemed successful if he/she scores 50% and above of the course's degrees. Scoring 50% of a repeat course is also authorized successful with pass grade.

- Student shall be obliged to repeat studying the course if he/she fails it for the second time. He/she then must attend lectures and satisfy all requirements therein.
- Student may not proceed to the next semester in case he fails the repeated courses unless he passes all exams set for such courses.
- A student who fails for the second time may be advised to repeat that year after receiving a second warning. A second repetition shall be for two successive semesters and must eliminate failure.
- A student shall be academically dismissed if he/she successively fails CGPA twice and has received probation each time.

Promotion Requirements: -

- A student who scores 2.00 or more of CGPA may proceed to the subsequent semester. (except for singular course)
- A student who fulfills college requirements may proceed to the following semester.
- According to college policy approved by the senate, a student who is still on probation prior to the specialization stage may not proceed to the consecutive semester.

Cases of Dismissal from College: -

A Student:

- will be dismissed if he/she fails all basic courses in the first and second semesters according to college ruling.
- 1- will be dismissed if he/she surpassed double the time allowed for obtaining a bachelor's degree.
- 2- will be dismissed if he/she fails to proceed after repeating the same level of study for the second time.
- 3- will be dismissed if he/she ceases attending lectures for two consecutive semesters for no acceptable reason.

- 4- dismissed may, on base of a recommendation by the concerned college, be given a last chance by the university senate to repeat the same year he failed, on the approval of his/her guardian, provided that he/she studies all the prescribed courses for that level.
- No student will be academically dismissed after passing the 6th semester successfully, unless point (2) above applies.

Assessing student's performance in course program.

- Students' performance in each course examination will be assessed on the basis of his/her semester GPA and CGPA averages.
- To calculate his/her GPA and CGPA, a student must consider the following points: - All programs that the student had successfully passed will be entered only once in his/ her average count.
- The programs that the student failed will be given Zero score and the credit hours for that program will not be included again in summing the number of credit hours for the GPA and CGPA.
- Pending substitute exam scores are not included in the GPA, but scores of all exams that the student was debarred of, or those he/she missed for no good reason will be included with a Zero Grade (UF/AF).
- All course work, theory or practical will be included in the overall grading. This might cause a negative effect on student's result. However, student's performance in any course is assessed not on basis of the final exams alone.
- Student's performance in each course shall be given a numerical value out of one hundred. Such value decides his/her grade in the course.
- The CGPA is calculated out of the total number of points and total number of credit hours for all studied courses that a student has sat for their exams during the semester.

Cumulative average is calculated from the total points of all studied courses that student has sat for their exams during several semesters and total number of credit hours in all completed semesters.

Illustrative calculation for the GPA and CGPA

1st semester: -

Subject	Cr hours	Score	Letter grade	Point grade	Course points
Arabic(1)	2	55	C	2.0	2x2.0=4.0
Islamic(1)	4	65	B	2.5	4x2.5=10.0
English(1)	3	88	A	4.0	3x4.0=12.0
Physics	3	84	B+	3.5	3x3.5=10.5
Math	3	75	B	3.0	3x3.0=9.0
Cr. hours	15	Total course points(semester points)			45.5

Semester Average = Total course points (semester points)45.5 divided by 15 (total semester credit hours) = 3.03

2nd semester: -

Subject	Cr hours	Score	Letter grade	Point grade	Course points
Arabic(2)	2	30	F	0.0	2x0.0=0
Islamic(2)	4	70	B	3.0	4x3.0=12
English(2)	3	62	B	2.5	3x2.5=7.5
Physics	5	37	F	0.0	5x0.0= 0
Math	3	80	B+	3.5	3x3.5=10.5
Cr. hours	17	Total course points(semester points)			30

Semester Average = Total course points (semester points) 30 divided by Total semester Cr. Hours 17 = 1.76

Cumulative Average =

Total course points (semester points) [45.5+30 = 75.5] Divided by total semester credit hours [15+17 = 32]

Cumulative average = 75.5/32 = 2.36