

Regulation Number (2) for the year 2019
Regulations for the Awarding of the Bachelor's Degree
Issued in accordance with the Provisions of Article (19) for the
Fundamental Structure of Princess Sumaya University of Technology
No. (1), 2005

Definitions

Article (1):

These regulations are called "The Regulations for the Awarding of the Bachelor's Degree at Princess Sumaya University for Technology, No. (2), year 2019". They shall be effective from 17/02/2019.

Article (2):

The following words and terms, wherever stated in these regulations, shall carry the following meanings, unless the context should indicate otherwise:

The University: Princess Sumaya University for Technology

The President: The President of Princess Sumaya University for Technology

The Dean: The Dean of the School in which the student is enrolled

The Council: The Deans Council at the University

The School: Any of the University's Schools

The Department: Any of the School's academic departments

The Semester: The first or second semester of each academic year

The Academic Year: Two semesters, and the summer semester may be added.

Article (3):

These regulations apply to students enrolled at the University to attain a Bachelor's degree.

Study Plans

Article (4):

- a) The Deans Council shall set the study plans that lead to the awarding of a Bachelor's degree in the disciplines offered by the Schools of the University, based upon the suggestions given by the departmental councils and the recommendations given by the School councils.
- b) The study plans are set according to the credit hour system.
- c) Three (3) credit hours are allocated to each course. By a decision from the Council, that number may be increased or decreased.
- d) Each credit hour allocated to a study course is calculated on the basis that 1 credit hour is equivalent to 16 classroom hours. Laboratory hours and practical training are calculated on the basis that 1 credit hour is equivalent to 32 practical hours.

Article (5):

- a) The Council shall stipulate the minimum number of credit hours required to attain a Bachelor's degree in each of the Schools in accordance with national and international accreditation.
- b) The Council shall decide how the required credit hours to attain a Bachelor's degree should be distributed between University requirement courses, School requirement courses, and departmental courses, in accordance with national and international accreditation.

Article (6):

- a) The departmental council shall prepare a course description for every course. The description shall be set in proportion to the number of credit hours allocated to the course.
- b) The departmental council shall provide a guidance plan divided into the number of semesters required to complete the requirements of each discipline.
- c) The compulsory courses from the study plan shall be offered in the course schedule at least once every academic year.
- d) The courses included in the study plan are classified according to four or five levels, depending on the discipline.
- e) The number of credit hours allocated to each course shall be stated, in addition to any prerequisites or concurrent requirements (if any).
- f) Each course is allocated a number which indicates its level of difficulty, the School in which it is taught, the discipline of study, and the field of knowledge.

Article (7):

- a) The student's cumulative average is calculated on the basis of the courses included in the study plan of the program in which the student is enrolled.
- b) The student may not study any course for which he/she has not passed any prerequisite courses. Should that occur, the registration and grade for that course shall be considered cancelled.
- c) The student is permitted to study a course along with its prerequisite(s) during the graduating semester upon the recommendation of the departmental council concerned and by gaining prior approval from the Dean of the School.
- d) The student is permitted to continue studying a course that has a concurrent requirement in the event that he/she withdraws from the concurrent requirement course after the tenth week and shall not be prohibited from taking the concurrent requirement course.
- e) The student is permitted study a course with a concurrent requirement, if he/she has studied and failed in the concurrent requirement.

Length of Study Period and Academic Load

Article (8):

a) 1. The study period for obtaining the Bachelor's degree, according to the strategic plan, is eight semesters or four academic years for all of the University's Schools, except for the School of Engineering, which requires ten semesters or five years of study.

2. The minimum duration for obtaining a Bachelor's degree is three years of study in all Schools, except for the School of Engineering, where the minimum period is four academic years.

3. The length of time for which a student may be enrolled in studying for a Bachelor's degree may not exceed seven years of study in all Schools, except for the School of Engineering, where this period is eight years.

b) The length of the semester shall be 16 weeks, including the examination period. The summer semester is 8 weeks in length, including the examination period.

c) 1. The minimum academic load of any student registered in a Bachelor's degree program shall be twelve (12) credit hours per semester. The student may, with the approval of the Dean, study less than 12 credit hours should there be a lack of courses from the study plan for which he/she can register, or the existence of other reasons acceptable to the Dean.

2. The maximum academic load of any student at the University shall be eighteen (18) credit hours per semester. The student may register for three additional hours if his/her cumulative average in the previous semester is not less than 80%, including the summer semester.

3. The student in his/her graduating semester is permitted to take on an academic load of up to 22 credit hours, with the approval of the Dean of Admissions and Registration.

4. If the graduating semester is limited to training, the student is permitted to exceed the academic load, up to 22 credits, in the semester immediately preceding, with the approval of the Dean of Admissions and Registration.

5. The maximum academic load for the summer semester is nine (9) credit hours. The student may, with the consent of the Dean of Admissions and Registration, study a maximum of twelve (12) credit hours if his/her graduation depends on that, or if the graduating semester (the First semester) is limited to training.

6. The maximum academic load for the student who has been transferred from regular status to irregular status is twelve (12) credit hours in the ordinary semester and six (6) credit hours in the summer semester. The Dean of Admissions and Registration may approve an additional three (3) hours in cases where that is deemed to be in the student's best interests.

d) Undergraduate students are classified into four or five levels: first year, second year, third year, fourth year, fifth year. The number of credit hours included in the study plans is divided by the number of years required by the discipline to determine the student's academic level by year.

Attendance

Article (9):

a) All students enrolled in the University are required to attend all lectures, group discussions, and practical training sessions, according to the hours allocated to each course in the study plan.

b) The student is not permitted to absent himself from more than 15% of the hours allocated to each course.

c) Any student absenting himself from more than 15% of the allocated hours without a medical excuse or other extenuating circumstances acceptable to the Dean of the School in which that course is taught, shall be prohibited from taking the final examination and the result for the course shall be recorded as Zero. The Dean of the School should inform the Director of Admissions and Registration of the matter.

d) Any student absenting himself from more than 15% of the allocated hours due to medical problems or other extenuating circumstances acceptable to the Dean of the School, shall be considered to have withdrawn from the course, and the provisions for withdrawal shall be

applicable. The Dean of the School shall inform the Director of Admissions and Registration of the matter and the word "Withdrawn" shall be registered for that course in the student's academic record. Students who represent the Kingdom or the University in extracurricular activities approved by the University will be allowed to be absent at a rate not exceeding (20%).

- e) A medical excuse must be proven by a report issued by a University physician, a hospital, a comprehensive medical center, or any government medical institution. The certificate must be submitted to the Dean of the School not later than two weeks after the student ceased to attend classes. In other cases, the student must present proof of his/her circumstances within one week from the date on which the reason for the absence ceases.
- f) Students whose absence exceeds 15% shall be prohibited from completing the course on the recommendation of the course instructor and head of the department, and on the decision of the Dean. The Dean of Admissions and Registration should be notified accordingly.
- g) The Deans of the Schools, heads of academic departments, faculty members, lecturers, and the Dean of Admissions and Registration shall be responsible for implementing the above-mentioned provisions.

Examinations, Grades and Averages

Article (10):

- a) The grade for each course shall be calculated and registered according to the percentage system, with the number of credit hours clearly stated.
- b) The final grade for each course is the sum of the final exam mark and marks gained for work performed throughout the semester. Exempted from this rule are the courses in which a Pass/Fail result is recorded without grades, according to the study plans.
- c) Work throughout the semester shall be allocated 60%, distributed as follows:
 - 1. A minimum of two written examinations shall be given during the semester. The first exam shall be given in the fifth or sixth week of the semester, and during the third week of the summer semester. The second exam will be in the eleventh or twelfth week of the semester, and during the sixth week of the summer semester. These two examinations shall carry not less than 40% of the total mark of the course. A maximum of 20% of the overall marks for the course shall be allocated to homework assignments, projects, quizzes and reports. Participation carries a maximum of 5% of the total mark, and no mark shall be allocated for attendance.
 - 2. Based on a decision from the Deans Council, and made on the recommendation of the School council, some courses of a specific nature may be evaluated with one mid-term examination to be given in the eighth or ninth week of the semester, and in the fifth week of the summer semester. This examination shall carry 30% of the total marks for the course. 15 – 20% of the total marks shall be allocated to a course project. Other work performed throughout the semester, such as homework assignments, quizzes, and reports, shall be allocated 5 – 15% of the total marks. No mark shall be allocated for attendance.

d) 40% of the total marks for the course shall be allocated to the final examination which shall be comprehensive of the taught material and given at the end of the semester.

e) The concerned departmental committees shall indicate the distribution of marks for courses involving seminars, research work, graduation projects, and laboratories. Approval for such must be given by the School council.

f) When scheduling courses and their laboratory sessions for any course taught by more than one instructor, the departmental council shall assign a member of the teaching staff as coordinator. The coordinator ensures agreement among the course instructors in terms of course content, the chosen course book, examinations and marks.

g) The course instructor shall prepare for each course that he/she teaches a detailed description showing the nature of the course, its objectives, time frame, and requirements. The timing of examinations shall be stated as well as how the student's mark will be evaluated. Also given is a list of required sources and reading materials, according to the system followed by the specific School.

Article (11):

- a) All exam papers, except for the final exam, are returned to the student after being corrected, within two weeks of the date of the exam in the regular semester and within one week in the summer semester. One week after the exam papers are returned to the students, the marks are sent to the head of the department.
- b) Final exam papers shall be corrected within three days at most. Papers are kept in the department for a period of two semesters.
- c) The detailed student lists for each course shall be submitted to the department for examination and approval by the departmental council.
- d) The course instructor is responsible for checking all quizzes and examination papers for the course and for transferring all information to the student lists accurately and conclusively.

Article (12):

- a) Any student who absents himself from a written examination during the semester must provide the course instructor with a reason for the absence within three days of the excuse ceasing to be valid. If the instructor accepts this excuse, he/she should give the student a make-up exam.
- b) Any student who absents himself from a scheduled final examination in any course without an excuse acceptable to the Dean of the School which teaches the course, shall receive a Zero mark in that exam.
- c) In the case of a student missing a scheduled final exam in any course and he/she provides an excuse, within one week of the excuse ceasing to exist, which is acceptable to the Dean of the School in which the course is taught, the Dean shall inform the Deanship of Admissions and Registration of his decision to accept the excuse. The course instructor shall also be informed so that he can give the student a make-up exam. The make-up exam should be given, at latest, during the first week of the semester following that in which the student did not take the original exam, including the summer semester.

- d) If the student defers his/her study for the semester following the absence from the exam of the course(s) for which he/she had an acceptable excuse, he/she must take the make-up exam in the first semester in which he/she returns to regular study.
- e) The word (Incomplete) is recorded for the course in which the student was absent from the final exam with an acceptable excuse. The "Incomplete" is changed to a "Zero" if the student fails to take the make-up examination within the specified period.
- f) If the course instructor has not been informed of an accepted excuse at the time of finalizing the course marks, he/she shall make a record of 'Absent' for the student in place of the final mark. That record shall be changed to a "Zero" if the student fails to present an excuse for the absence, or should the excuse be deemed unacceptable.

Article (13):

- a) The student may request to have the final exam mark reviewed in any course, provided he applies to do so within a maximum period of one week from the date of publication of the results. In this case, the Dean should verify that there is no physical error in the addition of marks or in their transfer to the list, or the existence of questions that have not been marked. This is carried out by a committee composed of the Dean or his deputy, the head of the department, and the course instructor or another one of its teachers.
- b) The student is charged a fee of five (5) JD for each application submitted to review any of his/her marks.

Article (14):

- a) Percentage marks for each course are assigned the following equivalent rankings:

Percentage Mark for the Course	Ranking
90 – 100%	Excellent
80 – 89%	Very Good
70 – 79%	Good
60 – 69%	Satisfactory
50 – 59%	Weak
Less than 50%	Fail

- b) Percentage marks for the semester average and the cumulative average are assigned the following equivalent rankings:

Percentage Mark for the Course	Ranking
84 – 100%	Excellent
76 – 83.9%	Very Good
68 – 75.9%	Good
60 – 67.9%	Satisfactory

- c). 1. Both the cumulative and the semester average are calculated by multiplying the final mark for each course by the number of credit hours for each subject to be calculated in the average, then dividing the sum of the resulting multiplication by the total number of credit hours.
2. The semester average is the average of the marks gained by the student in the courses studied during that semester, whether successfully or not, according to the courses included in his/her study plan.
3. The cumulative average is the average of all the marks gained by the student in the courses studied up until the time of calculating the average, whether successfully or not, according to the courses included in his/her study plan.
4. All marks below 35% are rounded up to 35%, which is equal to a University Zero.
5. Semester and cumulative averages are rounded up to the nearest decimal point.

Student Warnings and Dismissal from the Discipline

Article (15):

First: A warning is issued to any student whose cumulative average is less than 60% in any semester, except summer semester.

Second: **1.** When a student receives a warning, he/she must work to cancel that warning by raising his cumulative average to 60% or above within a maximum period of two semesters from the date of the warning. The summer semester is not considered a semester for this purpose.

2. The student is considered to be expelled from the University if he fails to cancel the warning after two regular semesters and one summer semester. The student who has successfully completed 99 of the credit hours from his/her study plan is exempt from this ruling.

3. A student who has lost his/her regular student status for failing to keep the cumulative average above 60% may be transferred to the status of irregular student, paying double fees. In this case, the student is given two regular semesters and one summer semester to raise his/her cumulative average to the acceptable minimum (60%). If the student fails to do so, he/she shall be expelled from the University, unless he/she has completed a total of 99 credit hours from the study plan. In this case, he/she becomes a regular student.

Third: Any student achieving a cumulative average of less than 50% in any semester after the first semester, not including the summer semester, is considered to be expelled from the University and may not be transferred to irregular study status.

Fourth: If a student who is already under a warning for having a low cumulative average receives an "Incomplete" result in any course during a semester, the decision as to whether he/she should be expelled shall be taken upon completion of the course(s) for that semester, which must be during the first week of the subsequent semester.

Fifth: A student who has been dismissed from one discipline may be accepted to study another discipline, once only, dependent upon the admission requirements of the second discipline.

Sixth: A student who has exceeded the maximum period permitted for obtaining a Bachelor's degree shall be dismissed from the University.

Seventh: The publication of any warnings, decisions of dismissal (from a discipline or from the University), or any other academic matters pertaining to the concerned student, on his/her online page and the online transcript therein, is concerned legal notification.

Re-taking Courses

Article (16):

- a) The student may retake any course in his/her study plan in order to raise his/her cumulative average.
 - 1. If the student retakes a subject, the new mark is the one added to his/her academic record.
 - 2. Only the new mark is calculated in the cumulative average.
- b) If a student retakes a course, the hours of that course will be calculated only once in the number of hours required to graduate with a Bachelor's degree.
- c) If the student studies an elective course and fails it, then he/she studies another elective course to compensate for the failed course in completion of his/her study plan requirements. The new course is considered to be a retaken course in terms of the calculation of the two marks in the cumulative average.

Withdrawal from Courses and from the Semester

Article (17):

The student is permitted to withdraw and add courses within the specified period of the university calendar. The student's academic record bears no mention of withdrawal from courses.

Article (18):

- a) 1. Students are allowed to withdraw from one or more courses within a maximum of (14) weeks from the beginning of the semester and (6) weeks from the start of the summer semester. A note of 'Withdrawn' will be entered into the student's record.
 - 2. Once the withdrawal has been completed, the number of hours registered by the student shall not be less than the minimum permitted academic load, in accordance with these regulations.
 - 3. The student is permitted to withdraw from a course while continuing to study a concurrent requirement for that course during the final week of the withdrawal period.
- b) A student who absents himself from more than 15% of the scheduled hours for that semester's courses, with an acceptable excuse, shall be deemed to have withdrawn from the semester. A note of 'Withdrawn' will be entered into the student's record, and study will be considered deferred for that semester.
- c) A student may apply to the Dean of the School to withdraw from all the courses for which he/she has registered for that semester. Upon approval by the Dean, his/her studies in that semester shall be deemed deferred. The Dean of the School in which the student is enrolled shall be notified of such. The student must submit such a request a maximum of 14 weeks after the start of the regular semester, and 7 weeks from the start of the summer semester. The student shall bear the cost of the fees for that semester.

Deferral and Withdrawal from Study at the University

Article (19):

a) If teaching begins in either of the two regular semesters, and the student has not registered for that semester, the student is considered to have left his/her program of study, and his/her registration at the University is canceled, unless he/she submits a pressing excuse which is deemed acceptable by the appropriate authority, as shown in the following:

(i) The Dean of the School, if the excuse is submitted during the first four weeks from the beginning of study.

(ii) The School council, if the excuse is submitted after the first four weeks from the beginning of study, but before the end of the semester.

(iii) The Deans Council, if the absence from study exceeds one semester.

b) The duration of the absence from study shall be calculated as part of the maximum limit for the period of study.

c) If the penalty of temporary dismissal is imposed on any student for a period of one or more semesters, this period shall be considered as an absence from study.

Article (20):

a) The student may submit an application for a deferral of study before the end of the second week of the semester, providing he/she can submit pressing reasons for the deferral deemed acceptable by the appropriate authority, according to the following rules:

1. The Dean of the School, if the deferral is required for a period not exceeding four semesters, whether consecutive or intermittent.

2. The School council, if the postponement is required for more than four semesters, but not exceeding six semesters, whether consecutive or intermittent.

b) Subject to the provisions of paragraph (b) of Article (18), the study of a new student or a transfer student may not be deferred until after he/she has completed one semester after his/her enrollment in the School.

c) The duration of the deferral shall not be calculated as part of the maximum limit permitted to study for and obtain an undergraduate degree.

d) The Dean of Admissions and Registration and the concerned head of department shall be informed of a student's decision to defer study.

Transfer

Article (21):

First: The University will consider accrediting courses studied at another institution to the student's transcript upon their application to transfer to PSUT, according to the following conditions:

a) The student should meet the University's admission requirements.

b) The student should have been spent a minimum of one semester studying at a university, university college, or institute that is recognized by the University.

- c) The student should successfully complete at the University not less than half the number of credit hours required for graduation, according to the plan which as being followed at the time when the student is accepted.
- d) The University's accreditation of courses studied at another institution by a transfer student is dependent upon their having held regular, full-time student status at their previous institution. They must not have been dismissed from that institution due to disciplinary issues.
- e) It is a condition for transfer students that no course that was studied more than seven years prior to acceptance at the University shall be accredited. The student must have successfully passed all such courses.

Second:

- a) Applications to have courses accredited should be submitted to the Deanship of Admissions and Registration on the form prepared for this purpose.
- b) The courses studied by the student are accredited if the course title is comparable to the title approved at PSUT, the course description covers no less than (70%) of comparable courses taught at the University, and the number of hours is equivalent to the number of hours allotted to the comparable courses taught at the University. PSUT's compulsory and elective university requirements are not covered by this regulation.
- c) If a transfer student wishes to have a course studied elsewhere accredited at PSUT, and that course has a prerequisite, the student must study the prerequisite before the course can be accredited. The student may study the prerequisite and have the course accredited afterwards.
- d) The accreditation of the transferred courses is final and absolute. The matter may only be amended or reviewed during the student's first year of study after admission.

Third: The courses studied by the student at another university are accredited by a decision from the dean of the School in question, based on a recommendation from the head of the department which offers the course to be considered.

Fourth: Courses for which the transfer student has successfully applied to have accredited shall be calculated according to the study plan for the specialization to which the student is transferring. The marks for transferred courses are not included in the calculation of the cumulative average at PSUT.

Article (22):

- a) A student may transfer from one department to another within the University if there is a vacant seat in the department to which he / she wishes to move. The student's High School average must meet that department's admission requirements in the year of obtaining the High School Certificate, or in the year of transferring to the department.
- b) When a student transfers to another department, the courses he has studied in the original department and are also part of the study plan in the new department, shall be calculated and included in the student's cumulative average.

- c) 1. If a student who has been academically dismissed wishes to transfer to another department within the University, his absence from study is considered an excused absence for the purpose of completing the transfer procedures, if the absence does not exceed one academic semester.
2. A student who has been academically dismissed, and wishes to transfer to another department, and whose absence from study exceeds one semester without completing the required transfer procedures, is considered expelled from the University.
- d) A student who holds a Bachelor's degree from a recognized university will be treated as a transfer student if he wishes to continue his studies in any of the University's specializations.

Article (23):

- a) For every 15 credit hours accredited to the transfer student, one study semester is deducted from the maximum number of years permitted for graduation, whether the transfer was made from within the University or from another institution.
- b) The transfer student shall be treated as a new student regarding matters such as deferral, warnings and dismissal from the specialization.

Article (24):

Students enrolled for regular study at PSUT may study courses in other universities, according to the agreements concluded with various universities.

Requirements for Receiving a Bachelor's Degree

Article (25):

The Bachelor's degree is awarded to students after completing the following requirements:

- a) 1. Successful completion of all the required courses stipulated in the study plan.
2. Achieving a minimum cumulative average of 60%.
3. Completion of all other requirements stipulated in the plan which is followed by students in order to graduate.
- b) To spend the minimum period required to obtain the degree, and not to exceed the maximum period, as stated in Article (8) of these regulations.
- c) A transfer student who has been accredited with courses must successfully complete at least half the number of credit hours required for graduation according to the approved study plan at the time the student was accepted, and at least half the number of credit hours should be in courses deemed departmental requirements for the specialization.

General Provisions

Article (26):

If a student's graduation is dependent upon one or two courses, and these courses are not available in the student's graduation semester, or are scheduled at the same time as another compulsory course, the Dean, after consultation with the departmental committee, may agree for the student to study an

alternative course or courses, provided that the Dean of Admissions and Registration is informed of the circumstances.

Article (27):

- a) If the student studies an alternative course for one in which he/she has already failed, the alternative course shall be treated as a re-taken course.
- b) If the student studies an alternative course in the semester in which he or she is expected to graduate and fails that course, he / she must retake the original course in the next semester, if it is presented in the course schedule. In this case, the mark gained in the alternative course shall be removed from the cumulative average.
- c) In no case is a student permitted to study more than two alternative courses.

Article (28):

If the student's graduation is dependent upon two courses involving practical training, to be registered for in the first or second semester, he is permitted to register the two courses with practical training. This regulation does not apply to the summer semester.

Article (29):

The Dean of Admissions and Registration may allow a student who has successfully completed all graduation requirements to postpone his/her graduation for the purposes of raising the cumulative average.

Article (30):

The Deans Council shall decide in cases for which no provision has been made in these regulations.

Article (31):

The University President, the Deans of the Schools, and the Dean of Admissions and Registration are responsible for implementing the provisions of these regulations.