



BPCs

Study and Examination Bylaws

Buraydah Private Colleges

1439-1440 *h*

2018-2019 *g*

Study and Examination Bylaws and Rules Guide at Buraydah Colleges

Updated by a Recommendation from the Boards of Trustees, 1439 H

Introduction

Praise be to Allah, Lord of the Worlds, and prayers and peace be upon the best of prophets and messengers Prophet Muhammad and on all of his family and companions.

I am pleased to present the regulation of study and examinations for the university stage as stated in the third edition of the system of the Council of Education and universities and its regulation issued in 1429 H / 2007.

The executive rules are added to the regulation for the interpretation of some unexplained articles, making use of the regulation of a number of Saudi universities such as King Saud University, Qasim University, King Abdul-Aziz University, and King Faisal University.

It should be noted that these regulations have been reviewed by the Committee on Educational Affairs and have been presented to the Board of Trustees, which reviewed and ratified at its third meeting dated on 24/2/1433 AH, not inconsistent with the regulation of the private colleges and the executive rules of that Regulation.

I hope that everyone will work on what is stated in this regulation to serve our students and the educational process. We ask God Almighty to help us in the goodness of the world and the Hereafter.

All The Best,

Chairman of the Board of Trustees

Dr. Abdullah bin Saleh Al Shteiwi

Definitions

Article 1

School Year:

Two main semesters and a summer semester, if any.

Semester:

A period of time that is not less than fifteen weeks during which the academic courses are taught and does not include the period of registration and final tests.

Summer Semester:

A period of time that does not exceed eight weeks, which does not include the registration periods and the final exams, and during which the period of each course is doubled.

The Level of Study:

It refers to the academic stage according to the approved study plans

A Study Plan:

A set of compulsory, optional and free courses whose total units make up the graduation requirements that a student must pass successfully to obtain the scientific degree in the specific specialization.

The Academic Course:

An academic course within the approved study plan in each specialization (program) and each course has its own number, code, name and detailed description of its items, which distinguishes it concerning the content, and the level from the other courses, and a special file maintained by the department for the purpose of following-up, evaluation and development. Some courses may have a requirement, or pre-requisite, or concurrent requirements.

Study Unit/Module:

The weekly theoretical lecture of not less than fifty minutes, or clinical lesson of not less than fifty minutes or practical or field lesson of not less than one hundred minutes.

Academic Warning:

The notification to the student due to the reduction of his cumulative grade to the minimum limit mentioned in this regulation.

Degree of Semester Works:

The degree awarded to the works that show the student's achievement during a semester including tests, research and educational activities related to the academic course.

Final Exam:

A test in a course held once at the end of the semester.

Final test degree:

The degree obtained by the student in each course in the final exam for a semester.

The Final Grade:

The total degrees of the semester work plus the final test degree for each course and the degree is out of one hundred.

The Grade:

A description of the percentage or alphabetical code of the final degree obtained by the student in any course.

Incomplete Grade:

A grade that is temporarily made for each course that the student can not complete its requirements on time and are marked in the academic record as (I) or (IC).

Continuous Grade:

A grade that is temporarily made for each course, which requires more than one semester to complete its study, and is marked with the symbol (m) or (IP).

Semester Grade:

The total number of points obtained by the student is divided by the total number of credit units for all the courses he studied in any semester. The points are calculated by multiplying the credit unit by the weight of the grade obtained in each course the student studied (see Appendix B).

Cumulative Grade:

The result of dividing the total number of points obtained by the student in all the courses he / she has studied since joining the university on the total number of credit units for those courses. See Appendix B.

General Grade:

Description of the level of the student's scientific achievement during the period of study at the university.

The Study Load:

The total number of study units in which a student is allowed to enroll in a semester and the maximum and minimum of the load is determined according to the executive rules of the university.

Admission of New Students

Article 2

The Board of Trustees shall determine, on the proposal of the Councils of the relevant colleges of the University, the number of students who may be admitted in the next academic year.

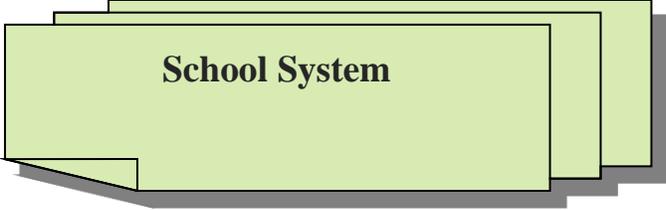
Article 3

The admission of the new student to one of the following colleges is conditioned by:

- Getting the general secondary school or the equivalent thereof within or outside the Kingdom.
- Not exceeding a period of five years on getting the general secondary school or equivalent, and the board of trustees may exclude this condition if there are convincing reasons.
- Having good conduct and behavior.
- Successfully passing any test or personal interview that the Board of Trustees may determine.
- Being medically fit.
- Obtaining the consent of his / her boss if he / she works in any governmental or private body.
- Meeting any other conditions specified by the Board of Trustees that are announced at the time of submission.

Article 4

The preference of the applicants who meet all the conditions shall be based on their grades in the general secondary school certificate, personal interview and admission tests (if any).



School System



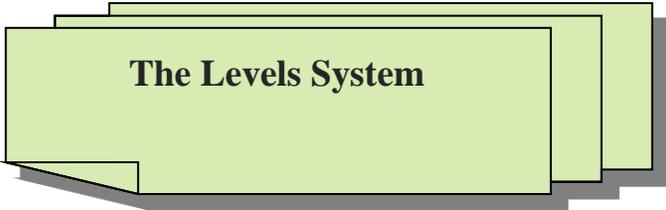
Article 5

- a) The student shall be enrolled in the study according to the executive rules approved by the Board of Trustees.
- b) The study plans shall be designed for at least eight semesters for the university stage.



Article 6

The study in some colleges may be on the basis of the full academic year in accordance with the rules and procedures approved by the Board of Trustees and the academic year is regarded at two levels.



The Levels System



Article 7

A study system in which the academic year is divided into two main semesters, and there may be a summer semester, provided that the duration of the semester is calculated as half of the main semester and the graduation requirements to get the scientific degree are distributed to levels according to the study plan approved by the Board of Trustees.

Deletion and Addition

Article 8

The Board of Trustees shall establish the rules of registration, deletion and addition of the courses within the levels of the approved study plan to ensure that students registered for the minimum limit of the academic load.

Attendance and Apology for Study

Article 9

The student must attend the lectures and practical lessons, and he will be deprived of the entry of the final test if his attendance percentage is less than the percentage determined by the Board of Trustees and should not be less than (75%) of the lectures and practical lessons specified for each course during the semester. The student who is deprived of the entry of the test because of the absence is considered failed in the course and given a deprived grade (h) or (DN).

Article 10

The College Council or its authorized representative may - an exception - to remove the deprivation and allow the student to enter the test, provided that the student gives an excuse accepted by the Council, and the Board of Trustees shall determine that the percentage of

attendance should not be less than (50%) of the lectures and practical lessons specified for the course.

Article 11

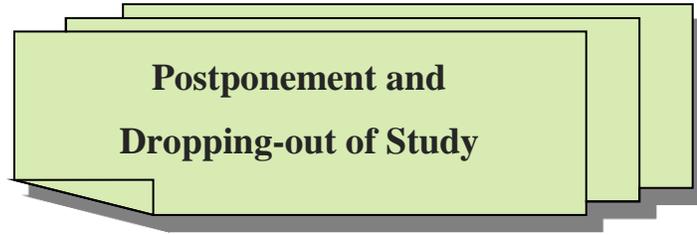
The student who misses the final exam is zero in that test, and his / her grade in that course is calculated on the basis of the degrees of the semester work that he/she obtained.

Article 12

If the student is unable to attend the final exam in any of the courses of the semester because of an urgent reason, the College Council may, in extreme necessity, accept his excuse and allow him to take an alternative test within a period not exceeding the end of the next semester, and he is given the grade he obtained after taking the alternative test

Article 13

- a) A student may apologize for continuing to study a semester without being considered failed if he gives an acceptable excuse from the body specified by the Board of Trustees and the student is given a grade (p) or (w), and this semester is regarded from the period necessary to complete graduation requirements.
- b) It is allowed to withdraw based on a reason from one or more courses in accordance with the executive rules approved by the Board of Trustees.



**Postponement and
Dropping-out of Study**

Article 14

The student may apply for postponement of the study for an excuse accepted by the body determined by the Board of Trustees, provided that the period of postponement shall not exceed two consecutive or three non-consecutive semesters at maximum during his stay in the College, then his registration is folded, and the board of trustees, in case of extreme necessity, may exclude that, and the duration of the postponement shall not be counted within the necessary period for the graduation requirements.

Article 15

If the regular student is interrupted from study for a period of semester without a request for postponement, his enrollment will be canceled from the colleges and the board of trustees will cancel the student's enrollment if he / she is interrupted from study for a shorter period and as for the associate student, his enrollment will be canceled if he is absent from all the final tests for that semester without an acceptable excuse.

Article 16

A student is not considered to be out of study for the semesters he studied as a visitor at another university.

Re-enrollment

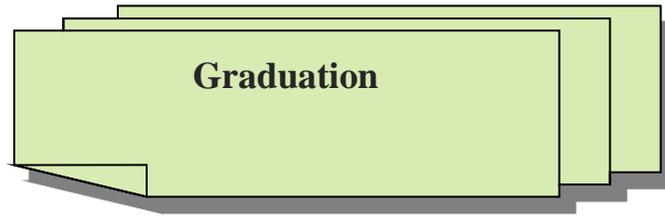
Article 17

The student whose registration is cancelled, can apply for re-registration using his number and record before his interruption, in accordance with the following regulations:

1. Apply for re-enrollment within four semesters from the date of enrollment
2. The College Council concerned and the relevant authorities agree to re-enroll the student.
3. If four semesters have passed on the cancellation of student's registration, the student can apply for the colleges as a new student without having to return to his / her previous academic record, provided applying all the announced regulation of admission at that time, and the board council can exclude that in accordance with the regulation issued by the council.
4. The student may not be re-enrolled more than once, and the Board of Trustees may, in case of necessity, exclude this.
5. A student whose registration is cancelled, cannot be enrolled if he is dismissed academically or for disciplinary reasons.

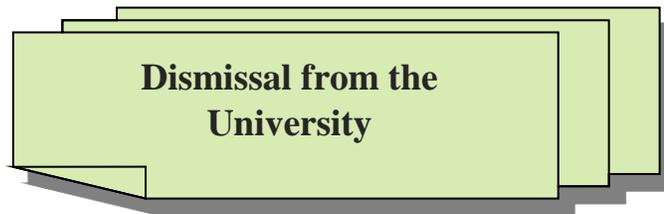
Article 18

The Student who have been dismissed from the College for educational or disciplinary reasons, or who have been dismissed from another university for disciplinary reasons, may not be re-enrolled. If he is found to have been dismissed for such reasons after his re-enrollment, the registration shall be canceled since the date of re-enrollment.



Article 19

The student graduates upon the successful completion of graduation requirements according to the study plan, provided that his / her cumulative grade is not less than Pass. The College Council, upon the recommendation of the relevant department council, shall determine the appropriate courses for the student to increase his cumulative grade in case of his success in the courses and failure in the grade.



Article 20

The student shall be dismissed from the college in the following cases:

- a) If he receives three consecutive warnings for the reduction of his cumulative grade than (2,00 out of 5 or 1,00 out of 4). The Board of Trustees, upon the recommendation of the College Council, shall give a fourth chance to those who can raise the cumulative grade by studying the available courses.
- b) If the student does not complete his graduation requirements within a maximum period of half of the period prescribed for his graduation in addition to the period of the program, and the Board of Trustees may give an exceptional opportunity for the student to complete the graduation requirements up to a maximum period that does not exceed double of the original period specified for graduation.

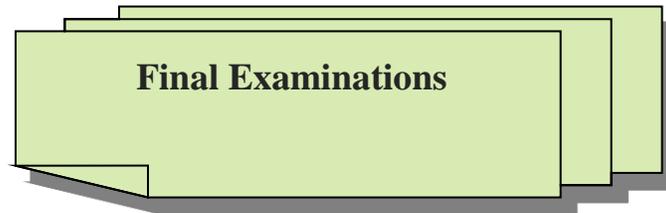
- c) In exceptional cases, the Board of Trustees may handle the conditions of the students to whom the provisions of the two preceding paragraphs apply, by giving them an exceptional opportunity not exceeding two semesters at most.



Article 21

The Board of Trustees may, upon the proposal of the colleges, adopt the principle of study by enrolling in some colleges and specializations which the nature of the study permit studying therein. The Board of Trustees shall lay down the rules and procedures regulating this according to the following regulations:

1. The number of study units required for graduating the affiliated student should not be less than the number of study units required for graduating the regular student in the available specialization for affiliation.
2. The affiliated student is treated in terms of admission and monitoring of the grades and the transfer and dismiss and re-enrollment and the like should be treated the same as the regular student except attending lectures.
3. The Board of Trustees, upon the proposal of the College Councils, may set the necessary controls to evaluate the performance of students affiliated.
4. The academic record, the graduation certificate and the certificate shall state that the study of the student (by affiliation).



Article 22

The College Council, to which the course belongs, upon the proposal of the Board of the Department, shall determine a degree for the semester works of not less than 30% of the final degree of the course

Article 23

The degree of semester work for a course is calculated in one of the two following ways:

- a) Oral or practical tests, research or other types of class activity, or all or some of them and at least one written test.
- b) At least two written tests.

Article 24

The college council to which the course belongs may, upon the recommendation of the department's council, ensure that the final test in any course includes practical or oral tests and determines the degrees in the final test.

Article 25

The department council, which teaches the course based on the course instructor's recommendation, may allow the student to complete the requirements of any course in the following semester, and monitor for the student in his academic record an incomplete grade (L) or

(IC).only the grade that the student get after completing the requirements of that course, may be calculated in the semester or cumulative grade. If one semester has passed and the incomplete grade (L) or (IC) has not been changed in the student's record for not completing it, it will be replaced by a failed report (e) or (F) and calculated within the semester or cumulative grade.

Article 26

The courses of symposia, researches and courses of a practical or field nature may be excluded from the provisions of articles (24-23-22) or some of them, due to a decision of the College Council based on the recommendation of the department council that will teach the course, the college council determines the measurement of the student's achievement in these courses.

Article 27

If the study of the research courses requires more than one semester, the student will be given a continuous grade (m) or (IP). After the student completes studying the course, he will be given the grade he received. If the course is not completed in time, the department council that teaches that course may approve on monitoring a grade incomplete (L) or (IC) in the student record.

Article 28

The grades obtained by the student in each course are calculated as follows:

Percentage	The grade	Grade code	Grade weight(5)	Grade weight from (4)
95-100	Excellent high	A +	5.00	4.00
90 To Less than 95	Excellent	A	4.75	3.75
From 85 to Less than 90	Very Good High	B +	4.50	3.50
from 80 Less than 85	Very Good	B	4.00	3.00
From 75 to Less Than 80	Good High	C +	3.50	2.50
From 70 to less than 75	Good	C	3.00	2.00
65 to less than 70	Pass High	D +	2.50	1.50
60 to less than 65	Pass	D.	2.00	1.00
Less than 60	Failed	E	1.00	0

--	--	--	--	--

Article 29

The general grade of the cumulative level at the graduation of the student is based on the cumulative level as follows:

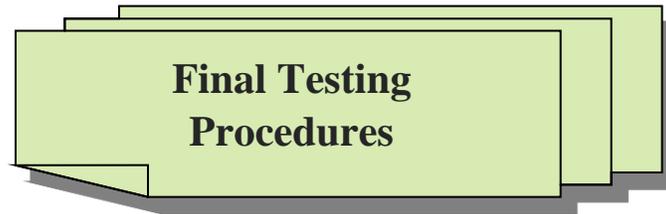
- (1) Excellent: If the cumulative level is not less than 4.50 from 5 or 3.50 from 4.00.
- (2) (very good): If the cumulative level of 3.75 to less than 4.50 from 5 or 2.75 to less than 3.50 from 4.00.
- (3) (good): if the cumulative level of 2.75 to less than 3.75 from 5.00 or 1.75 to less than 2.75 from 4.00.
- (4) (Pass): if the cumulative level of 2.00 to less than 2.75 from 5.00 or from 1.00 to less than 1.75 from 4.00.

Article 30

The first honorary degree is awarded to the student with a cumulative level (from 4.75 to 5.00 from 5.00 or 3.75 from 4.00) upon graduation, and the second honorary degree is awarded to the student with a cumulative level (4.25 to less than 4.75 from 5.00 or 3.25 to less than 3.75 from 4.00) upon graduation.

The obtaining the first or second honorary degree is conditioned by the following:

- a) The student has not failed in any course he / she has studied at the university or other university.
- b) The student has completed the graduation requirements at maximum the average period between the minimum and maximum duration of his college.
- c) The student has studied at the university where he graduated from at least 60% of the graduation requirements.



**Final Testing
Procedures**

Article 31

The College Council may form a committee to cooperate with the departments in organizing the final examination work. Its tasks shall be to review the degrees monitoring reports and submit them to the competent committee within a period not exceeding three days from the date of testing any course.

Article 32

The College Council may decide to apply confidentiality in conducting the final tests.

Article 33

The course instructor shall make the test questions, and if necessary, upon the proposal of the head of the department, the College Council may choose who make them.

Article 34

The course instructor may correct the final exam papers of his / her course. The head of the department may (if necessary) involve one or more specialists in the correction. The college council may, when necessary, assign the correction to whoever regards him.

Article 35

The person who corrects the final test shall monitor the degrees obtained by the students in the degrees monitoring records prepared for this and sign them, and then be approved by the head of the department.

Article 36

The student may not be tested in more than two courses in one day, and the Board of Trustees may exclude that.

Article 37

The student is not allowed to enter the final test after half an hour from the start, and is not allowed to leave the test before half an hour from the start.

Article 38

Cheating in the test or initiation of it or violation of the instructions and rules of conducting the test are matters that the student may be punished or them according to the student discipline regulation issued by the Board of Trustees.

Article 39

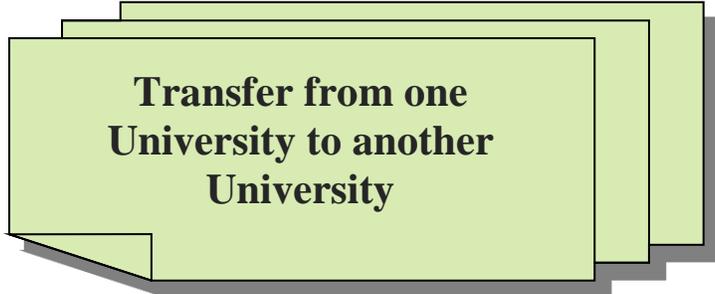
The college council that teaches the course, If necessary, may approve the re-correction of the answer sheets within a period not exceeding the beginning of the next semester tests.

Article 40

The College Council shall, upon the recommendation of the relevant department council, determine the duration of the final written examination, is not less than one hour and not more than three hours.

Article 41

Without prejudice to the provisions of Articles (31-40), the Board of Trustees shall set the regulations concerning final testing procedures.



**Transfer from one
University to another
University**

Article 42

The student may be admitted from outside the university according to the following criteria:

1. The student must have studied at a recognized college or university.
2. He should not be dismissed from the University for Disciplinary Reasons.
3. The terms of transfer specified by the Board of Trustees shall be applied on him.

Article 43

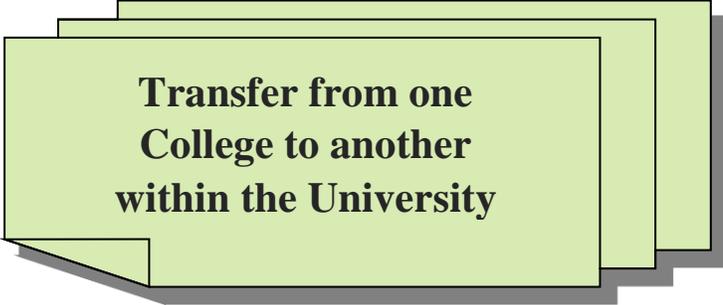
The College Council shall compare the courses that the student studied outside the University upon the recommendation of the departments that provide these courses. The student's equivalent courses should be set in his academic record and are not included within his cumulative grade.

Article 44

If it is proved that after the transfer of the student that he has already been dismissed for disciplinary reasons, his registration is canceled from the date of admission to the university.

Article 45

The student can be transferred in any semester from one university to another in accordance with the procedures and dates stated in the university to which he transferred in terms of the general rules of transfer.



**Transfer from one
College to another
within the University**

Article 46

The student may be transferred from one college to another within the university in accordance with the approved rules.

Article 47

The academic record of the student transferred from one college to another shall include all the courses he has studied, including the grades and the semester and cumulative levels throughout his study at the University.

Transfer from one Specialization to another within the College

Article 48

The student may, after the approval of the Dean of the College, transfer from one specialization to another within the College according to the regulations set by the College Council.

Article 49

The academic record of the student transferred from one specialization to another shall include all the courses he has studied, including the grades and the semester and cumulative levels throughout his study at the college.

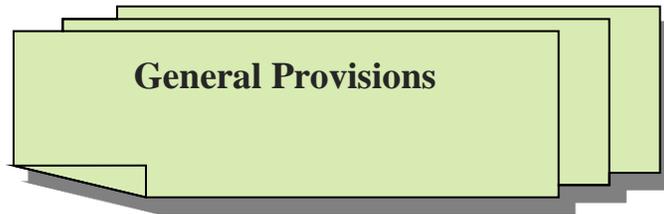
The Visiting Student

Article 50

The visiting student is a student who studies some courses in another university or in one of the branches of the university to which he belongs without transferring from it, and the courses that he studied should be equivalent according to the following criteria:

- a) The approval of the college where he previously studied on the study.
- b) The study should be in a recognized college or university.
- c) The course that the student studies outside the university is equivalent to in its items to one of the courses included in the graduation requirements.

- d) If the study of the visiting student in one of the branches of the university to which the student belongs, the treatment shall be in accordance with Article (47).
- e) The Board of Trustees shall determine the maximum percentage of study units that can be calculated from outside the university for the visiting student.
- f) The grades of the courses that are equivalent to the visiting student from the other university are not included in the cumulative grade, and the courses are set in the academic record.
- g) Any other conditions set by the Board of Trustees.



Article 51

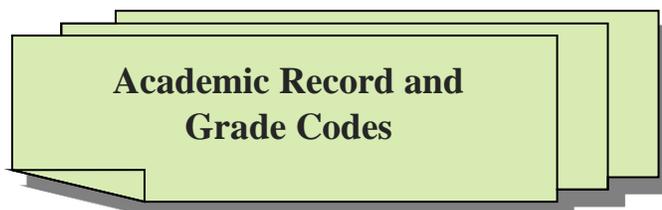
This regulation repeals the previous regulations to regulate the study and tests that are used at the university level.

Article 52

The Board of Trustees may set executive rules in a manner that is not inconsistent with the provisions of these Regulations.

Article 53

The Council of Higher Education shall have the right to interpret these Regulations.



Its Reference in English	Its Reference	Points	Marks Limits	Code in English	Code in Arabic
Excellent High	ممتاز مرتفع	5,00	100-95	A+	أ+
Excellent	ممتاز	4,75	90 أقل من 95	A	أ
Very good High	جيد جداً مرتفع	4,50	85 أقل من 90	B+	ب+
Very Good	جيد جداً	4,00	80 أقل من 85	B	ب
Good High	جيد مرتفع	3,50	75 أقل من 80	C+	ج+
Good	جيد	3,00	70 أقل من 75	C	ج
High Pass	مقبول مرتفع	2,50	65 أقل من 70	D+	د+
Pass	مقبول	2,00	60 أقل من 65	D	د
Fail	راسب	1,00	60 أقل من	F	هـ
In-Progress	مستمر	-	- - - - -	IP	م
In-complete	غير مكتمل	-	- - - - -	IC	ل
Denial	محروم	1,00	- - - - -	DN	ح
No grade-Pass	ناجح دون درجة	-	60 وأكثر	NP	ند
No grade-fail	راسب دون درجة	-	أقل من 60	NF	هد
Withdrawn	منسحب بعذر	-	- - - - -	W	ع

Example of the calculation of the semester grade and the cumulative level
First semester:

Number of units	Grade weight	Grade code	percentage	Number of units	The course
9.00	9.00	B+	85	2	سلم 301
9.00	3.00	C	70	3	كيم 324
14.25	4.75	A	92	3	رياض 235
16.00	4.00	B	80	4	فيز 312
48.25				12	Total

The first semester rate = the total of points (48.25/ total of units (12) = 4.02

Second semester

Number of units	Grade weight	Grade Code	Percentage	Number of units	The course
10	5.00	A+	96	2	سلم 140
12	4.00	B	83	3	كيم 327
12	3.00	C	71	3	رياض 314
12	4.00	B	81	4	فيز 326
46				12	Total

The second semester rate = the total of points (46/ total of units (12) = 3.83.

The cumulative grade= the total of points (46 + 48) / total of units (12+12) = 3.93.