

Al-Baha University Faculty of Pharmacy Doctor of Pharmacy (Pharm. D) Program

Study and Examination Regulations Manual

This manual was developed and approved
by the Exams Committee at the Faculty of Pharmacy

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1. The Vice-Dean for Academic Affairs

He is affiliated with the Dean of the faculty

Duties:

- Contact the Dean of the faculty directly.
- Assist the dean of the Faculty in the administrative and academic management of the faculty.
- Assist the Dean to directly supervise the workflow in the Faculty and its academic departments.
- Supervise the work assigned to him according to his competence.
- Participate in supervising the development of the academic schedules, distribution of the courses to the teaching staff in the faculty according to the specializations and the exam schedules, and arrange with the other educational units in this regard.
- Participate in supervising the exam committees and their work, follow up on declaring the results on time, and present the works to be approved to the competent university authorities.
- Participate in implementation of the circulars and instructions issued by the relevant university authorities to the Faculty.
- Submit a proposal to the Dean for the formation of the temporary committees, provided that such action shall not entail financial burdens.
- The matters referred to him by the Dean, male vice-dean, and female vice-dean, each in the field of his/ her competence.

2. Definitions

- **Academic Year:** It consists of three main semesters and a summer term if any.
- **Semester:** it is a period of not less than eleven weeks within which curricula are taught, not including the periods of registration and final tests.
- **Summer Semester:** It is a period of not less than eight weeks, not including the periods of registration and final tests, within which the period allocated for each curriculum is doubled.
- **Level:** It indicates the educational stage, according to the adopted teaching plans.
- **Study Plan:** they are a set of required, and elective academic courses, which consist of a set of units of the graduation requirements which students are required to pass to get the scientific degree in a specific major.
- **Course:** It is a course within the approved study plan in each specialization (program), each course having a code, a number, a title, and a detailed description distinguishing it, in terms of



content and level, from other courses for the purpose of follow-up, evaluation, and development. All courses have prerequisite and/or co-requisite requirement(s).

- **Study unit:** A weekly theoretical lecture, or a clinical session, or field or practical session.
- **Test scores:** These are the scores that students obtain on each course test taken in the semester.
- **Final Test Grades:** A score attained by a student in the final examination of each course in the academic semester.
- **Final Grades:** The total sum of the semester work scores plus the final examination score out of one hundred obtained by a student for each course.
- **Grade:** Description of the percentage or an alphabetical code for the final score a student achieves in each course.
- **Final Test:** It represents a curriculum test conducted once at the end of the semester
- **Semester Grade Point Average (semester GPA):** it constitutes the result of the total marks the students achieved divided by the total number of units of all courses studied in any semester; these marks are estimated by multiplying the course unit by the grade achieved by students in each course that they studied; see annex (b).
- **Cumulative Grade Point Average (Cumulative GPA):** The sum total of the points a student achieves in all the courses he/she studies since his enrolment in the faculty, divided by the total credit hours for all those courses; see annex (b).
- **General Grade:** It is a description of the level of educational attainment of students during faculty study.
- **Incomplete Grades:** A provisional grade assigned to each course in which a student is unable to complete its requirements on time, and coded in the academic record as (IC).
- **In Process Grades (Continuous grades):** A provisional grade assigned to each course that requires more than one semester to complete, and coded as (IP)
- **Academic Load:** The minimum credit hours a student should register for, compatible with his Grade Points Average, as decided by the university Council.
- **Academic Warning:** A Student is given an academic warning if his/her cumulative GPA is less than 1.00 out of 4.00.
- **The academic record:** It is a statement setting out the student's academic progress; it includes the courses that the student studies each semester, the codes, numbers, and number of units of those courses, the grades which he obtained, and the codes and values of those grades.



3. Regulations and Rules for the Doctor of Pharmacy Program in accordance with Al-Baha University

3.1. Study System

- The Curricula are provided all over a full academic year that consists of (33) weeks, not including the periods of registration and final tests.
- Students are responsible for identifying and following up on the adopted study system and their governing regulations including graduation requirements.
- The faculty shall comply with following the adopted academic guidance approach for guiding and monitoring students' academic

3.2. Academic Levels System

- The levels system refers to an academic year divided into three main semesters with an option of an extra summer semester that extends for a period of a half regular semester. The graduation requirements to obtain the university degree are distributed to levels in accordance with the study plan approved by the University Council.
- The University Council sets out the rules for registration, deletion, and addition of courses within the levels of the approved study plans in a way ensuring students' registration of the minimum course load.
- The process of registration can be done according to the mechanism set out by the Deanship of Admission and Registration in coordination with Facultys.
- The student is allowed to register or drop the courses he/she wishes to study as follows:
 - He/she can register for the courses he/she wishes to study one week before the beginning of the semester and before the end of the first week of the semester.
 - He/she can drop courses that he does not want to study during the period specified by the university calendar.
 - The registration must not exceed the maximum limit of the academic load and not less than the minimum limit as mentioned below in this rule.
- The registration process for a student's courses is done after consultation with his/her academic advisor, where the student is responsible for any failure, or errors resulting from his/her ignorance of instructions.



- The student himself/herself must carry out the registration process, and he/she is not entitled to appoint a representative on his behalf at all.
- The registration process can be done automatically for certain Faculty students or students of a certain level if necessary.
- In case a student does not register for any course during the regular registration period, he/she is considered a discontinued student.
- The student is not entitled to increase the study load by more than 16 hours. A graduate student is allowed to exceed the maximum by no more than 20 credit hours per semester.

3.3. Attendance and Withdrawal

- The regular student must attend lectures and practical lessons, and in case his/her attendance is below the percentage determined by the University Council of not less than (75%) of lectures and practical classes for every course, he/she will be denied entry to the final exam. Denied students due to absenteeism would be considered failing in the related course and graded as “Denied”, or (DN).
- The lists of denied students are approved by the Faculty Council that offers the course.
- The lists of denied students are announced by the relevant Faculty in the last week of study every semester.
- The Faculty Council may exclude submission or denial for a student and allow him/her to take the final examinations, provided that the student presents an excuse accepted by the Council, where the University Council determines the attendance rate of not less than (50%) of the lectures and practical classes of the course.
- The student who misses the final exam gets a zero mark on that exam and his / her final result is calculated based on his/her total grades for the semester work.
- If a student is unable to attend the final exam of any course for an approved compulsive excuse, the Faculty Council may, in cases of extreme necessity, accept that excuse and allow that student to do a retake exam within a period not exceeding the end of the following semester. The student result, in this case, is given as obtained after doing the retake exam.
- The applicant shall submit an excuse to the Deanship for Academic Affairs of faculty within a week from the date of the test for the course in which he was absent, requesting that he be granted an alternative test.



- The application is presented to the Faculty Council to make a decision to approve or reject it within two weeks from the beginning of the next semester. In the event of approval, the student will be informed of the alternative test date.
- A student may apologize for continuing to study a semester without being considered failing the course(s) if he/she presents an approved excuse to the body determined by the University Council within a period of time determined by the implementation rules that are approved by the University Council, and the student, in this case, is given a grade of (W), and the semester is calculated from the time required to finalize the graduation requirements.
- A student can withdraw from one or more courses in accordance with the implementation rules approved by the University Council
- The student may, after the approval of the Dean, apologize for continuing to study the semester without being considered failing if he/she finishes the apology procedures within the regular period.
- The regular period of apology for continuing the semester is specified according to the University calendar.
- The number of semesters that a student apologizes to continue must not exceed two consecutive semesters, or three non-consecutive semesters throughout the student's university study, and then his/her record/ enrolment is closed.
- A student who apologizes for a semester must register after the end of the apology period, or else he/she will be considered ' discontinued'.
- A student may, after the Dean's approval, withdraw a maximum of two courses before final exams according to the University calendar, provided that his/her course load is not reduced to less than the minimum limit.
- A student may not excuse himself from studying a course more than once during his university studies.
- When a student automatically submits an apology for studying a course, the decision maker (course instructors, Head of the department, and Faculty's Dean) take the decision to approve, reject, or summon the student and advise him academically. If he does not decide on the request within the specified period, the approval will occur automatically.
- The student will be given a grade of (W) for the decision for which he apologized



3.4. Study Postponement and Discontinuance

- The student may submit a request to postpone study via an excuse accepted by the authority specified by the University Council, provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters throughout staying at the University. The enrollment will then be folded.
- If a regular student has discontinued studying for a semester without a request for postponement, his/her university enrolment is closed, and the University Council may close the enrolment for a shorter period.
- The Faculty records the names of students who dropped out after the end of the fourth week of study

3.5. Re-enrollment:

A student whose enrolment is closed may apply for re-enrollment keeping his/her same university ID number and record before discontinuance according to the following regulations:

- To apply for re-enrolment within four semesters from the date of the enrolment closure.
- The Faculty Council should approve the student re-enrolment.
- If the student passes four or more semesters, he/she may apply for admission to the University as a new student without renewing his/her previous academic record, provided he/she meets all current announced conditions of admission. The University Council may exclude students from this condition according to officially issued regulations.
- A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.
- A student whose enrolment is closed may not be re-enrolled if he/she has been warned academically

3.6. Graduation

- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is no less than a pass grade (acceptable).
- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is not less than a pass grade i.e., not below 1.00 out of 4.00).



- A student is not considered a 'graduate' before the issuance of the University Council's approval granting him/her the academic degree.
- Individual graduation letters are submitted in cases of students who receive an incomplete rate (IC), or who are allowed to do a retake exam in one or more courses of the study level of the graduation program. For those of similar cases, graduation notes are submitted as soon as they complete the requirements. The last semester in the student enrolment is the graduation semester

3.7. Dismissal from University

A student is dismissed from the university in the following cases:

- If he/she receives a maximum of three consecutive warnings for a low cumulative GPA of less than 1.00 out of 4.00. The University Council may, upon a recommendation of the Faculty Council, give a fourth chance for those who can raise their Cumulative GPA through studying available courses.
- If he/she cannot complete the graduation requirements within a maximum period equal to the half period required for his/her graduation plus program duration, the University Council is entitled to give an exceptional chance for the student to complete graduation requirements within a maximum period not exceeding the double of the original duration specified for graduation.
- In exceptional cases, the University Council may address the status of students covered by the above-mentioned two items by providing them with an exceptional chance not exceeding two semesters at maximum.

3.8. Transferring From one University to Another

Transferring from and to Al-Baha University may be accepted in accordance with the procedures and deadlines announced at the University to which the student is transferred according the rules for transfer.

3.8.1. Transferring from one Faculty to another within the University

- The student may be transferred from one Faculty to another within the University in accordance with the set regulations by the University Council.
- Rules and standards for transferring to the Faculty of Pharmacy are described in the Admission and Registration Manual



3.8.2. Visiting student

- A visiting student is one who studies some courses at another university or any of the University
- Branches to which he/she belongs without transferring him/her. The academic subjects he/she studies will be equalized according to some of the regulations.



B. Exams Committee at the Faculty of Pharmacy



Objectives:

- Ensuring the regularity of the learning process and exams in the Faculty.
- Raising the level of assessing the learning process through realizing the quality of exams.
- Making information available to the students and teaching staff, as well as spreading awareness among students about exams, and the academic system.
- Offering support and assistance to students, considering their suggestions, addressing their problems as to the exams, and resolving these issues.
- Evaluating the examination process to achieve the vision, mission, and goals of the Faculty.
- Developing the method of making exam timetables.



Tasks:

- ✓ Supervising the preparation of examination schedules and adhering to examination-related regulations.
- ✓ Determining the applicable standards in connection with the shape and content of the examination paper.
- ✓ Securing the needs and ensuring that requirements for the proper progress of examinations are met.
- ✓ Following up the implementation of required examination-related activities before, during, and after the administration of examinations.
- ✓ Preparing the various examination-related forms (Attendance Forms-Proctors' Signature Forms...etc.)
- ✓ Posting examination-related instructions for students.
- ✓ Preparing examination-related posters and notices for students during the administration of examinations.
- ✓ Convening an orientation workshop for the new teaching staff to acquaint them with test procedures and regulations for designing the tests.
- ✓ Generally supervising the progress of examinations, including:
 - Following up attendance of examination proctors and ensuring the availability of backup proctors for emergency situations.



- Supervising all examinations in terms of delivery and receipt of test and answer sheets.
- Making daily rounds to inspect examination halls and ensure proper progress of examinations
- Drawing up lists of students denied entrance to the examinations to ensure that they don't gain undue access.
- Ensuring that there is no conflict between the various examination schedules
- Collecting student signature lists and absence reports from the examination venues under its supervision.
- Listing cases of justified absence and ensuring that the expression " Justified Absentee" is entered next to each case.
- Submission of make-up examination applications, cheating incidents...etc. to the relevant committees.
- Pre- and post-examination periodic meetings to make due note of examination-related mishaps.
- Writing daily and final reports including the positive and negative aspects of the examination process and proposing solutions where needed.
- Preparing the final examination report.

1. Examinations and Grades

- The faculty council wherein the course is administered shall, as proposed by the council of the department and basic the course specification, determine a semestral grade not less than 40% of the final grade of the course.
- The course instructor shall calculate the grade prescribed by the faculty council for semestral activities.
- The course instructor shall upon the commencement of every semester announce to the students the method of distribution of the marks allocated to semestral activities, as set forth in the course description, as well as the date of semestral examinations.
- The course instructor shall, upon the announcement of results, allow the students access to their respective answer sheets in connection with the semestral examination and compare the same with the examination's model answers.



- The course instructor shall announce the results of the semestral examinations within one week of the date of administration of the examination and shall further announce the detailed results of other semestral activities before the date of commencement of the final examinations.
- The student shall be entitled to appeal the grade earned thereby in the semestral examination within one week of the date of perusal thereby of his answer sheet. Such appeal shall be submitted to the course instructor. Should the student not be satisfied with the course instructor's response, he shall submit his appeal to the head of the department (or otherwise to the vice dean for academic affairs if the head of the department is also the course instructor) to reconsider a re-evaluation of the student's answers. The head of the department may with the assistance of whoever he chooses from among the specialized faculty members in the department, re-evaluate the student's answers within one week of the date of submission of the application, in which case the decision issued thereby shall be final and not subject to further appeal.
- Courses of the seminars, research, and courses of a practical or field nature may be excluded from all or some provisions of what was mentioned before by a decision of the Faculty Council upon recommendation of the Department Council taking over teaching the course, where the Faculty Council may measure the student's achievement in these courses. These courses shall be determined by the faculty Council and shall be defined in the (Banner) Registration System.
- If the study of the research courses requires more than one semester, the student is given an In-Progress or (IP) grade; after the student completes studying the course, the grade he obtained will be given to him; if the student can't complete the course on time, the Department Council taking over teaching the course may agree to write In-Complete or (IC) grade in the student's record.
- The grades obtained by the student in each course are calculated as follows:

%	Grade	Grade Code	Grade weight of (5)	Grade weight of (4)
95-100	Exceptional	A+	5.00	4.00
90 to less than 95	Excellent	A	4.75	3.75
85 to less than 90	Superior	B+	4.50	3.50
80 to less than 85	Very Good	B	4.00	3.00
75 to less than 80	Above Average	C+	3.50	2.50
70 to less than 75	Good	C	3.00	2.00
65 to less than 70	High Pass	D+	2.50	1.50
60 to less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00



Executive rule: The grades obtained by the student in each course are calculated on the grade weight of (4.00).

- The Cumulative Grade Point Average (Cumulative GPA) upon the student graduation shall be based on his cumulative average as follows:
 - (Excellent): If the cumulative average is not less than 3.50 out of 4.00.
 - (Very Good): If the cumulative average is from 2.75 to less than 3.50 out of 4.00.
 - (Good): If the cumulative average is from 1.75 to less than 2.75 out of 4.00.
 - (Pass): If the cumulative average is from 1.00 to less than 1.75 out of 4.00.
- The first-honors class degree is awarded to the student who obtains a GPA average from (3.75) to (4.00) out of (4.00) upon graduation, while the second-honors class degree is awarded to the student who obtains a GPA average from (3.25) to less than (3.75) out of (4.00) upon graduation. To obtain the first- or second-honors class degree, the following are required:
 - The student must not have failed in any course which he studied at the university or at another university.
 - The student must have completed the graduation requirements within a maximum period of average duration between the minimum and maximum period of study at his faculty.
 - The student must have studied at least (60%) of the graduation requirements at the university (from which he will graduate).

2. Final Exam Guidelines and Procedures

- The course instructor corrects the final examination papers. The Head of the Department may appoint one or more specialist instructors, when necessary, to participate in the correction process. The Faculty Council may also assign another instructor for correction, when necessary.
- If there are a number of sections in the course, the faculty members who teach the course set the final exams, and the questions must be distributed to the entire course.
- The course instructor shall mark the final exam papers of his course; when necessary, the Department Head may involve one or more specialists with the instructor to mark the exam. When necessary, the Faculty Council may assign whomever it deems proper to mark the exam.
- Based on the recommendation of the competent Department Council, the faculty Council shall set the duration of the final written test, provided that its duration shall not be less than one hour and not more than three hours.



- The one who marks the final exam shall record the grades obtained by the students in the (Banner) Registration System prepared by the Deanship of Admission and Registration, then the Department Head will automatically approve them. After that, they will be automatically approved by the Faculty Vice-Dean for Academic Affairs and Dean respectively.
- The grades are automatically transferred through the system after being approved by the faculty Dean.
- A student may not be tested in more than two courses in one day. However, the University faculty may make an exception in this regard.
- The student is not permitted to attend the final exam half an hour after its beginning and may leave the exam only half an hour after its beginning.
- Cheating and attempting to cheat on the test, or violating the test instructions and rules are punishable under the Student Disciplinary Regulations issued by the University Council.
- When necessary, the Faculty Council taking over teaching the course may approve the re-marking of the answer sheets within a period not exceeding the date of the beginning of exams of the next semester.
- The student may submit an application for re-marking his answer sheets to the Department taking over teaching, and then the application is presented to the Faculty Council, provided that it shall not exceed the end of the first week of the following semester.
- The student must not have previously submitted an application for re-marking his exam answer sheets for two courses, and his application was proven to be invalid.
- The student may not submit an application for re-marking his answer sheets for more than two courses in one semester.
- In the case of approval for re-marking, the Faculty Council will form a committee of three faculty members specialized in the course to re-mark the answer sheets and the committee will present a report in this regard to the Faculty Council to decide on it, where the Council's opinion shall be final. If it is approved to modify the score of the course exam, it shall be presented to the Deanship of Admission and Registration according to the form approved for modifying a score of a course exam, where such form shall be approved by the committee, ratified by the Department Head and approved by the Faculty Dean



3. The Guidelines and Procedures for Making Test Timetables

- Coordination between the staff members for making exam timetables.
- Specify the students for each course before preparing the timetables to avoid any clashes.
- Timetables for mid-term tests are prepared on the 5th week of the semester.
- Timetables for practical, clinical, and tests are prepared on the 9th week of the semester.
- A student should not sit for more than two tests a day.
- Schedules for invigilation should coincide with those for tests.
- Invigilators are distributed according to the exam room's capacity and number of students.
- Students are notified of timetables two weeks before the beginning of tests.
- Timetables are distributed amongst the teaching staff two weeks before the beginning of tests.

4. Test Progress Guidelines and Procedures

1. Making the timetable for final theoretical and practical tests, taking into account the academic calendar for the dates, to be approved by the head of the department.
2. Announcing timetables for students on the noticeboard two weeks before the beginning of tests.
3. Preparing exam rooms and laboratories.
4. Making a list of the names of examinees.
5. Making an invigilation timetable with the instructions and sending it to the teaching staff.
6. Sending testing timetables to the teaching staff, with attachments of all forms related to the exam, in addition to the restrictions and instructions of exams, two weeks before the beginning of exams.
7. A student-name sheet with the University ID numbers, as it is in the e-system, is placed inside the test-question envelope for entering attendance and absences and checking withdrawals and those denied entry.
8. Specifying a certain time and day for delivery of question papers.
9. Standardizing the theoretical exams and times for each course.
10. The teaching staff deliver question-paper envelopes to the Exams Committee after making certain of the title of the course, the date, the cover paper of questions, the number of papers, the regular-student-name list, and the front and back page of the envelope. The envelope is then sealed with an adhesive from all sides, with the course instructor signing on all sides. All this is to be done with a -receipt-and-delivery report.



11. On exam day, the Exams Committee delivers the test envelopes to invigilators 20 minutes before the test, upon a handover record.
12. The Exams Committee attaches the absence and cheating statements with the envelopes.
13. The Exams Committee is committed to applying the rules and penal procedures related to cheating.
14. The Exams Committee receives the test envelope after the end of the test from the invigilators, together with absence and cheating reports, if any.
15. The Exams Committee submits a daily report to the Vice-dean of Academic Affairs.
16. The Exams Committee delivers the test envelopes to the course instructor for marking by a receipt and delivery report.
17. After completing the results, all exam envelopes are kept in the exam room for two years, after which they are to be discarded in a proper way.

5. Exams Restrictions and Instructions

5.1. General Rules and Guidelines for the Instructor

- The instructor should be present in the Exams Committee 30 minutes after the beginning of the exam to respond to students' queries.
- The instructor should be in the exam room once for 10 minutes or less, or 15 minutes at most.
- No response should be given to suggest an answer or solution to the question. Explanations should be for all students, and not only for the questioner.
- The instructor should mark the exam, immediately after the end, after receiving the exam from the Exams Committee.

5.2. General Rules and Guidelines for the Invigilators

1. Invigilators should be present in the exam room 15 minutes before the beginning of the exam.
2. Invigilators should not use mobiles during the exam unless necessary.
3. Make certain there are no papers in the exam room before the beginning of the exam.
4. Students are prohibited from taking any paper, book, or notebook with them into the exam room.
5. Students are to be notified that they should leave bags outside the exam room.
6. Students are strictly prohibited from taking any mobiles, smart watches, or earphones into the exam room.
7. Providing a convenient atmosphere for students and keeping quiet. Invigilators should not talk inside the exam room.



8. Notifying students that they should read the instructions on the answer sheet before starting the exam.
9. Opening the question-paper envelopes inside the exam room and distributing them before beginning.
10. Latecomers should not be allowed into the room 30 minutes after the exam begins unless upon a written official permit endorsed by the Faculty's Exams Unit.
11. Under no circumstances should students go out of the exam room.
12. Students should not be allowed out of the room before 30 minutes from the beginning of the test.
13. Ensuring that students write their full data on the answer paper.
14. Ensuring that no students are present near to the exam rooms after the end of the exams.
15. Students are not allowed to return to the exam room after finishing their test and delivering their answer sheets.
16. It is not the responsibility of invigilators to clarify questions.
17. Invigilators should not leave the exam room unless the test has finished, except in extreme cases, and when there are sufficient standby invigilators.
18. In case of spotting a cheating attempt, the Head of the Exams Committee should be informed, after filling out the form specified.
19. Answer sheets should be well counted, and then delivered to the Head of the Exams Committee in the department immediately after the end of the exam.

5.3. General Rules and Guidelines for Students

1. Students should be present inside the exam room 10 minutes before the beginning of the test.
2. No mobile phones, smart watches, or earphones are allowed in the exam room.
3. No paper or bags are permitted in the exam room.
4. Students are not permitted to sit for the test after 30 minutes of the beginning of the test. Likewise, they are not to leave the room before 30 minutes into the test.
5. Cheating, or the attempt thereof, or breaking the test procedures are matters punishable according to the Disciplinary Regulation issued by the University Council.
6. No absences are allowed except for compulsive excuses
7. Data should be filled in full on the answer sheet. Students should also read the instructions before starting the test.



5.4. Designing the Questions Form

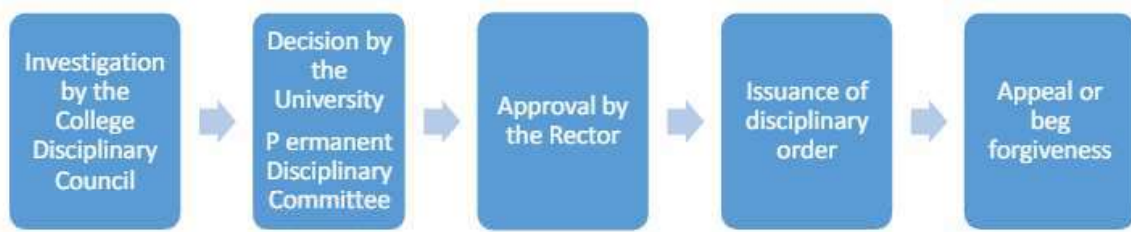
1. Diversity of questions at the level (easy, medium, difficult) to ensure the measurement of the different learning outcomes of the courses, as well as the application of the different evaluation methods approved in the course descriptions.
2. The written (essay) questions should not be less than 30% and not more than 50% of the total score for each exam (periodic, midterm, practical, and final), provided that the rest of the questions are diverse (short writing, true and false, multiple choice, fill in the blanks). (Delivery...)
3. Adapting the number of questions to the specified exam time (periodic exams do not exceed 30 minutes, midterm are one hour, practical exams are one hour, and final exams are two hours).
4. It is necessary to determine the score for each question.
5. Unifying exam questions between the two parts of the Faculty (male and female students), with the necessity of unifying the lectures between them, since the course description is unified between the two parts (especially for the midterm, practical, and final exams).
6. The course coordinator is responsible for everything related to the course, including following up on the provision of theoretical lectures and the practical part, quality work, and building exams based on the course description and the evaluation matrix (Blueprint) to ensure that all topics required to be covered in each exam are covered, in coordination with other teachers of the same course. If available, it is necessary to build exam questions early.
7. There must be at least two forms for each exam (periodic, midterm, practical, and final), without making this clear to the students in the exam paper, so that they contain the same questions but in a different order, with the need to alert students at the beginning of teaching each course that there will be more than A template for each exam.
8. The head of the department reviews and approves the examination paper before any examination as a reviewer (periodic, midterm, practical, and final), with his signature on the cover of the approved examination paper, in order to ensure the mechanism for constructing the examinations.
9. The total grades of the year's work must be presented to the students before taking the final exam (the grade for each exam will be announced within a week from the date of the exam).
10. The course coordinator must change exam questions periodically from year to year.
11. Tests for the practical part of each course are in the Faculty laboratories (laboratory experiments), and are scheduled in the examination schedules, with an observer for each course in addition to the invigilator.



6. Penal Guidelines and Procedures Relating to Cheating

1. The Exams Committee summons the cheating student and the invigilator after the test.
2. The Head of the Exams Committee should fill out the cheating form according to the cheating status (after taking the statement of the student and invigilator and signing it).
3. Reporting the cheating case to the Exams Committee and providing it with the contravention report, to complete the other procedures required.
4. A faculty disciplinary council will be formed and is responsible for further investigation, reporting, and deciding the appropriate penalty.
5. Disciplinary procedure against students after violating the code of conduct including cheating as per the university disciplinary regulations

<https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.7+%283%29.pdf/3a85d148-f1a9-edac-7294-f4d6c0347170?t=1599755505042> :



6. Penalties that may be imposed after proved cheating:

- Oral warning or writing and signing a written apology.
- Written warning
- Depriving the student of the exam in one or more courses in a semester/Term.
- Cancel the student's exam in no more than three courses and consider them as failed exams.
- Suspension of study for two semesters with suspension of reward.
- Suspension of study for two semesters with suspension of reward.
- Delay the graduation of the offending student for one semester.

As per BU Disciplinary Regulations, a student upon whom any of the above-mentioned penalties is imposed, is entitled to file an appeal or beg forgiveness. For addressing such appeals and clemency petitions, the BU has constituted a committee for protection of Students' Rights. The committee looks into such appeals and clemency petitions and makes decisions in a fair and transparent manner. Students are also allowed to complaints and grievances.



7. Penal Guidelines and Procedures Relating to Plagiarism

1. All tasks given to students must be submitted without any evidence of plagiarism, especially when it involves copying work from other students, websites, scientific journals, etc.
2. The SafeAssign feature on the Rafid Learning Management System through Blackboard determines the maximum permissible similarity percentage as 20%.
3. If the plagiarism percentage exceeds 20%, a 0 will be assigned with no possibility of resubmission and an academic misconduct report will be sent to the Vice Dean for Academic Affairs with all supporting documents attached.
4. In the event of repetition, a grade of F (Fail) will be recorded for the student in the course, and a report of academic misconduct will be sent to the Vice Dean for Academic Affairs
5. The Vice Dean for Academic Affairs will review the case and submit it to the Faculty Disciplinary committee formed to discuss and decide further actions.
6. Other actions may be taken against students after misconduct including plagiarism as per the university disciplinary regulations
7. <https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.7+%283%29.pdf/3a85d148-f1a9-edac-7294-f4d6c0347170?t=1599755505042> :



8. Regulations for studies and examinations for the University stage and their executive rules

link:

<https://bu.edu.sa/documents/20127/0/Ref.+4.1.1.3+%281%29.pdf/3ccaf8d7-a345-a7e7-28a4-45e559e7f623?t=1599742775831>



Annexes

Annex (A): Grade Codes

Code in English	Grade limits	Points		Significance in Arabic	Significance in English
A+	95-100	5.00	4.00	Exceptional	Exceptional
A	90 to less than 95	4.75	3.75	Excellent	Excellent
B+	85 to less than 90	4.50	3.50	Superior	Superior
B	80 to less than 85	4.00	3.00	Very Good	Very Good
C+	75 to less than 80	3.50	2.50	Above Average	Above Average
C	70 to less than 75	3.00	2.00	Good	Good
D+	65 to less than 70	2.50	1.50	High Pass	High Pass
D	60 to less than 65	2.00	1.00	Pass	Pass
F	Less than 60	1.00	0	Fail	Fail
IP	-	-	In-Progress	In-Progress
IC	-	-	In-Complete	In-Complete
DN	1.00	-	Denile	Denile
NP	60 and more	-	-	No grade-Pass	No grade-Pass
NF	Less than 60	-	-	No grade-Fail	No grade-Fail
W	-	-	Withdrawn for a reason	Withdrawn



Annex (B): Example of calculating the semester and cumulative average

Course	Number of Units	Grade	Grade Code	Grade Weight		Points	
SLM 101	2	85	B+	4.5	3.5	9.00	7.00
Chemistry 324	3	70	C	3.00	2.00	9.00	6.00
Mathematics 235	3	92	A	4.75	3.75	14.25	11.25
Physics 312	4	80	B	4.00	3.00	16.00	12.00
Total	12					48.25	36.25

First Semester Average = 48.25 (Total Points) / 12 (Total Units) = 4.02

Or: 36.25 (Total Points) / 12 (Total Units) = 3.02

Second Academic Semester:

Course	Number of Units	Grade	Grade Code	Grade Weight		Points	
SLM 104	2	96	A+	5.00	4.00	10	8
Chemistry 327	3	83	B	4.00	3.00	12	9
Mathematics 314	4	71	C	3.00	2.00	12	8
Physics 326	3	81	B	4.00	3.00	12	9
Total	12					46	34

Second Semester Average = 46 (Total Points) / 12 (Total Units) = 3.83

Or:

34 (Total Points) / 12 (Total Units) = 2.83

Cumulative Average = (36.25+34) / (12+12) = 2.92

Or

Total Points (48.25+46) / Total Units (12+12) = 3.39

