

Ministerial Resolution
No. (29/2017)
Regarding the Issuance of the Academic Regulations
for the Colleges of Applied Sciences

According to the Royal Decree No. 62/2007 regulating the Colleges of Applied Sciences,
And the Executive Bylaw corresponding to the Royal Decree No. 62/2007 regulating the
Colleges of Applied Sciences issued by the Ministerial Resolution No. 13/2010,
and in pursuance of the public interest,

It has been decided:

Article 1: The attached provisions of the Academic Regulations for the Colleges of Applied Sciences shall be put into effect.

Article ٢: Anything that contradicts and conflicts with these regulations shall be treated as abrogated, revoked or cancelled.

Article ٣: This resolution shall be published in Official Gazette and shall become effective from the first (1st) of Semester of the 2017-2018 academic year following the date of its issue.

Dr. Rawia Saud AL-Busaidi
Minister of Higher Education

Issued on: 27 Rabi-ul-Awwal 1438 AH

Corresponding to: 26 January 2017

Academic Regulations for the Colleges of Applied Sciences

Chapter 1

General Provisions and Definitions

Article 1: In applying the provisions in these bylaws, the following words and phrases shall be understood as indicated below, unless otherwise implied by the context:

Ministry:	the Ministry of Higher Education.
College:	the Colleges of Applied Sciences in any of the Omani Governorates
Directorate:	the Directorate General of the Colleges of Applied Sciences
Director:	the Director General of the Colleges of Applied Sciences
Department:	the Academic Programmes Department
Board of Trustees:	the Board of Trustees of the Colleges
Academic Council:	the Academic Council of the Colleges
Council:	the College Council
Dean:	the Dean of the College
Section:	the Academic Section in the College.
Foundation Programme:	An introductory programme which aims to enhance students' skills in English Language, Computing, and Mathematics. Any skills can be added or deleted based on the approval of the Academic Council
Academic Programme:	A programme in which students enroll to pursue studies and to graduate in with an academic degree. It consists of a number of credit bearing courses measuring the course load of the students.
Bachelor Degree:	An academic degree awarded in any specialisation when the student has successfully passed the academic programme in accordance with the number of credit hours required by the college.
Diploma Degree:	An academic degree awarded in any specialisation when the student has successfully passed the academic programme in accordance with the number of credit hours required by the college.

Academic Semester:	A seventeen-week period including two weeks for examinations; the academic year will be divided into two semesters: the Fall Semester and the Spring Semester.
Summer Semester:	An eight-week period including one week for examinations.
Registration:	The process whereby students select courses according to the guidance of their Academic Advisors and the study plan, and formally enroll in those courses.
Academic course:	A specific course of study with specific goals, and contents, as well as theoretical and practical tasks. It constitutes an educational unit which is related to other academic courses and has its own code, number, credit hours and contact hours.
Equivalent Course:	A course that covers at least half of the content of the original course, belongs to the same specialisation, comprises of similar components, and is at the same academic level as the original course.
Substitute Course:	A course that is similar to the original course and close to it in terms of content, academic level, and knowledge depth, and which students can enroll for in lieu of the original course.
Degree Plan:	A number of academic courses that students must successfully complete in order to obtain a bachelor or a diploma degree.
Study Plan:	A number of academic courses distributed over the academic semesters.
Prerequisite:	A course that students must study before registering for another course.
Academic Load:	The total number of credit hours registered by students in a semester.
Academic Probation:	The academic status students are placed in during the semester after the one in which their cumulative GPA was lower than 2.00.
Semester GPA:	The Grade Point Average of the numeric value of the results for the courses which a student has passed or failed in that semester.

Cumulative GPA:	The Cumulative Grade Point Average of the numeric value of the results for all the courses which a student has passed or failed up to the date in which the average is calculated.
Credit Hour:	A unit measuring the time dedicated to the study of a course. It translates into the weekly number of teaching hours allocated to a course for the duration of a complete semester. Each single teaching hour shall last for at least 50 (fifty) minutes.
Transferred Credit Hours:	The hours which are awarded to students as a result of studying courses in any other recognised Higher Education Institutions after having obtained the General Education Diploma or an equivalent
Challenge Examination:	A comprehensive evaluative exam which covers the course contents and objectives.
Grade Point Average:	The approximate average rate that summarises two levels of activity, namely semester and cumulative, at the end of each academic semester.

Chapter Two

Regulations for Admission, Student Transfer, and Change of Academic Programme

Article 2:

- A- Omani students are admitted to the College through the Higher Education Admission Centre (HEAC) in accordance with the admission criteria and procedures followed in the centre.
- B- Non-Omani students are admitted to the College through the Omani Programme for Cultural and Scientific Cooperation, Student Exchange Programme, scholarships or other relevant programmes in this matter.
- C- Students transferred from other higher education institutions are admitted to the College in accordance with the conditions mentioned in article 6 (six) of these regulations.

Article 3:

- A- To enroll in Bachelor Programmes students must successfully complete the approved Foundation Programme. In the event of students failing to pass the Foundation Programme, their enrollment in College shall be revoked.
- B- The grades obtained in the Foundation Programme courses shall not be taken into account in calculating the Semester Grade Point Average or the Cumulative Grade Point Average. They shall be indicated on the transcript as Pass (P) or Not Passed (NP).

Article 4:

- A- The Directorate shall establish a committee called Student Transfer Committee. As the chairperson, the General Director shall issue a resolution concerning the Committee's formation, its terms of reference, and members, among whom are representatives from the Colleges. The Student Transfer Committee shall study students' requests for transfer from one College to another within the same programme or between programmes, make the appropriate decisions in the matter, and inform the Colleges accordingly. It shall meet before the end of each semester.
- B- Requests for transfer must be submitted to the Admissions and Registration Centre in the College starting from the sixth week of each academic semester. Once all the required documents have been received, requests shall be directed to the Student Transfer Committee no later than the tenth week of the academic semester, so that it may take the appropriate decision in the matter.
- C- The transfer of students who have been admitted to and enrolled in a given College to the same or another academic programme in another College is subject to the following conditions:

- 1- The students shall meet the admission requirements which were in force at the Higher Education Admission Center (HEAC) during the academic year when they were admitted.
 - 2- The availability of vacancies in the college to which the student is requesting to be transferred.
 - 3- The transfer shall not result in a situation whereby the maximum number of students in the academic programme is surpassed.
 - 4- Any conditions which the Committee may decide in this matter.
- D- If the students' transfer from one College to another has been approved, and they have been accepted into the same specialisation and academic programme, then all their academic records shall be adopted.
- E- The students themselves shall be held responsible for not graduating within the Maximum Duration of Study specified for graduation in article 41 (forty-one) of these regulations as a result of being transferred from one College to another.

Article 5:

- A- A committee shall be established in the College called Committee for Change of Programme and Specialisation. In the capacity of the chairperson, the Dean shall issue a resolution concerning the Committee's formation, its terms of reference and members, among whom is one the Assistant Deans as well as representatives from all the concerned Academic Sections and the Admissions and Registration Centre. The Committee shall study students' requests for change of academic programme or specialisation. Decisions shall be made at the latest by the end of the first week after the start of the academic semester.
- B- Students who are enrolled in any academic programme may change to another academic programme in the same College or from one specialisation to another within the same academic programme in accordance with the following conditions.
- 1- The students shall meet the admission requirements which were in force at the Higher Education Admission Center (HEAC) during the academic year when they were admitted.
 - 2- The students shall meet the conditions of the new specialisation.
 - 3- The student shall have successfully passed the Foundation Programme.
- C- When the study places are limited, and the applicants equally meet the first and second conditions, the highest cumulative GPA shall be taken into consideration.
- D- Whenever a request for change of programme or specialisation has been granted, all courses which the students have previously studied and passed, and which are part of their new specialisation degree plan, shall be counted and included in the calculation of their GPA.

- E- Courses which students have studied and successfully passed but are not part of their new study plan shall be included in the transcript, but they will not be taken into account in the GPA calculations.
- F- Students have the right to change the academic programme or the specialisation once only.
- G- Decisions regarding the equivalencies of the courses already studied by the students in their previous specialisation and those in their new one shall be made by the relevant Academic Sections with the coordination of the Admissions and Registration Centre.
- H- The total duration of the study for the two programmes or specialisations shall not exceed the maximum duration of study stipulated by these regulations.

Article 6:

- A- Students may transfer from other government Higher Education Institutions to the Colleges of Applied Sciences provided the following conditions are met.
 - 1- Students shall meet the admission conditions applied in the Higher Education Admission Centre (HEAC) in the academic year during which they were admitted.
 - 2- The availability of vacancies in the College to which the students are requesting to be transferred.
 - 3- The students must have already successfully finished at least two (2) semesters of the academic programme and obtained a grade of Good in the institution from which they are transferring.
 - 4- The students shall study at least fifty percent (50%) of the total credit hours required in the College to obtain the academic degree.
- B- After ensuring that the students meet all the conditions mentioned in clause A of this article, the Department shall forward the request to the College to which the students wish to be transferred.
- C- The concerned academic section in the college to which the students wish to transfer shall determine the equivalency between the courses that they have already studied and those in the programme they wish to join.
- D- Transferred Credits Hours which the students have already successfully finished and which have been equated to those in the degree plan shall be counted, but they shall not be included in the GPA calculations.
- E- If students wish to register for a previous course for which they have already received transfer credit hours in order to earn a higher grade in the course, the original 'TC' will remain valid until the specified Drop and Add period expires, after which the grade earned in the final exam at the end of the academic semester will take precedence.

Article 7:

- A- Students may apply to take a challenge test based on the practical and academic experience which they have acquired after the General Education Diploma and which shows that they have the knowledge and the skills equivalent to a prescribed course in the degree plan.
- B- The Section specifies the courses that can be subjected to a challenge test on the condition that they are not more than three (3) courses with their total number of credit hours as a maximum.
- C- The challenge test for the courses shall be administered during the first academic semester of the study plan of the students' academic programme as they start to study credit bearing courses. The instructor of the course may ensure this by means of an interview, an oral or a written examination, or a practical demonstration.
- D- In the event that the students score 'C' (Pass) or above in the challenge test, their transcripts shall read "P" (Pass) for the course and the course credit hours shall be counted.
- E- In the event that students score below 'C' (Pass) in the challenge test, no credit hours will be assigned to them, and the students must enroll for the course.

Article 8: Students from other Higher Education Institutions (HEI) may apply to the Directorate to take credit courses at the College in accordance with the following conditions.

- 1- The students must provide a written consent from their educational institute with the desired courses to be studied specified in it.
- 2- The College determines the possibility of enrollment on the basis of criteria such as English competency, availability of vacancies, and previous academic results.
- 3- The Section's approval of the course description for the desired course in the students' educational institution.

Article 9: College students may study some credit courses at other recognised Higher education Institutions (HEI) towards their degree requirements according to the following conditions:

- 1- The HEI must be recognised and at an academic level equivalent to that of the College.
- 2- The consent of the College in which the student is studying
- 3- The College issues a letter to the students in which it specifies the exact courses which the students can take and the number of credits hours, as well as the equivalencies in the study plan.

- 4- The credit hours which can be transferred towards graduation shall not exceed thirty (30) hours.

In all cases, students shall be subject to all the academic rules and regulations of the host HEIs. Students must submit to the College the approved official transcript with the grades from the host institution where they have studied so that the calculation of the courses can be done.

Courses for which the students obtained a score that equals (C) in the College as a minimum shall be counted and included on the students' transcripts as transferred hours but not as scores in the grade point average.

Chapter Three

Regulations Related to Registration

Article 10:

- A- The system followed in the College shall be the Credit Hour System. The academic year shall consist of two semesters, the Fall and Spring semesters, in addition to the summer semester.
- B- If the academic semesters include activities such as field training, these activities shall be specified with a course code and be incorporated in the study plan and the transcript. They may also be allocated credit hours.

Article 11: The Academic Section shall provide students with the Degree Plans and the Study Plans upon their joining the academic programme. Whenever these plans are updated, the students shall be notified. Students are held fully responsible for meeting all the requirements set out in these plans.

Article 12:

A- The Section shall assign an Academic Advisor to each student and notify the College's Admissions and Registration Centre about it. The academic advisor shall commit to:

1. helping students to discover their potential and capabilities
2. helping students in their choice of courses each semester in accordance with the study plan and the academic regulations
3. assisting the students in exploring alternative paths which can, in accordance with the study plan and the academic regulations, make it possible for them to still obtain the degree whenever the normal progression of the degree has, for any reason, been disrupted
4. advising the students on other matters related to their study

B- The approval of the Academic Advisor shall be required for accepting students' proposed enrolment plan each semester. The Academic Advisor's assistance shall also help develop a remedial plan for students on academic probation in consultation with both the relevant Head of Section and the Head of Admissions and Registration Centre in the College.

Article 13:

A- The maximum course load for students shall be eighteen (18) credit hours per academic semester and nine (9) credit hours during the summer semester.

B- The students' course load may exceed the maximum stipulated in clause A of this article and reach 21 credit hours —except in the summer semester— in any of the following cases:

1. If the students' ordinary course load in the two previous consecutive semesters was not below fifteen (15) credit hours and their semester GPA is not below three points (3.00).
2. If the students' cumulative GPA is not below three points (3.00).
3. If the students are in their graduation semester.
4. If the students are in the spring semester, and their graduation depends on the summer semester.

C- The students' minimum course load is twelve (12) credit hours per semester.

Exempted from the above are students whose graduation at the end of that year depends on taking a lower number of credit. In special cases, the Dean may decide, based on the recommendation of the Section that students' course load be below the permitted minimum but not less than nine (9) credit hours or three (3) courses, or six (6) credit hours or two (2) courses if no other courses are being offered to them. Otherwise, their registration shall be either canceled or considered legally postponed that semester.

D- Students on academic probation are not allowed to enroll for a course load higher than thirteen (13) credit hours nor lower than nine (9) credit hours as a minimum during the semester.

E- Students on academic probation who are expected to graduate in that semester shall be allowed to enroll for only one additional course with its credit hours if that is sufficient for graduation.

Article 14: The Admissions and Registration Centre shall announce the registration days for each semester. The announcement shall contain information about the dates for registration as well as the study timetables before the start of the registration period.

A- Students may not register for courses or programmes for the following reasons:

1. There are no vacancies
 2. Overlap in the timetable.
 3. No completing the admissions procedure
 4. The students have not returned items entrusted to their keeping, or loaned to them.
 5. Prerequisite courses have not been studied.
 6. If the students have incurred academic or disciplinary penalties which prevent them from enrolment.
- B- Students are themselves responsible for ensuring that they fulfill the announced academic requirements. Failure to observe this may result in the cancellation of their registration for some of the courses. Students must follow their study plan when enrolling for courses. Failure to follow the study plan may result in failed registration for all the courses in which they initially wished to enroll. Students shall also commit to heeding the advice of their Academic Advisor in this respect. Students may take a course and its prerequisite in the same semester if they have already taken the prerequisite but failed to pass, or if their graduation depends on it.
- C- Registration shall end on the last working day before classes begin. Late registration shall be permitted up to two (2) weeks later due to exceptional circumstances on the part of the students and only with the recommendation of both the Head of the concerned Section and the Head of the Admissions and Registration Centre, and the approval of the Dean.
- D- Students may attend classes as audit students if there are vacancies without having to sit for the exams after the approval of the Head of Section to which the course belongs and the course teacher.
- E- Students shall register as audit students during the registration period. They shall not have the right to change from audit to credit hours or vice versa, after the end of the drop and add period stipulated in these regulations.
- F- The College may cancel registration in courses for which an insufficient number of students have enrolled according to the intake capacity of the Section.
- G- In registering for courses where spaces are limited, priority shall be given in the following order:
1. Final year students who need to take a given course to graduate
 2. Students who need to take given courses pertaining to their specialisation
 3. Students who have earned the highest number of credit hours required to obtain the degree.
 4. Students who need to repeat courses.

5. Students with exceptional circumstances after the permission of both the Head of the concerned Section and the Head of Admission and Registration and the approval of the Dean.

Article 15:

A- Students may add or drop a course, switch one for another, or switch all of the courses for which they initially enrolled for different ones during the first week after the start of classes in each semester. There will be no record (of withdrawal) on their academic transcripts of the courses which they dropped or exchanged during the above-mentioned period.

B- It is not allowed to move enrolled students of a given course to another group of the same course unless there is a clash in their timetable, the group in which they were enrolled has been cancelled, or any other reasons left to the discretion of the Dean in coordination with the concerned Section.

C- Students' wishing to drop or add a course must obtain the approval of their Academic Advisor, on the condition that there are vacant seats and that the course fits within the permissible maximum limit of their study load.

D- No new courses may be added after the first week of classes mentioned in clause A of this article. Exceptions may be made only in individual cases with forcible circumstances until no later than the second week of the semester after the permission of both the Head of the concerned Section and the Head of Admission and Registration and the approval of the Dean.

E- Students may withdraw from a course after the first week of classes but prior to the end of the eighth week of classes in either the fall or the spring semester, and prior to the end of the fourth week of classes in the summer semester. In such case, a grade of "W" (withdrawn) will be indicated in their transcript for that course, provided that they have not exceeded the maximum prescribed absenteeism limit. This course shall not be included in the GPA calculation.

Article 16:

A- Student must attend all the courses for which they have enrolled. Course teachers shall record students' absenteeism, and give them an oral warning when their absenteeism has exceeded five percent (5%) of the course's contact hours. If absenteeism exceeds ten percent (10%) of the aforementioned hours, the warning shall be issued through the Admissions and Registration Centre, regardless whether the absenteeism was due to an acceptable excuse or not. The following are considered written warnings:

- 1- An e-mail sent to the students
- 2- A text message, or SMS, sent to the students' phone numbers found in their file at the Admissions and Registration Centre. Students are held responsible for

updating their personal details in their file at the Admissions and Registration Centre.

- 3- An announcement made through the approved E-Systems at the College
 - 4- An announcement made on the College's announcement board
- B- If the students' absenteeism exceeds twenty percent (20%) of the total contact hours of a course, and the Dean accepts the students' excuse as being satisfactory or compelling, the students are considered to have withdrawn from that course. Grade 'W' (withdrawn) is recorded on the academic transcript.
- C- If the students' absenteeism exceeds twenty percent (20%) of the total contact hours of a course, without the Dean accepting any excuse as satisfactory or compelling, the students is forbidden to take part in the course, and grade 'FW' (Failed due to Absence) is recorded on the academic transcript.
- D- Students who fail to attend a pre-announced coursework examination on the grounds of an acceptable excuse must submit their reason of absence to the Head of the Section within three (3) days after the cession of their excuse so that it can be forwarded to Dean for approval. Once the approval has been granted, the students shall sit for a make-up exam. If the students do no attend the make-up exam specified for them, a zero shall be awarded to them for this exam.
- E- Students who are absent from the pre-announced final exam of a course shall be awarded the Grade 'I' (Incomplete). They must present their excuse to the Dean within one (1) week from the date of the exam. If the Dean accepts the excuse, the Dean notifies the relevant Head of Section, who informs the course teacher to arrange a make-up exam for the students within two (2) weeks of the start of the semester subsequent to the semester in which the students failed to sit for the exam.
- F- If the students do not submit an excuse for their absence, the course teacher assigns them a zero (0) for the exam which they have missed, and their final score for the course shall be determined according to their semester marks and the extent to which they have attained the course objectives. This rule shall also apply if students do not submit their excuse to the Dean within the maximum period of one week from the date of the exam.
- G- If students who are absent from a final exam with an acceptable excuse do not sit for the final examination within the two-week period specified in clause E of this article because their excuse is still valid, they shall be regarded as having withdrawn from the course. If students' acceptable excuse ceases, and they fail to sit for the make-up exam, their grade ceases to be 'I' (Incomplete), and the course teacher shall this time assign zero (0) to them for the final exam which they have missed. The final grade for the respective course shall be determined according to their semester marks and the extent to which they have attained the course objectives.
- H- The students' semester average grade and cumulative average grade are to be calculated without taking into consideration the course or courses which carry a Grade 'I' (Incomplete).

- I- Students who sit an examination but are unable to complete it for medical reasons which are approved by the Dean have the right, once the medical situation has ended, to take the examination of the courses which they have missed on a new date within two weeks from the start of the semester subsequent to the one in which they failed to sit for the exam.
- J- Students may be absent for approved extra-curricular activities on the condition that:
 - 1- They obtain the approval of the Dean and the course teacher.
 - 2- As for students on academic probation, they must obtain the approval of the course instructors which they are taking, as well as that of the Academic Advisor. Students' participation in these activities may depend on the Dean's approval until they have ceased to be on academic probation. The participation of students from the Foundation Programme is subject to the approval of the Head of the relevant Section.
- K- Absences due to students' having added a course at a later date during the drop/add period or to having officially participated, with the approval of the Dean, in an activity representing the College either inside or outside Oman shall not be included in the percentage of absenteeism.
- L- Regulations of the Foundation Programme which were approved by the Academic Council for the academic year during which the students were admitted shall apply to the students of the Foundation Programme.

Article 17:

- A- Under exceptional circumstances, students may temporarily postpone their study for a maximum of two (2) semesters, either consecutive or otherwise, upon the recommendation of the Head of the Admissions and Registration Centre and with the subsequent approval of the Dean of the College. The students must append to their request the supporting documentation. The postponement period shall not be considered as a part of the maximum duration of study at the College.
- B- Students may postpone their study for the purpose of training in the workplace for a maximum of two semesters, either consecutive or otherwise. The student shall have completed a minimum of sixty (60) credit hours in the academic programme with a GPA of no less than two point seven (2.7) and shall be acting upon the recommendation of the Academic Section and the Admissions and Registration Centre, as well as with the approval of the College Council. Students must submit the supporting documentation proving that they are officially joining the workplace. The postponement period shall not be considered as being part of the postponement period mentioned in clause A of this article.
- C- Students may postpone only after the completion of one semester from the time when they joined the College. Exemptions can be made under exceptional circumstances, supported with official documents, and with the approval of the Dean.

- D- Students wishing to postpone their study must submit a request to the Dean no later than week fourteen (14) of the semester so that an adequate decision may be reached. The decision regarding the request shall be made by the end week fifteen (15). The Dean shall inform the concerned Section of the students' specialisation, the Admissions and Registration Centre, the Student Services Centre, and the Academic Advisor, and any other party concerned by the decision. In the event that the Dean has not responded to the request during the period mentioned in this article, it shall be considered as disapproval of the request.
- E- When postponement has been granted, the students will be recorded as 'OP' (Officially Postponed) and the date of postponement shall be noted on the transcript. Postponement shall not be granted merely to avoid failing a course.
- F- Students' enrolment in the College shall be withdrawn if they do not register in the academic semester following the postponement period.
- G- Students or their guardians may request an extension of the postponement period following the same procedures applied for the previous postponement request.
- H- According to the provisions of these regulations, if students withdraw from all of the semester's courses, their study for the given semester shall be officially postponed. That semester shall be considered as part of the postponement period allowed in clause A of this article.

Article 18: Students will be considered to have voluntarily withdrawn according to the following procedures:

- 1- Consulting their Academic Advisor prior to officially submitting their request for withdrawal. Upon withdrawing, students must fill out the Withdrawal Form.
- 2- The students' guardians may submit a request for withdrawal on their behalf. This is done in cases involving serious injury or illness on the part of the students. When students withdraw from the College, a note shall be made on their transcripts reading 'W' (Official Withdrawal) and indicating the date. Also, a 'W' shall be placed in front of each course for which the students were enrolled but did not finish. The withdrawal becomes effective on the date when the Head of the Admissions and Registration Centre approves it.

Article 19: Students shall be considered to have requested to mandatory withdraw in the following cases:

- 1- When students do not meet the conditions for being removed from under academic probation.
- 2- When students could not fulfill the study requirements of the College within the maximum duration of study. If the number of remaining credit hours required for their graduation exceeds the number of credit hours allowed per semester, the students will not be allowed to register for the last semester.

- 3- When students are expelled from the College according to the Executive Bylaws of the Colleges of Applied Sciences.

The Head of the Admissions and Registration Centre must issue the notice of withdrawal to the students after the approval of the Dean. In this case, a 'W' shall be assigned to the students for each course for which they were enrolled and did not complete, and a note reading 'Mandatory Withdrawal for Disciplinary or Academic Reasons' shall be made on their transcripts.

Article 20: Students shall be considered to have withdrawn unofficially, and will be removed from the registration roll if they:

- 1- fail to register for courses after being admitted.
- 2- are continuously absent from all courses without notification for more than twenty percent (20%) of the course teaching hours in the semester without an acceptable excuse
- 3- did not register during the drop and add period of a semester without an acceptable excuse

Students who have unofficially withdrawn will be awarded 'F' ('Fail') grade, and a note will be made on their transcript, reading 'Unofficial withdrawal' with the withdrawal date.

Article 21: The Dean may approve students' readmission once only after withdrawal if they lost their place (in College) under the following conditions:

- 1- their absence has not exceeded two semesters
- 2- the students submitting an acceptable excuse supported by official documents
- 3- the availability of vacancies
- 4- the students were not mandatory withdrawn

When the Dean approves a student's readmission, the student's previous academic record shall be adopted, and the period of their absence will be considered as a postponement period.

The Academic Council may agree to extend the absence period mentioned in clause 1 of this article in cases of illness supported by the medical reports proving that the students have undergone treatment and that they were unable to study during the period of their absence.

Chapter Four

Academic Programmes and Assessment Regime

Article 22:

A- Programme Specifications shall include the following elements:

- 1- the title of the degree and the specialisation
- 2- the description of the programme and the specialisation
- 3- the graduate attributes and skills
- 4- the Degree Plan, including specific information about the number of credit hours assigned to all college requirements, the compulsory and elective courses of the academic programme, and the compulsory and elective courses of the specialisation
- 5- the assessment regime

B- The course outline aims to provide basic information about a course. It shall be distributed to the students during the first week of each semester. The course outline shall include the following:

- 1- the course's alphanumeric code, title, prerequisites and co-requisites, contact and credit hours, and course description
- 2- the name of the lecturers, the location of their office, and the times of their office hours assigned for consultations
- 3- the course objectives
- 4- the syllabus
- 5- the teaching/learning methods
- 6- the assessment regime
- 7- timings of exams and quizzes, research papers, assignments, etc., as well as the weightage assigned to each one of them in the calculation of the final grade
- 8- the textbooks and additional references or resources and any other required material
- 9- any special conditions or requirements peculiar to the course

Article 23:

The calculation of credit hours in the study plan is determined as follows:

- A- One credit hour is assigned to at least fifteen (15) one-hour lectures.
- B- One credit hour is assigned to fifteen (15) practical or field sessions, the duration of each session being either two (2) or three (3) hours.
- C- One credit hour is assigned to every two-to-three (2-3) hours of weekly student self-directed study under the supervision of one of faculty members with a view of completing their final year projects.

Article 24: A committee, called the 'Examiners' Committee', shall be established for every academic programme. It shall be chaired by the Academic Programme Director, or a proxy, and shall comprise of the Heads of Academic Sections. It shall hold its meetings at the end of every semester after the end of the final exams and prior to the College Council meeting. The aim of this committee is to ensure the implementation of the assessment criteria in every programme across the Colleges by reviewing students' performance.

Article 25: The assessment of the students and the grading of their performance shall be based on the Grade Point Average (GPA) system. The final grade in any given course shall be based on each student's results obtained by the means of continuous assessment methods according to the objectives of the course and the criteria set for it.

Article 26:

A- The grades (with numeric value) for courses shall be described as follows:

- 1- **A** Exceptional performance: achieving all the learning outcomes of the course in an outstanding manner.
- 2- **B** Very good performance: achieving the majority of the intended learning outcomes of the course (or more than two-third at least) in a thorough manner.
- 3- **C**: Good performance: achieving the majority of intended learning outcomes of the course at least in a satisfactory manner.
- 4- **D Satisfactory performance: achieving less than enough amount of the learning outcomes but more than the minimum required of the course**
- 5- **F** Unsatisfactory performance: not achieving the minimum required learning outcomes of the course; or the learning outcomes were not attained at a minimally acceptable level, therefore no credits will be earned.
- 6- **FW**: This means failure to meet the attendance requirement, and no credits were earned.
- 7- **FSP**: This means there was Failure with Supplementary Privilege , and a student shall be awarded these grades in the following cases:
 - If a student has completed all parts of the course but failed in one part such as the final exam. However, the course instructor believes that a student shall be given a second opportunity, with the approval of the Head of Section, to pass the course.
 - awarding of a discretionary 'FSP' shall occur exceptionally where the course in question will not be offered until a year hence and where the student has completed at least 50% of the credits in his/her degree programme. The grade FSP shall not be awarded if the student is already on probation or about to be placed on probation based on his/her performance in the current semester.

- The 'FSP' shall be treated as an 'F' until the grade earned after the supplemental assessment is recorded. The FSP will remain on the transcript but they shall be replaced by the supplemental grade after finishing the examination, but no later than the end of the following semester (including the summer semester). Any 'FSP' not cleared within this period shall automatically convert to an 'F' on the transcript. A student with an 'FSP' in a course which is prerequisite to another course he wishes to take shall only be allowed to register in the other course under exceptional circumstances with the approval of the Dean.
- B- Each of the grades described in clause (A) shall carry a numeric value for the purpose of calculating the semester/cumulative GPA. These values shall be described in the table below:

Grade	Numeric Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F, FSP, FW	0

Article (27): The following grade designations shall form part of the overall Colleges of Applied Sciences grading system, but shall not carry a numeric value.

I– Incomplete:

The 'Incomplete' (I) grade shall be used when the student was not be able to complete all course requirements in time due to some justifiable circumstances beyond his/her control, such as an illness, an accident, a family emergency or similar incidents.

Incomplete grades that are awarded to the student according to the performance and continuous assessment in the course shall be as follows: I(D), I(D+), I(C-), I(C), I(C+), I(B-), I(B), I(B+), I(A-), I(NP), I(F). Unless a new grade is submitted to the Head of Admissions and Registration that grade shall replace the 'Incomplete' grade at the end of the subsequent semester.

W – Withdrawn:

A 'W' shall be assigned to a student who formally withdraws from a course during the allowed period set for withdrawal.

TC - Transfer Credit:

A 'TC' shall be awarded to a student who has earned credit from any other higher education institutions. These credits shall be counted as a part of the total credits required for graduation in a particular degree programme, but they shall not be counted in the grade point average.

AU – Audit:

An 'AU' shall designate a course registration with audit status. This status shall be declared at the time of registration.

P/NP - Pass/Not Passed:

A 'P' or 'NP' shall be assigned for a course that is not graded on the A-F assessment table stipulated in article (26) clause (B) of this regulation and it does not carry credits in the degree plan.

In Progress:

'IP' shall be assigned in a course such as a project, a practical or a multi-semester course in which the student is registered, but which is still in progress at the time of reporting the grade or issuing the transcript.

OP - Officially Postponed:

'OP' shall be assigned to a course in which the student is registered after he/she has been officially granted permission to postpone the semester.

Article (28):

A) The Semester GPA calculation shall be based on all courses taken throughout the semester and shall be calculated as follows:

1- The numeric value of the grade earned in each course shall be multiplied by the number of credits for that particular course. This result shall be referred to as the grade points earned in that course.

2- The sum of the grade points earned in that semester shall be divided by the total number of credit hours during that semester.

In these calculations, only courses with numeric value grades shall be considered. The resultant amount shall be considered the Semester Grade Point Average.

B) The Cumulative GPA shall be calculated on all courses studied by the student in all semesters at the end of each academic semester. This is a single total calculation (not the average of semester averages) and shall be calculated as follows:

1- The numeric value of the grade is multiplied by the number of credits for the course. The result shall be called the "grade points earned".

2-The total grade points earned shall be divided by the total number of credit hours attempted.

Article (29):

All grades shall be considered as final once they were formally approved by the College Council except 'FSP' and 'Incomplete' grades.

Final grades may be changed only if there has been an error in calculation, or in entering the results or following the formal appeal process. No final grade shall be modified by taking another examination or submitting an additional work after the end of the semester.

Article (30):

A- The progression standards shall be as follows:

1) **Normal Course Load:** A student who achieves the minimum Grade Point Average of (2.00) on the cumulative average, as well as the required minimum grade(s) in any specified course(s), and can precede in his/her degree programme to a bachelor degree.

2) **Extended Course Load:** A student who achieves a minimum Semester Grade Point Average of (3.00) in two consecutive semesters OR a Cumulative Grade Point Average of (3.00) is eligible to take more credit hours exceeding the normal course load as defined by the college.

3) **Academic probation:** A student who achieves a semester Grade Point Average of less than (2.00) shall be placed on probation in the following semester. In such case, the student shall consult his/her academic advisor before registering for the next semester, and any corrective measures and advice shall be offered to students. These may include discussion of any of the following:

- 1- Reduction of course load
- 2- Postponement of a course to a subsequent semester
- 3- Setting up a remedial plan that prioritises failed or prerequisite courses

B) A student who is on academic probation has to raise his GPA to 2.00 or more within a maximum period of three (3) consecutive semesters or will be considered compulsory withdrawn. A students who completes two consecutive semesters on probation shall be given a written warning notice reminding him/her of the final remaining semester.

C) Students who are previously on probation and who return to that status will have (2) consecutive semesters to achieve the normal course load.

D) A summer semester shall not be counted as a semester for the probationary status. If a student's previous GPA was 2.00 or more and got a GPA of less than 2.00 in the summer semester, he/she will not be placed under probation in the consecutive semester.

Article (31):

A- A student must repeat any failed compulsory course in the study plan. A student may replace a failed course with another course in the case of the availability of an equivalent substitutes for that course. Any repeated course must be repeated in its entirety. A student may also repeat a course in which a passing grade of (C) or less has been earned in accordance to the availability of vacancies in that course.

B- In the event of repeated courses, all grades earned shall appear on the transcript but only the most recent grade shall be used in the calculation of the Grade Point Average (even if it is lower than the original grade).

C- Passed courses with a grade of (C) or less may be repeated once, whereas failed courses may be repeated twice. The Dean may approve further attempts of repetition.

D- A student who fails in a course more than once shall seek other alternatives such as registering in an equivalent course or other allowable substitute as approved by the Dean after consulting the Head of the concerned Section.

E- Regulations of the Foundation Programme approved by the Academic Council for the academic year during which the student was admitted shall be applied when repeating courses for the Students of the Foundation Programme.

Article (32):

A- Final examinations shall be held according the following conditions:

1. All course material shall be covered. The exam may cover one part or more in accordance with the course description.
2. The Weight of the final exam in the total grade is in accordance with the course description.
3. The duration of the exam is determined in accordance with the course description

B- The format of the final examination is in accordance with the course description. It may be an oral presentation, a seminar, a project or any academic activities.

C- The course coordinator shall prepare the final examination in coordination with all the colleges.

E- For the written final examinations, the following conditions apply:

1. All examinations shall be scheduled within the time period designated for examinations. No examinations shall be scheduled outside that period.

2. Any students who have more than two examinations in the same day when the initial announcement of the examination schedule is made shall notify the Assistant Dean for the Academic Affairs and Scientific Research to consider the possibility of finding a suitable alternative. In considering such cases, the examination with the highest enrolment shall take priority.
3. A student arriving more than 30 minutes late after the start of the examination will not be allowed to enter.
4. A student arriving less than 30 minutes late to the examination room has to finish the exam as scheduled with the rest of the students.
5. A student shall not be allowed to leave the examination room before half of the examination time has passed.
6. A student who hands in the exam paper shall not be allowed to re-enter and shall be asked to leave the examination room.
7. The provisions of absenteeism stipulated in these regulations shall be applied when a student is absent from the examination.
8. No student shall be allowed to re-sit for the exam for the purpose of changing a grade other than those with grades FSP.

F- Detailed lists of the final grades shall be handed to the Head of the Section in order to be discussed by the Section Council. Approved lists must be sent to the Admissions and Registration Centre to calculate the semester and cumulative GPA. A copy of the final grades lists shall be sent to the College Council for approval after being presented to the Examiners Committee.

G- Each student is issued a transcript listing the grades s/he obtained in each of the courses that s/he enrolled in, the number of hours registered and passed as well as the semester and the accumulative grade average.

H- Students' answer papers for final exams are kept at the academic sections until the end of the appeal period and then sent to the Admissions and Registration Centre to be kept for two semesters.

I- In the case of cheating, or attempting to cheat, the student shall not be allowed to complete the examination and will get (F) grade in that course. If such case reoccurs in another course, the student shall be deprived of study in the given semester and will have to take the examination in the following semester.

K- In the event of final examination leak, the examination shall be repeated for all groups. A student who is absent in the repeated examination will get (F) grade.

Article (33):

A- A student is entitled to submit a written request for appeal of the final grade in any of the courses within two weeks of the announcement of the final result of that course.

B- Appeal shall be conducted by a committee chaired by the Dean and comprised of the relevant the Head of Section and the concerned course instructor and another staff

member from the same specialty. In case of unavailability, the course instructor is represented by another staff member from the concerned section nominated by the Dean. A decision on the request shall be made no later than the end of week two from the start of the following semester. If no decision is made during the specified period, it shall be considered a rejection of the appeal.

C- The result of the appeal shall be submitted to the Admissions and Registration Centre no later than one week after the date of the end of the appeal process.

Article (34):

A- The College shall honour students who score outstanding results in their academic programmes provided that the minimum registered credit hours is (15) in courses with numeric value in that semester.

B- Students must achieve either a semester GPA of 3.70 or higher, or a cumulative GPA of 3.60 or higher, for their names to be included in the Honours list. Students whose names are put on the Honour list shall receive a Letter of Recognition signed by the Dean of the College. Students who have been expelled, warned and/or penalised for misconduct shall not be qualified for this distinction even if they achieve the required grade.

Chapter Five

Diploma Programme

Article 35:

A- A student may be transferred to the Diploma Programme at the College according to the following conditions:

1. The student must be registered in a programme that allows students to transfer to the Diploma Programme.
2. The cumulative GPA shall not be less than 1.80.
3. The student shall provide a justification for not being able to complete the Bachelor Programme.
4. A recommendation shall be issued by the academic advisor.

In all cases, a student shall not be allowed to register in the Bachelor Programme after being transferred to the Diploma Programme.

B- The minimum number of credit hours that the student shall complete to obtain the Diploma Programme is (60) credits, (48) of these credits are transferred from the Bachelor Programme and (12) credits to complete the Diploma Programme.

C- The duration of study to obtain the Diploma Degree shall not exceed (3) semesters.

D- Courses that shall be transferred from the Bachelor Degree Programme to the Diploma Programme shall be determined as follows:

1. College and Programme Requirements minimum of (27) credits.
2. Specialisation Requirements minimum of (21) credits.

Exemptions may be made for students who need one credit course from college requirements (with its total number of credit hours) to enter the Diploma Programme.

Article 36:

A Committee is to be established at the College chaired by the Assistant Dean for Academic Affairs and Scientific Research and the membership of the Heads of Academic Sections and the Admissions and Registration Centre. The Committee shall be responsible for studying students' requests and application forms for enrollment in the Diploma Programme. A recommendation about the requests shall be presented to the Dean to be directed to the Academic Programmes Department at the Ministry to take the appropriate decision.

Chapter Six

Summer Semester

Article 37: The Summer Semester shall be offered according to the Colleges' need. It may be offered either in all of the colleges or some of them for students who want to register for the Summer Semester in accordance with the approved criteria. The Summer Semester shall be offered for the following cases:

- 1- Postponement of courses in some of the Colleges within the approved study plans
- 2- Students failing some courses and are unable to repeat them as they will not be offered in the subsequent semester
- 3- Students failing pre-requisite courses and are unable to register for these courses in the in the subsequent semesters.
- 4- Students postponement of some courses as a result of being on academic probation or for any other justified reasons.
- 5- Students continuing to be on academic probation and not being able to obtain the minimum required GPA because of not repeating failed courses
- 6- Students' inability to graduate and the possibility of graduating in the Summer Semester.

Article 38: The criteria for offering courses in the Summer Semester shall be as follows:

- 1- Postponed courses (for the whole batch) from previous semesters for all cohorts.
- 2- Courses for students who are expected to graduate in the summer semester provided that there are not less than (3) students in each course.
- 3- Courses for students who are on academic probation and who failed in these courses provided that there are not less than (5) students in each course.
- 4- Courses postponed by students who were on academic probation for the purpose of reducing their course load to (13) credits provided that there are not less than (5) students in each course.
- 5- Priority in registration for summer courses shall be given to fourth and third year students. In the event of vacancies, second year students shall be allowed to register pending the Dean`s approval after studying their requests and the need for registering in the summer semester.
- 6- The faculty member wishing to teach in the summer semester shall teach no less than (2) courses or (1) course with (2) groups as a minimum.
- 7- The maximum number of students registering in the Specialisation Courses in the summer semester shall be (25-30) students, and (40) students in the College Requirements courses. Upon the approval of the Dean, (5) additional students can be added in each course.

Chapter Seven

Regulations for Graduation

Article (39):

A- Provisions for awarding a Bachelor or a Diploma Degree is determined based on credit hour system according to the college, academic programmes and specialisations requirements

B- Students registered in the College are classified into second, third or fourth year if they have successfully completed a minimum of (33), (66) or (99) credit hours respectively, of the Degree Plan.

C- The Degree Plan consists of the following:

1) College Requirements: All degree plans shall include at least (8) credits of College Requirements courses.

2) Academic Programme Requirements: These are courses that shall be studied by all students in a particular Academic Programme, and are divided into two categories:

- a) Compulsory courses that shall be successfully completed by all students enrolled in a particular programme.
- b) Elective courses approved in the Degree Plan from which the student shall select based on the college's capabilities.

3) Specialisation Requirements: These include courses required for the specialisations and they are divided into two categories:

- a) Compulsory Courses which shall be completed by all students as a part of the Degree Plan for their specialisations.
- b) Elective courses from which the student shall select based on the college's capabilities
- c) Credits earned in courses which fall within the Degree Plan for the specialisation shall be counted towards the total required credits for a Bachelor or a Diploma Degree. The graduation average is calculated based on the credit hours.

Article (40):

In exceptional circumstances, the Dean in consultation with the concerned Head of Section may allow a student to meet the graduation requirements by studying a substitute or an equivalent course to a course in the Degree Plan.

Article (41): Duration of Study in the academic programme shall be as follows:

Degree	Total Credit hours	Normal Study Period	Maximum Study Period
Bachelor	120-140	4 years	6 years
Diploma	At least 60	One semester after transfer	Three semesters after transfer

Article (42): A student shall successfully complete the entire Degree Plan with a cumulative GPA of no less than (2.00).

The Academic Council may grant one academic semester to the student who gets a cumulative GPA of (1.99) and has successfully completed the entire Degree Plan in order to get the minimum cumulative GPA required to obtain the intended academic degree which has to be in the immediate subsequent academic semester in the following cases:

- 1- A student has exhausted the maximum allowed times of being on academic probation.

2- A student has exhausted the maximum duration of study at the college.

Article (43): Degrees awarded shall be classified based on the graduation grade point average earned on all courses within the study plan according to the following scheme:

Excellent	3.50 – 4.00
Very good	3.00 – 3.49
Good	2.50 – 2.99
Pass	2.00 – 2.49