

PART SEVEN: EXAMINATIONS AND ASSESSMENT

Article 59

A course is a subject studied during one semester.

Article 60

The student's grade in a course is based on theoretical and practical continuous assessment, research projects and the semester final examination.

Article 61

The final examination assesses the entire course and is held once at the end of each semester. It is set according to the constituents specified by the quality assurance committee.

The final examination may be written, or oral, or both according to the nature of the course and the assessment system.

Article 62

The final mark for each course is out of 100, with decimal fractions approximated to a whole number. The final mark for each course includes continuous assessment such as quizzes, oral written or practical tests, homework, and projects. This should not exceed 30% of the final mark.

Article 63

The final mark for any course in each semester is the mark that reflects the student's attainment in that course. It represents the sum of the marks obtained in course work/continuous assessment and the final examination.

Article 64

The semester's average is equal to the average of grades in all the courses the student studied in a semester, and will be calculated in the same way as the cumulative average.

Article 65

The cumulative average is the average of the grades obtained by the student in all the courses he/she studied until the date of calculating the average irrespective of success or failure in the incomplete courses. In case the student sits for a complementary examination, the grade he/she obtains will replace the term "incomplete."

Cumulative average is calculated by multiplying the grade point which the student obtained by the number of the course's credit hours. The total is divided by the total credit hours of all the courses that have grades. As for the "pass/fail" courses, grades are not calculated in the cumulative average. The decimal fraction in the cumulative average is approximated to the nearest second decimal point.

Article 66

The cumulative average is applied in all four academic levels independently.

Article 67

The student is deemed successful in the four academic levels, if he/she completes all the courses required for graduation and obtains the following cumulative averages:

- | | | |
|---------------------|----------------|------|
| 1. The first year: | Certificate | 2.00 |
| 2. The second year: | Diploma | 2.25 |
| 3. The third year: | Higher Diploma | 2.50 |
| 4. The fourth year: | B. Tech. | 2.75 |

Students will not be awarded certificates confirming their success before they pass the required period of practical training in each academic level.

Article 68

The student has the right to appeal against the results of his/her examinations by completing the Appeal Form and submitting it to the Head of the Department/Center within three days from the date of announcement of results. The Examinations Committee will review the papers within one week from the date of submitting the appeal to verify the accuracy of all marks, or to mark any unmarked questions.

Article 69

The student will be warned in writing if his/her absence reaches 10% of the set hours in each academic semester without any valid excuses, and a letter will be sent to his/her parent/guardian. The same procedure will be followed if the student's absence reaches 20%. In both cases, the student must be warned in writing and his/her guardian must be informed that the student will be debarred from the final examination if his/her absence reaches 30%.

Article 70

If a student fails to attend a semester examination for a reason deemed to be acceptable by the College Council, the college will arrange a make-up examination for him/her, *if* the student notified the Dean within one week from the date of the examination he/she failed to attend. His/her examination will be repeated before the elapse of the semester following his/her absence; otherwise, he/she will be given a *zero*.

Article 71

If the student fails to attend the final examination of any course for a reason accepted by the College Council, that course will be considered as *incomplete* upon his/her notifying the Dean, within one week from the date of the examination he/she failed to attend. In that case, the student will be allowed to sit for a complementary examination within no more than four weeks from the beginning of the next semester. The grade obtained by the student in the complementary examination will replace the term *incomplete*; otherwise, he/she will be given a zero. If the student also fails to attend the complementary examination for an acceptable reason, he/she will repeat the required course or any substitute course recommended by the concerned Head of Center or Department.

Article 72

A student will be dismissed from the college on the following grounds:

1. Failure to maintain the required GPA 2.0 in the courses he/she studied at the end of the semester, following his/her placement under academic probation.
2. Being absent from classes for two consecutive weeks, without an acceptable reason.
3. Complying with a decision issued by the Disciplinary Committee.

PART EIGHT: DISCIPLINE AND ORDER

Article 73

All teaching and technical support staff as well as students have to observe the dress code.

Article 74

Once registered, a student must fully abide by the bylaws, and follow college rules and regulations of academic conduct and integrity, observe ethical conduct, and avoid all forms or degrees of infraction whether during lectures, practical training, in laboratories, examination halls or elsewhere; whether individually involved, or in association with others.

Article 75

The student must abide by the following:

1. Coming to class on time and abiding by the timing of lectures, laboratory, and workshop sessions. The student must be aware that any absence will negatively affect his/her academic performance/achievement and in turn will minimize the student's chances to sit for the final exams.
2. Being absent from classes, laboratory, or workshop sessions must be approved in advance by the concerned heads of centers, departments or any authorized person.

Excused absence because of sickness must comply with the rules and regulations of the Ministry of Health.

Being late for three times in any lecture, laboratory, or workshop sessions will be considered as one class absence, and the staff in charge of these theoretical or practical classes has the prerogative to evaluate the student's lateness.

3. Fulfilling the training requirements in the private, or public sector organizations. The student will also observe and abide by all work rules and regulations, effective at the training site.

4. Observing and following the health and safety procedures, particularly by wearing protective clothes and shoes in practical training halls, workshops, or laboratories.
5. Keeping a record of all his/her activities within the college, such as registration, schedules, forms, grades, reports, as well as copies of courses, tests, electronic files and all documents related to his/her program.
6. Safeguarding all college property, such as laboratories, equipment and other materials. The student must handle such property carefully, in compliance with the rules and regulations organizing their use.
7. Respecting the physical and intellectual property and rights of others including students, college staff, researchers, technicians, including research and electronic files.
8. Actively participating in academic, cultural, social and sports activities organized by the college.
9. Maintaining the aesthetic appearance of the college, holding on to high moral standards in his/her relationship with the college administration, lecturers, staff and students in his/her academic society. The student must present a clean and tidy appearance, be a well-behaved, hardworking and reputable person.

PART NINE: STUDENT DISCIPLINARY SYSTEM

Article 76

The disciplinary system applies to all college students.

Article 77

Any misconduct or breach of these bylaws, rules, regulations or traditions will be deemed a punishable offence, specifically the following:

1. All acts or utterances that infringe upon religious beliefs or state reputation or disrupt the rules of good conduct or public decency.
2. Disruption of the college academic integrity code or academic conduct in whatever form, degree, method applied or site of disruption, in a theoretical lecture, practical training, laboratory or examination, whether the student is individually involved or in association with others.
3. Any cheating or attempt to cheat, during examinations or disruption of the serenity and smooth administration of examinations.
4. Abstention from attending, or incitement of others not to attend lectures, practical training in workshops, laboratories, or at the private or public sector organizations and other work places, where attendance is part of the college programs.
5. Breach of disciplinary rules during lectures or practical training.
6. All acts that infringe honor, integrity or morals, or harm the reputation of the colleges or any of their personnel or students.
7. Assault or insult of any teaching, administrative, technical support staff, or student.
8. Formation of or participation in any organization, committee or society, or holding a conference, without prior written consent of the competent authority.
9. Issuance or distribution of bulletins, pamphlets, posters, newspapers or magazines or sending them online, collection of funds or signatures without obtaining a prior written consent from the competent authority, or misuse of consent issued approving the practice of any of these activities.

10. Misuse, damage, or impairment of any of the colleges' property including college network and electronic files.
11. Possession or circulation of films, photographs, or magazines incompatible to decency, morals and Islamic values, or possession of inflammable or explosive materials inside the colleges or their hostels.
12. Breaching hostel rules, such as late arrival at night or spending the night outside the premises, without an acceptable reason or making any changes in the accommodation, its furniture or equipment.
13. Giving false information in official papers, forging official college documents, or illegally obtaining them or knowingly using forged documents.

Article 78

The disciplinary measures that will be inflicted on violators are:

1. Notification
2. Warning
3. Sending a student outside study hall or any place where he/she violated the system.
4. Deprivation from some or all the privileges that a student enjoys.
5. Temporarily depriving the student from practicing the activity where he/she violated the rules and regulations, for a period not exceeding one month.
6. Charging the student for the damage he/she caused.
7. Temporarily depriving student from staying in the college hostel, or suspension of his/her monthly allowance for four months.
8. Final deprivation from staying in the college hostel, or from the monthly allowance.
9. Cancellation of one or more courses in examination or results.
10. Debarring the student from sitting for one or more final examinations.
11. Suspending the student for one or more semesters.
12. Dismissal.

Article 79

Inflicting the disciplinary measures listed in Article 78 will be in proportion with the offence, any precedents, and any accompanying circumstances. No disciplinary measure will be exercised on any student before a written investigation is conducted and the student's testimony heard. Nevertheless, it is possible to implement any of the disciplinary measures stated in clauses 1, 2, 3 of the last article after an oral investigation into the case.

Article 80

In case an accusation of cheating during an examination is proved, the student will fail the course where cheating occurred, in addition to depriving him/her from studying for the following semester. If an accusation of cheating in examinations is proved for the second time, the student will be dismissed from the college.

Article 81

The authority of implementing disciplinary measures is to exercise as follows:

1. The teaching staff member is authorized to exercise the disciplinary measures stated in clauses 1, 2, 3 of Article 78 of these bylaws.
2. The Dean is authorized to inflict the disciplinary measures stated in clauses 1, 2, 3, 4, 5, 9 of Article 78 of these bylaws.
3. The Disciplinary Committee is authorized to inflict any of the disciplinary measures stated in Article 78 of these bylaws.

Article 82

The Dean will form an Investigation Committee chaired by the Assistant Dean for Student Affairs with the membership of three teaching staff in addition to the Head of Housing, Student Activities and Graduation Department, to investigate disciplinary violations committed by students on campus or during the external activities organized by the college.

Article 83

The Director General will form an Investigation Committee chaired by the Assistant Dean for Student Affairs with the membership of three teaching staff, in addition to the Head of Housing, Student Activities and Graduation Department, to investigate the disciplinary violations committed by students in the college hostels.

Article 84

At the beginning of each academic year, the Undersecretary forms a Disciplinary Committee chaired by the Dean with the membership of three teaching staff members, none of whom has participated in the investigation(s). This committee is set up for one renewable year to look into the violations referred to it.

Article 85

The decision that refers a student to the disciplinary committee will be initiated either by the Director General himself/herself, or in response to a request from the Dean. The disciplinary committee's sessions will be legal if attended by all its members. Its decisions will be valid if supported by a majority of votes. The decisions should be justified.

Article 86

The disciplinary committee's decisions will be effective immediately upon issuance, except for the decisions issued on the disciplinary measures stated in clauses 7, 8, 11, 12 of the bylaws. Decisions will not be implemented before the elapse of the appeal period stated in Article 87, and in case the student does not submit an appeal. Decisions may be implemented if an appeal was submitted, and rejected.

Article 87

A student may submit an appeal to the Undersecretary against a punishment within 15 days from the date when he/she was notified. In this case, the Undersecretary may reject the appeal, transform the punishment, or cancel it. His/her decision will be final.

Article 88

A decision issued on a disciplinary measure will be kept in the student's file. His/her guardian or sponsor will be notified of the decision. The Assistant Dean for Student Affairs will notify the student in writing of the results of the investigation, the decision issued on the disciplinary measure to be inflicted on him/her, and the deadline for appealing against the decision. He/she will also notify the center/department where the violation occurred of the results of the investigations, the disciplinary measure and the appeal, if any.

Article 89

No student will be punished for the same offence by more than one body.

Article 90

The Director General may take over the duties of the two committees: The Investigation and Disciplinary Committees, in case of disruption of order in the college(s) leading to an irregularity in the process of studying, sitting examinations or staying in the hostels, or if the meeting of the two committees is rendered impossible.

Article 91

If necessary and according to his/her discretion, the Minister may look into re-admitting a student on whom a decision of dismissal from the college has been issued, after two academic years have elapsed, including the year in which the disciplinary decision was issued. The Minister may also consider applications from students who have been deprived from college accommodation or monthly allowance, after one year has elapsed from the date the disciplinary measure.