

Regulations of Study and Examinations for the Undergraduate Level and the Executive Rules of the University of Hafr Al-Batin



بيت الحكيم

Regulations of Study and Examinations for the Undergraduate Level and the Executive Rules of the University of Hafr Al-Batin

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In The Name of Allah, The Most Gracious, The Most Merciful

The executive rules set out in this document have been prepared as follows:

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The Executive Rules of the University of Hafr Al-Batin

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Held On

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Chapter One: Definitions

Article One

The following terms and expressions -- wherever they appear in this Regulation -- mean the meanings set forth before each of them unless the context requires otherwise.

Academic Year:

Two or more semesters and one summer semester, if any. Or four or more levels and one or two summer levels, if any.

Academic System:

The method of study followed in the colleges and institutes of the university, whether by the system of academic levels, semesters, or the full academic year.

Semester:

A period of time of not less than fifteen weeks in the two-semester system. And not less than twelve weeks in the three-semester system. It does not include registration, drop, addition and final exam times.

Academic Level:

A method of study in which the time period is less than the school term; not less four weeks, not more than eight weeks, and not less than forty weeks per year

Full Academic Year:

A period of time not less than forty weeks a year.

Summer Season:

Summer Semester: A period of time and not less than eight weeks for the two-semester system and not less than six weeks for the three-semester system, during which the period allocated for each course is doubled.

Summer Level:

A period of time of not less than four weeks for the study level system. During which the duration allocated for each course is doubled.

Study Plan:

A set of compulsories, elective, and free courses, which constitute the total number of units of graduation requirements and which the student must successfully pass to obtain the degree in the specified disciplines.

Course of study:

The course material is in the plan for each program and includes a number, code and description of the content. They are subject in each section to follow-up, evaluation, and development, and may be studied separately, have a prior or a co-requisite with it.

Study Unit:

Weekly theoretical lecture (or clinical or exercise lesson) of at least 50 minutes' duration, or practical lesson of at least 100 minutes' duration. or the field lesson specified in the study plan.

Education Patterns:

Different education methods, including face-to-face education, integrated education, distance education, self-education, and other education patterns.

Academic Promotion Program (Bridging):

Program designed to complete studies from diploma to bachelor.

Degree of Semester Work:

The score awarded for the work obtained during the study from a level of study or semester: or the full academic year, if any, and includes exams research, and educational activities related to the course.

Final Exam:

exam in the course., held once at the end of course instruction at the academic level, semester, or full academic year.

Final exam score:

The score obtained by the student in each course in the final exam

Final Score:

The total scores of the semester work, to which the final exam score is added to each course and the total score is calculated out of one hundred.

Academic Record:

A detailed statement that includes all the courses studied by the student, and the scores that he/she obtained, including GPAs (semester and cumulative).

Visiting student:

A student who studies some courses at another university or in a branch of the university to which he belongs without being transferred.

Score:

A description of the percentage, or the alphabetic symbol of the final score, obtained by the student in any course.

Incomplete score:

A score that is temporarily assigned to each course that the student is unable to complete his requirements on time. It is denoted in the academic record by the letter (J) or (IC).

Continuous score:

A score assigned to each course. It requires more than one semester to complete his studies, and it is symbolized by the symbol (M) or (IP).

semester average:

The total points obtained by the student are divided into the total units established for all the courses he/she has studied in any semester, level or full academic year. The points are calculated by multiplying the prescribed unit by the weight of the scores obtained in each course studied by the student.

score Point Average (GPA):

The sum of the points obtained by the student in all the courses he/she has studied since joining the University is divided into the total units established for those courses.

Overall Rating:

Describe the level of educational achievement of the student during the period of his/her study at the university.

Academic Load:

The total number of study units in which the student is allowed to register in a level of study, semester, or full academic year specified by the University Council.

Chapter Two: Objectives and validity of the Regulations

Article Two

The of this Regulation aims to regulate the mechanism and procedures of study and examinations at the university in a way that raises the efficiency and quality of the educational process and academic procedures for the post-secondary level.

Article Three

The provisions of this Regulation shall apply to universities that apply the Higher Education Council system, universities promulgated by Royal Decree No. (M/8), 1414/6/4 , and universities that apply the university system issued by the Royal Decree No. (M/27), and the date 2/3/1441 AH.

Chapter Three: Study Systems

Article Four

1. When approving its programs, the university adheres to the following, in order:

- a) The Saudi Uniform Classification of Educational Levels and Disciplines issued by Cabinet Decree No. (75), 1442/1/27, and the amendments or updates thereto.
- b) The National Qualification Framework in the Kingdom of Saudi Arabia issued by the Council of Directors of the Education and Training Evaluation Council in its first meeting of the second session held on 1441/6/16 AH and the amendments and updates applied thereto.

2. Students shall progress in their studies according to the school system and the curriculum approved by the university's council.

The Executive Rules of Article Four

1. When the colleges prepare or develop their academic programs, they shall comply with the provisions of the Saudi Standard Classification of Educational Levels and disciplines issued by Cabinet Decree No. (75) of 27/1/1442 A.H. and the National Framework for Qualifications in the Kingdom of Saudi Arabia issued by the Council of Directors of the Education and Training Evaluation Council at its first meeting of the second session held on 16/6/1441 A.H. and the amendments or updates thereto.
2. Faculty councils shall determine the necessary controls for the students of these colleges to move between the academic levels (general stage to discipline. pre-clinical to clinical. joint year to specialty), including transition conditions from one stage to another and from one level to another within the stage.
3. The student progresses in the study according to the study program approved by the University Council (upon passing all the courses, shall be a candidate for graduation) if he fulfills the graduation requirements.

Article five

The academic year and the graduation requirements for the achievement of a scientific degree shall be divided in accordance with the of the school system and the curriculum approved by the Council of the University, as follows:

1. Two or more semesters. There may be a summer term with a half-term period counted.
2. Four or more levels of study a minimum of four weeks, a maximum of eight weeks, and a total of 40 weeks of study during the year; There may be either a summer level or two, if any, provided that its duration is calculated half of the school level

The Executive Rules of Article Five

- 1- The University Council decides the calendar for the academic year as approved by the Council of Ministers with clarification of the details of the academic system, the duration of the semester and the periods of academic procedures.
- 2- The Department of Admission and Registration prepares the academic calendar in coordination with the relevant bodies in the university; and submit it to the University Council for approval.
- 3- There may be an optional summer class, half the duration of the semester, with the approval of the university council.

Article Six

In some faculties and institutes, study may be based on the full academic year in accordance with the rules and procedures approved by the Council of the University.

Executive Rules of Article Six

Courses may be submitted in the annual system in accordance with the rules and procedures set forth in this Regulation, considering the academic calendar approved by the Council of the University for the annual system.

Article Seven

Subject to the decisions of the Council of University Affairs, the Council of the University may, at the proposal of the councils of colleges or institutes, adopt one or some types of education in programs in which the nature of the study permits.

The Executive Rules of Article Seven

Faculty councils shall propose the use of one or some types of education according to the nature of the program, with the proposal to be included in the program description and the decisions of the academic plan, and submitted for approval through the university council or its delegate in a manner that does not conflict with these regulations and what is stated in its implementing rules.

Article Eight

The study plan contains courses no less in total on 10% of the total number of courses offered with one or more educational patterns different from the in-person education pattern and the University Council determines the regulations governing this.

The Executive Rules of Article Eight

1. The college council determines introducing one –or some- education patterns different from in-person education in the programs whose study nature allows for that, provided that their total is not less than 10% of the total academic units in accordance with the regulatory controls and procedures approved by the University Council and in a manner that does not conflict with this bylaw and its implementing rules.
2. The educational style is specified in the program description and the description of each **course** as part of the design of study programs according to the models approved by the Education and Training Evaluation Commission.

Article Nine

1. The University Council may, upon the proposal of the College Councils, approve the following:
 - a) Academic promotion programs (bridging) in some disciplines in accordance with the controls approved by the Council of Universities Affairs
 - b) Interface programs.
2. The Council of the University may, at the proposal of the Councils of Colleges or Institutes, accept a student obtaining a bachelor's degree in one discipline to study a bachelor's degree in another discipline.

The Executive Rules of Article Nine

1. Some colleges may offer academic promotion programs (bridging) in accordance with the regulations approved by the University Council based on the regulations approved by the University Affairs Council.
2. The faculties and institutes of the university - when wishing to develop interdisciplinary programs – shall adhere to the controls and procedures for developing interdisciplinary programs, or adding a major, sub-major, or support disciplines, Approved by the University Council.
3. Colleges shall determine the regulations and procedures governing academic promotion (bridging) and interface programs and shall be in accordance with the rules approved by the University Council, and in a manner not inconsistent with these Regulations and their executive rules.
4. The Deanship of Admission and Registration proposes to the University Council, after coordination with the relevant colleges, the conditions and procedures for accepting a student who holds a bachelor's degree in one discipline to study a bachelor's degree in another discipline.
5. Granting the student two scientific degrees: The student can apply to study in two scientific degrees at the same time, provided that his cumulative average is not less than (4.00 out of 5.00) or (3.00 out of 4.00) after completing at least 32 units of study and after the approval of the councils of the concerned departments and the

councils of the two colleges concerned. The student is granted the two academic degrees after fulfilling the following conditions:

- a) To have completed the curriculum and obtained the required GPA for each of the two degrees.
- b) The total number of inter-degree modules shall not be less than (20%) of the total number of the most academic units.
- c) In the event of collaborative or field training in both disciplines, the student may be confined to one, while the other shall be compensated by decisions determined by the councils of the respective colleges according to the academic plan of the two degrees.

Article Ten

The University Council may award the student - who has completed a number of academic hours and has not completed the requirements of a bachelor's degree - a diploma in the specialty in which he/she studied in accordance with the regulations approved by the University Council and which is not inconsistent with the Saudi Standard Classification of Educational Levels and Disciplines issued by Cabinet Decision No. (75) the date of its 1442/1/27, amendments or updates thereto, and the National Qualifications Framework of the Kingdom of Saudi Arabia, issued by a decision of the Council of Directors of the Education and Training Evaluation Authority at its first meeting of the second session held on the date of its 1441/6/16. and adjustments or updates.

The Executive Rules of Article Ten

1. The Council of the University may grant a student, who has completed a number of school hours and has not completed the requirements of the Bachelor's degree, the degree of diploma in the disciplines in which he studied in accordance with the regulations approved by the Council of the University and in accordance with what is not inconsistent with the Saudi Standard Classification of Educational Levels and Disciplines issued by Council of Ministers Decision No. (75) of 1/1/27 A.H. and the amendments or up scores thereto. and any amendments or updates to it.

2. The University Council grants the diploma degree in discipline to the student who has reached the graduation points approved in the program, in accordance with the controls approved by the University Council.

Chapter Four: Admissions

Article Eleven

The Council of University Affairs shall consider the decisions issued by the Council of University Affairs and the requirements of the national development, and the reports issued by the competent authorities to monitor the imposition and demand of the labor market. The Council of the University shall determine, on the proposal of the Councils of Faculties, or similar bodies in the University, the conditions and controls for admission and the number of students that can be admitted in the school year.

The Executive Rules of Article Eleven

Firstly: It is required to accept requester novelty in the university following

- 1- The student must be a Saudi or the son of a Saudi woman.
- 2- To have a high school diploma or equivalent from inside or outside the kingdom.
- 3- Must not have obtained secondary school or its equivalent for a period of more than five years. The University Council may, or its delegate, waive this requirement and in a manner not inconsistent with Article (46) and the University Affairs Council.
- 4- To successfully pass any exam or personal interview deemed necessary by the University Council.
- 5- To be medically fit for those admitted to health programs.
- 6- To obtain approval to study from his reference if he/ she works in a government or private entity.
- 7- Admission of a new student to university is conditioned not to be dismissed from another university for disciplinary reasons.
- 8- To meet the other conditions set by the University Council and declared at the time Submission.

- 9- To accept the internal scholarship from non-Saudis or displaced tribes, the applicant must be between (25-17) years old.
- 10- Non-Saudis applying for the internal scholarship must have a valid residence, and the Selection shall be based on the seats available for each nationality, with the approval of the Ministry of Education.
- 11- Applicants for internal scholarships from displaced tribes must have valid residency or proof obtained from the Ministry of Interior. The selection shall be based on the seats available for each nationality, after the approval of the Ministry of Education.

Secondly, the selection of all applicants who meet the requirements shall be according to their scores in the high school certificate exam and other exams and admission criteria approved by the university council.

Third: The University Council adopts the admission requirements and controls proposed by the Deanship of Admission and Registration -in coordination with the colleges- the discipline available for admission and the numbers of students who can be admitted each academic year, taking into account the decisions of the University Affairs Council, national development requirements, employment-related statistical studies, the need for the labor market, future discipline and absorptive capacity.

Fourthly: It is permissible to accept and register the employees of the University of Hafr Al-Batin to study at the undergraduate level in a part-time manner according to procedures approved by the University Council

Article Twelve

Subject to the provisions of Articles (9) and (10) of this Regulation, students applying for: it is Permissible to accept a student who has:

- 1- Diploma (or equivalent) to complete the study for a bachelor's degree and the equivalency of the courses he studied.

- 2- Bachelor's degree (or equivalent) in a particular discipline to obtain a bachelor's degree in another discipline and to equalize the courses he has studied. The implementation rules of these Regulations set out the conditions and procedures for this, including the possibility of calculating the equivalent curricula within the student's cumulative rate in his/ her academic record.

Chapter Five: Academic Procedures

Article Thirteen

The University Council sets the rules governing academic procedures, including: Registration, dropping and addition for approved courses to ensure that students register with the minimum academic load.

The Executive Rules of Article Thirteen

1. Confirmed registration is available to all students at the beginning of each semester according to the academic calendar approved by the University Council.
2. Registration procedures may be restricted with the approval of the student's academic advisor.
3. Early registration is mandatory for all students enrolled in that semester, and is available in the middle of each semester, and does not replace the need to make confirmed registration at the beginning of the semester.
4. The student is not entitled to register for any course that has a prerequisite until after passing the required course, and an exception can be made if the student is a graduate in the same semester or the next semester.
5. The student may modify his/her academic schedule by dropping courses and adding them within the days specified in the academic calendar.
6. Not exceeding the maximum academic load allowed for registration, according to the provisions of the twelfth (12) paragraph of the executive rules of this article.
7. The student may drop the course within the first two weeks of the start of the study in the semester without it appearing in the academic record under the following conditions:
 - a. If the curriculum to be deleted is not a parallel requirement of another course, both courses must be dropped and retained together.
 - b. The academic load upon dropping should not be less than the minimum as stipulated in the twelfth paragraph of the executive rules of this article.

8. The College shall determine which courses it wishes to introduce in the summer semester, provided this is within an appropriate period before the beginning of the summer semester.
9. College councils may include alternative courses studied by the student in the event that it is not possible to offer the courses of the study plan, provided that the alternative courses are equivalent or equivalent to the courses of the student's plan, provided that the alternative course studied by the student is recorded in the academic record.
10. If a student fails a mandatory course, he/she must repeat that course. All scores are calculated in the student's academic record and within its GPA.
11. The student is not allowed to combine the registration of courses with the course of practical training for programs in which training requires the student's branching as determined by the approved study plans, and the College Council has the exception in this.
12. The student's maximum academic load is linked to the student's cumulative average in accordance with the National Qualifications Framework issued by the Education and Training Evaluation Commission, provided that he meets the minimum academic load as much as possible according to the following:

A table showing the student's academic load according to the study systems:

Student Status	Academic Load In the Two-Semester		Three Semesters Academic Load			
			Plans that have a minimum 120 credit hours		Plans that have a minimum 180 credit hours	
	lowest	Highest	lowest	Highest	lowest	Highest
Academically unwarned regular student	12	19	8	14	12	19
Academically Warned Student	12	15	8	10	12	15
The outstanding student with a cumulative average that includes other (24) credits not less than (4.00 out of 5.00) or (3.00 out of 4.00). Or a student studying two degrees at the same time.	12	21	8	15	12	21
The student in his last semester is required to have his GPA in the semesters that include the last (24) credits not less than (3.00 out of 5.00) or (2.00 out of 4.00).	1	24	1	16	1	24
Regular student in the summer semester.	0	8	0	6	0	8
Academically Warned student in the summer semester.	0	7	0	5	0	7
The student in his last summer semester, provided that his GPA in the semesters that include the last (24) credits not less than (3.00 out of 5.00) or (2.00 out of 4.00).	0	9	0	7	0	9

Article Fourteen:

The student shall be required to attend the study unit, whether in person or virtually, in accordance with the educational patterns specified in the school plan. He shall be prohibited from entering the final examination if his attendance rate is below the percentage set by the university council. The student who is denied the examination due to absence shall be considered to have failed the course of study. He shall be given a deprived rating (ح) or (DN).

The Executive Rules of Article Fourteen

1. The course instructor detects absences through the student records system within one week of the lecture date.
2. The course instructor shall note a score of deprived (ح) or (DN) in the course in which the student attends less than 75% of the contact hours of the course.
3. The Deanship of Admission reflects cases of deprivation in the student records after the approval of the head of the department and the dean of the college.
4. The student is not allowed to take the final exam in the course in which he/she was deprived.
5. It is not permissible to observe a deprived score after the end of the specified period according to the academic calendar approved by the University Council.
6. The minimum percentage of attending lectures for courses taught in the e-learning mode is determined according to the controls approved by the competent councils.

Article Fifteen

The college council, institute, or its delegate may lift Deprivation and allowing the student entering the Final examinations, provided the student submits an excuse accepted by the College Council, the institute, or its delegate. the university council shall determine the minimum attendance rate of lectures, practical lessons or training out of the total contact hours for the course, whether in person or virtually, or according to other education patterns specified in the study plan.

The Executive Rules of Article Fifteen

The deprivation index can be lifted if the deprived student presents an excuse accepted by the College Council or whomever it delegates. Provided the attendance rate is not less than two-thirds of the total contact hours of the course. The following table summarizes the application of the executive rules of the two articles: fourteenth and fifteen, indicating the number of absences with an official excuse and without an excuse, according to the number of weekly teaching hours for the course.

course (Theoretical / practical)	Number of course teaching hours (contact hours)	Absence hours without official excuse			The minimum number of hours of absence (with official excuse, without excuse, or both) during which the student is permanently deprived.
		1 st Warning	2 nd Warning	DN 25%	
First: The theoretical part of the courses					DN 33.33%
	The number of theoretical teaching hours per week (9) hours	11	22	33	45
	The number of theoretical teaching hours per week (6) hours	9	18	27	36
	The number of theoretical teaching hours per week (5) hours	6	12	18	24
	The number of theoretical teaching hours per week (4) hours	5	10	15	20
	The number of theoretical teaching hours per week (3) hours	4	8	12	16
	The number of theoretical teaching hours per week (2) hours	3	6	9	12
	The number of theoretical teaching hours per week (1) hours	2	4	6	8
Second: the practical part of the courses	Number of practical teaching hours per week (13) hours	13	26	39	52
	Number of practical teaching hours per week (12) hours	12	24	36	48
	Number of practical teaching hours per week (9) hours	9	18	27	36

Number of practical teaching hours per week (8) hours	8	16	24	32
Number of practical teaching hours per week (6) hours	6	12	18	24
Number of practical teaching hours per week (4) hours	4	8	12	16
Number of practical teaching hours per week (3) hours	3	6	9	12
Number of practical teaching hours per week (2) hours	2	4	6	8

Article Sixteen

A student may excuse himself from continuing his studies for an academic level, a semester, or a full academic year without being considered a failure, if he/she presents an acceptable excuse to the party specified by the Council of the University, the excuse shall be counted within the period necessary to complete the graduation requirements. The implementing rules of this Regulation shall specify the relevant conditions and procedures.

The Executive Rules of Article Sixteen

1. A student may be excused for studying during the period of an excuse in the academic calendar based on the University Council, and the rating (p) or (W) shall be monitored in all courses in his academic record after the approval of the dean or delegate of the College. The period of excuse shall be calculated within the period necessary to complete the graduation requirements.
2. The student may excuse for studying for two consecutive semesters or three non-consecutive semesters in the two-semester system, and in the three-semester system, the student may excuse for three consecutive semesters or a maximum of four non-consecutive semesters during his stay at the university, and the Vice-Dean for Academic Affairs or his representative, if necessary, may make an exception from that.
3. A new student may not excuse him/ herself from studying in any semester of the first academic year, and the dean of the college can make an exception if the student presents a compelling excuse that prevents him/ her from attending the study.

4. The Dean of the College or his delegate shall examine the requests for an excuse and make a decision within one working week from the date of submission of the application. If the Dean of the College or his delegate does not decide on the request during this period, the Dean of Admission shall implement the excuse automatically in accordance with the controls set forth above.
5. The student applying for an excuse for a semester must attend until his request is approved by the Dean of the College or his delegate.

Article Seventeen

A student may withdraw from one or more courses. The implementing rules of these regulations shall specify the conditions and procedures for this.

The Executive Rules of Article Seventh Ten

1. The student may withdraw from one or more courses in the semester according to the period specified in the academic calendar approved by the University Council.
2. If the student withdraws from one or more courses, the number of remaining courses shall not be less than the minimum set out in the implementing rules of article 13.
3. The College Council or its authorized representative consider cases of withdrawal from courses for those whose academic load is less than the minimum (after withdrawal), as well as those who were unable to register the minimum academic load.
4. If the course to be withdrawn from is a co-requisite with another course, he/ she is not entitled to withdraw it except by withdrawing the two courses together or keeping them together.
5. A new student may not withdraw from a course during the first semester of admission.
6. The student applying for withdrawal from one or more courses must attend until the withdrawal score (p) or (W) is recorded in his academic record.
7. The decision on the application is taken by the dean of the college or his representative within a week of the date of the end of the application period in the student records system according to the academic calendar.

Article Eighteen

A student may submit a request to postpone study for an academic level, a semester, or for a full calendar year study perfect; for an excuse accepted by the authority determined by the University Council, and the executive rules of these regulations specify the conditions and procedures for this.

The Executive Rules of Article Eighteen

1. A student may submit a request to postpone studies before the end of the first week of the semester.
2. The postponement period is not counted within the statutory period required for graduation.
3. A new student cannot postpone studies during the first semester of his/ her admission except for compelling circumstances accepted by the Dean of the College or his representative.
4. A student may postpone studies for two consecutive semesters or three non-consecutive semesters for the two-semester system. in System the three semesters system, the student may postpone three consecutive semesters or four non-consecutive semesters as a maximum throughout his study at the university. The vice-dean for academic affairs or whomever he delegates, in case of necessity, can make an exception to that.
5. The decision on the application is taken by the dean of the college or whoever he delegates with the recommendation of the academic advisor within a week from the date of the end of the application period in the student records system according to the academic calendar, if the Dean of the College or his delegate does not decide on the application during this period, the Deanship of Admission implements the postponement automatically in accordance with the controls stipulated above.

Female students who are accompanying their spouses on scholarship outside the Kingdom are allowed, exceptionally and with the approval of the relevant College Council, to postpone their studies for a maximum of two years after completion of the period allowed for postponement through the Student Registry System. This applies to students accompanying their wives; Providing proof of accompaniment from the official authorities, considering the change in the study plan or the closure of the program as the possibility of a student's return is dependent on the continuity of the program's study plan.

Article Nineteen

The student's registration will be closed from the university if he stops studying for a period determined by the University Council. Without its progress by request Postponement or excuse from studying, and the student whose registration is terminated can apply for re-registration with his number and record before dropping out. The implementing rules of these Regulations shall specify the conditions and procedures for this.

The Executive Rules of Article Nineteen

1. A student's enrollment shall be closed if he/ she stops studying at the university for two academic years without submitting a request for postponement or an excuse.
2. A student is considered to have dropped out of study if he does not register for the courses during the registration period specified according to the academic calendar of the university unless he submits a request for a postponement.
3. The student is considered interrupted if he attends at the beginning of the semester and then is absent from attending lectures in all courses for four weeks or more continuously, and this semester is counted within the statutory period.
4. A student is not considered to have dropped out of studies for the semesters he is studying as a visitor at another university.
5. The student whose registration is terminated shall apply for re-enrollment through the student records system within the period specified in the academic calendar.
6. The Deanship of Admission and Registration coordinates with the concerned College Council to take a decision regarding re-enrollment.
7. This article does not apply to students dismissed from university.
8. No postponement or excuse may be given after the student's re-enrolment for the period in which he or she has been re-enrolled.

9. If the student has dropped out for two academic years or more, he can apply to the university as a new student without referring to his previous academic record, provided that he meets the admission requirements announced at the time.
10. The student may not be re-enrolled more than once, and the Admission and Academic Evaluation Committee may, in case of extreme necessity, make an exception to that.
11. The University Council may, building on the recommendation of the Admission and Academic Evaluation Committee and the College Council, re-enroll the student if the dropout period exceeds two academic years with his/ her number and record before the interruption in accordance with the following conditions:
 - a. The duration of the interruption shall not exceed the regular duration of the discipline (degree) and shall be calculated from the semester in which it was interrupted until the date of application for re-registration.
 - b. The student must have successfully passed (50%) of the total number of units required for graduation in the major.

Article Twenty

A student who has been dismissed from the university for disciplinary reasons may not be re-enrolled except after three years after the issuance of the dismissal decision. The executive rules of these regulations specify the controls and procedures for this.

The Executive of Article Twenty

The student, who has been dismissed as a disciplinary from the university, applies through the Student Records System for re-registration under the following conditions:

1. Three years have passed since the disciplinary dismissal decision was issued.
2. The disciplinary dismissed student must have successfully passed no less than 50% of the graduation requirements.

3. The Admission and Academic Evaluation Committee considers applications for re-enrolment in coordination with the Deanship of Admission and Registration and the concerned college.
4. The study plan for the program to which the student is enrolled before the semester should be available and existing. In the event of changing the study plans, the student will be registered in the new plan and the equivalency process for the courses he studied in the old plan will be conducted in a manner that does not conflict with what is stated in Article Twenty-Four and its executive rules of this regulation.

Article Twenty-One

A student who has withdrawn from the university may apply for re-registration with his number and previous record for an excuse accepted by the authority determined by the University Council. The executive rules of these regulations specify the conditions and procedures for that.

The Executive rules of Article twenty-one

1. A student who has withdrawn from his previous record may be re-enrolled in accordance with the following controls:
 - a. Not more than two academic years have passed since his withdrawal from the university.
 - b. Not to be academically warned.
 - c. To have passed at least 24 courses.
 - d. The approval of the concerned college council to re-enroll him/ her after withdrawal.
2. A postponement or apology may not be given after the student is re-enrolled for the semester in which he or she was re-enrolled.
3. If the student withdraws for two years or more, he or she may apply to the university as a new student without reference to his or her previous academic record, subject to all the conditions for admission promulgated in a timely manner.

4. This article and its executive rules do not apply to students dismissed from the university for a disciplinary term.

Article Twenty-Two

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

1. If he / she received three consecutive warnings due to a decrease in his /her cumulative GPA specified for graduation, in accordance with Articles (forty-first) and (forty-second) of these regulations, the University Council may grant the student an additional opportunity to raise his cumulative average.
2. If he/ she did not complete the graduation requirements within a period not exceeding half of the period specified for his/ her graduation in addition to the duration of the program.

In exceptional cases, the University Council may address the situation of students to whom the provisions of the preceding paragraphs of this article apply by giving them an exceptional opportunity not exceeding one academic year.

The Executive Rules of Article Twenty-Two

1. When the cumulative rate is low, the student warns of the required graduation rate for his major as included in Article 41
2. The student is dismissed when he receives three consecutive warnings. The academic dismissal shall be recorded in the academic record.
3. The academic warning that the student obtained in the summer semester is not counted among the three conditional warnings for the academic semester.
4. The student shall be dismissed if he does not complete the graduation requirements within half of the period specified for graduation in addition to the duration of the program, and the University Council may, based on the recommendation of the Deanship of Admission and Registration in coordination with the College Council, give an exceptional

opportunity to the student to complete the graduation requirements not exceeding an additional year as a maximum.

5. The procedures for dismissing the student are carried out by the Deanship of Admission and Registration according the executive rules of the university after calculating the cumulative averages for each semester.

Chapter Six: Transfer and Equivalence

Article Twenty-Three

It is permissible to accept the transfer of a student from outside the university according to the following controls:

1. The student must have studied at a local university, college, or foreign educational institution, provided that it is licensed by the competent authority in the country of study.
2. Not to be dismissed from the university from which he is transferred for disciplinary reasons.
3. Any other controls set by the University Council.

The Executive Rules of Article Twenty-Three

The conditions to be met for applying for a transfer to the University of Sub-Digging:

1. The student must be a regular at his/ her university.
2. The student must be confined in the same degree to which the transfer is requested or above.
3. The student can apply for transfer from public or private universities in the Kingdom as well as from universities outside the Kingdom, provided that they are universities, colleges or programs classified by the Ministry of Education.
4. The student has studied a full school year at his university and has passed at least 24 courses proven in his record.
5. The student must apply for transfer through the student records system, according to the academic calendar approved by the University Council.
6. That the student fulfills any other conditions determined by the College Council.
7. Applicants are required to be Saudi or non-Saudi from a Saudi mother (son of a citizen) while applicants are non-Saudi, five-year card holders or GCC citizens They shall be subject to the procedures applicable in the scholarship system approved by the Ministry of Education.
8. A student may not be transferred to a specific discipline until he or she meets the requirements of the same disciplines at Hafar Al-Batin University.

9. The student GPA and the discipline rate when submitting a transfer application shall not be less than (3.00 out of 5.00) or (2.00 out of 4.00).
10. The College Council may make an exception to the average requirement to accept special transfer applications in accordance with the following controls:
 - a. The existence of reasons that compel the student to transfer to the University of Hafr Al-Batin with the submission of documents proving this.
 - b. The student's GPA, when submitting the transfer application, should not be less than (2.50 out of 5.00) or (1.50 out of 4.00).
11. Approval of the College Council to transfer the student.

Article Twenty-Four

The college council or the Institute shall equalize a course or a set of courses which the student has previously studied outside the University, on the recommendation of the Department Councils which submit the curricula, provided that their vocabulary is similar or equal and that the curricula which have been equalized are recorded in the student's academic record. The Council of the University shall determine the regularities of the University, including the possibility it to be calculated within the cumulative rate of the student in his academic record.

The Executive Rules of Article Twenty-Four

For the equivalency of any course the student studied outside the university, the following is required:

1. The student's score in the course should not be less than good or its equivalent according to the grading system in Appendix (1).
2. The course studied by the student outside the university must be identical in its vocabulary to one of the courses included in the graduation requirements. In case of non-conformity, it may be counted as an alternative to an elective course with the approval of the Academic Department Council and the College Council.
3. The number of units of the course that the student studied outside the university should not be less than the number of units of the course required to be

equalized at the University of Hafr Al-Batin. The cases of difference in the system of calculating the study units between the University of Hafr Al-Batin and the transferee are considered according to the approved study system.

4. The maximum percentage of study units that can be equated from outside the university is (40%) forty Percent of the total units required for graduation at the University of Hafr Al-Batin.
5. The college that offers the course is obligated to complete the equivalency procedures within a period not exceeding ten working days from the date of receipt of the application accompanied by the original academic record and the description of the approved course.
6. The student's regular period is calculated after accepting the equivalency of the courses he/she studied outside the university in accordance with the following:
 - a. Calculation of one semester within the duration for every 10 study units equalized.
 - b. The calculation shall include the applicant's eligibility from the reward. and counting opportunities and rank of honor.

Article Twenty-Five

A student may be transferred from one college to another within the university, from one department to another within the college, and from one disciplines to another within the department, in accordance with the controls approved by the University Council or its authorized representative.

The Executive Rules of Article Twenty-five

1. The student may transfer from one college to another within the university, from one department to another within the college, and from another Disciplines within the department, in accordance with the regulations approved by the University Council, provided that the fourth level of the two-semester system and the sixth level of the three-semester system do not exceed, and the College Council may decide on applications after that level if there are compelling reasons.

2. The student is allowed to transfer from one college to another, and from one department to another within the college, provided that the number of transfers does not exceed a maximum of two times during his studies at the undergraduate level, and the College Council decides on exceptional cases.
3. The student submits a transfer request according to the academic calendar approved by the University Council.
- 4- The student should not be disconnected from study when requesting a transfer.
- 5- Conditions for transferring between colleges:
 - a. The student must have studied at least two semesters in the two-semester system and at least three semesters in the three-semester system and have been assigned estimates of at least (24) academic units in the college to which he/she is transferred.
 - b. For the student's transfer to be accepted, he must complete the graduation requirements within the period allowed by the system in the program to which he is transferred.
 - c. The Council of the College that offers the course or whoever it delegates is responsible for approving the equivalency of the courses passed by the student transferred from one college to another within the university, based on the recommendation of the departments that offer these courses.
 - d. It is allowed to transfer between corresponding programs among the faculties and branches of the university according to the vacant seats.
 - e. The student should not have exceeded 60% of the study plan of the program.
 - f. Any other conditions determined by the College Council.
- 6- Conditions for transferring between disciplines or departments within the college:
 - a. The student has studied at least one semester and has been provided with estimates of at least 8 study units in the transferred discipline.

- b. Fulfilling the requirements of the specialization to be transferred to, specified by the College Council.
 - c. The transfer between disciplines within the college takes place once during the student's study period in That college.
 - d. Must not to have passed (60%) of the study plan for his exact major in the program he/ she wants to transfer from
7. The student may transfer between the joint tracks of the first year according to the terms approved from the university council.

Article Twenty-Six,

Courses shall be established and calculated for students transferred from one college to another within the university, from one department to another within the faculty, and from discipline to another within the department, which the student had previously studied, and was amended in the academic record according to the rules set by the university council.

The Executive Rules of Article Twenty-Six

All scores and courses of the student transferred from one college to another within the university or from one major to another within the college shall be recorded in the academic record. Only equivalent courses are counted in the GPA.

Article Twenty-Seven

The University Council sets the conditions and controls for exempting the student from studying a course or a group of courses, at a rate not exceeding 25% of the total academic units of the study plan, and the student is assigned an exempt score (عف) or (E).

The Executive Rules of Article Twenty-Seven

1. The University Council approves - based on the recommendation of the Department and College Councils - the conditions necessary for exemption from a course or group of courses

from the program plan with determining the appropriate evaluation mechanism for these courses.

2. Newly, transferred or regular students are exempted from studying a course in the following cases:
 - a. Studying and passing a course similar to the one exempted from it.
 - b. Attaining an accredited professional certificate equivalent to the exempted course.
 - c. Pass an approved standardized test score with the minimum score required by the college.
3. Not more than two years to have passed the equivalent of the course from which the exemption is required what He increases on two years.
4. The number of units of exempted courses should not exceed 25% of the total units of the program.
5. A rating (عف) or (p) shall be monitored in the student's academic record for courses exempt from study.

Chapter Seven | Visiting And Exchange Students

Article Twenty-Eight

The student may, after the approval of the college in which he is studying, study one or more courses at another university inside or outside the Kingdom. Or in one of the branches of the university to which he belongs without being transferred. Provided that his/her studies are concurrent with his/her studies at his university or a visiting student and are equivalent to the courses he studied. Courses that have been equalized are recorded in the student's academic record. The University Council shall determine the regulations governing this. Including the possibility of calculating it within the student's cumulative average in his academic record.

The Executive Rules of Article Twenty-Eight

First: The visit from the University of Hafr Al-Batin to another university.

1. A visit request can be submitted to public or private universities or colleges in the Kingdom or outside, condition to be from universities, colleges or programs classified by the Ministry of Education.
2. The procedures for visiting outside the University shall be conducted through an electronic application in the system of student records, which shall indicate the course or curriculum he/she intends to study outside the University. The Council of the Department shall constitute a committee with the task of reviewing those courses and their vocabulary and proposing the corresponding materials at this University; An official letter from the Deanship of Admission and Registration shall be addressed to the other university upon the College's approval.
3. The student submits to the Deanship of Admission and Registration a request for equivalency of courses, after completing its studies, for the student visiting outside the university. the student is assigned an equivalent score with, (TR) and is not included in the GPA in the student's academic record. Provided that his score in the course is not less than good (c). According to the executive rules of Article Twenty-Four.

4. Without prejudice to the graduation requirements, the maximum total number of study units that can be equalized for a student visiting outside the university is 35% of the total number of study units in the plan, provided that the student's score in each course is not less than (good) or (C) and these estimates are not included in the calculation of the cumulative average and the specialization rate.
5. The stipend is paid to the visiting student outside the university if he proves evidence of his regularity in his studies at the university he visited, and to submit the results of the approved courses at the beginning of the semester following the visit. Otherwise, he/she is considered to have dropped out of school except for the summer semesters.

Secondly: The Visit to The University of Hafr Al-Batin from Outside University.

1. The visit procedures are carried out from outside the university through the student records system according to the academic calendar, and it is required to submit visit requests from outside the university to attach a letter of approval from the Dean of Admission and Registration at the student's university that includes the courses he/she wishes to study at the University of Hafr Al-Batin, and to attach an official academic record with a recent date from the Deanship of Admission and Registration at his/her university.
2. To be admitted from outside the university, a visiting student must have studied a semester in a regular program at his/her university, and scores have been assigned to him in at least (8) credit hours in his/her academic record.
3. A student is not allowed to study as a visiting student at the University of Hafr Al-Batin if he/she was previously deprived of one of the courses he studied as a visitor at the University of Hafr Al-Batin.
4. Textbooks may be distributed to visiting students according to the applicable regulations.

5. A student of distance education shall not be admitted a visiting student unless he or she is transferred to his/ her university as a regular student and at least had studies (8) study units.
6. The civil registry number of the visiting student is an academic number that he/she uses during his studies at the university.
7. The student is registered in the courses in accordance with the rules of course registration and registration dates at the University of Hafr Al-Batin.

Thirdly: Internal Visit Between Branches of the University of Hafar Al-Batin

1. Visiting procedures are carried out between the colleges of the university through the student records system according to the academic calendar.
2. The student's college approval is required to visit between university branches. With the determination of the courses taught in the other college that must be equivalent to the courses in the college plan in which the student is enrolled.
3. In order for the visiting student to be accepted into the university branches, he must have studied a semester in a regular program in the college to which he/she was accepted, and scores have been assigned to him in at least (8) study units in his academic record
4. The scores for the internal visit courses are calculated within the student's cumulative GPA and is recorded in the academic record.

Chapter Eight | The Exams

Article Twenty-Nine

1. The University Council determines, based on the recommendation of the College or Institute Council, and the proposal of the Department Council to which the course belongs, the mechanism for calculating the score of semester scores, the final exam, and the method of evaluation according to the nature of the course.
2. The final exam of the course is held once, and the University Council, based on the recommendation of the College Council and the proposal of the Department Council, may make an exception to this according to the nature of the course.

The Executive Rules of Article Twenty-Nine

1. The score of the semester work of the course is calculated according to what is stated in the course description approved by the department and college councils for all courses of the study plan and approved by the University Council.
2. The study plan of the program specifies the necessary controls for the courses for which the score of "pass without score" (peer), (NP) or "fail without score" (HD) (NF) is assigned.
3. A final exam is held for each course at the end of the semester according to the academic calendar, and for practical and clinical courses of a training nature and short courses, the final exam may be taken at the end of the training period.

Article Thirty

The College or Institute Council shall organize the work of the final exams, in a manner that ensures the proper functioning of the educational process, provided that the final exam score and the final score are monitored within a period specified by the executive rules of these regulations.

The Executive Rules of Article Thirty

1. A unit shall be formed in each college to conduct tests to follow-up, organize and manage exams in the college in cooperation with the departments.
2. The departments inform the students of the approved final exam schedule well in advance of the start of the final exams, according to the academic calendar of the university.
3. The course instructor gives the student who has a conflict in the final exam schedule an alternative test for the final exam after the approval of the head of the concerned department and dean the college and in coordination with deanery admissions and registration, provided that it does not exceed the period of final exams.
4. The course questions are prepared by the course coordinator in cooperation with all the members involved in teaching the course, and the department council may choose what it deems appropriate from the specialists when needed to carry out the duties of the course instructor.
5. The course coordinator and those who teach the course must take care and complete confidentiality in the examination procedures and follow the university's policy in examinations and dealing with cases of failure.
6. A student may not be examined in more than two courses per day and the University Council may make an exception.
7. The student is not allowed to enter the final exam after half an hour of time and is not allowed out before half the test time has passed.
8. Cheating in the test, attempting to take it, or violating the instructions for conducting the test are matters for which the student is punished according to the regulations for controlling student behavior at the university, which are approved by the University Council. Faculty members and students observe honesty and morality to ensure the legitimacy of academic estimates.

9. The College Council shall determine, based on the recommendation of the competent department council, the duration of the final exam, provided that it is not less than one hour and not more than three hours.
10. The final exam is corrected by the course instructor. The department council responsible for teaching the course may choose whomever it deems appropriate specialists to carry out the correction process if there is a need for it, and automatic correction can be used in some courses if the need arises.
11. score monitoring procedures shall be performed in the Student Records System, taking into account the announced deadline for the last score monitoring day in the academic calendar, according to the:
 - a. The head of the department follows up the monitoring of scores by course instructors in the student records system.
 - b. The results of the tests are discussed in the relevant departments to develop improvement plans to ensure the quality of the academic performance of the department outputs.
 - c. The approved results in the departments are submitted to the Dean of the College or his representative in the Student Records System for accreditation.
 - d. The college administration follows up the process of monitoring and approving score in the student records system according to the date announced in the academic calendar, provided that the final scores, which include the score of semester work, and the final exam score are monitored by the course professor in the student records system within a period not exceeding three days from the date of the test.
 - e. The Professor of Education may adjust any study assessment when the reasons therefore are present through the system with the approval of the Head of the Academic Section and the approval of the Dean of the Faculty within a period not exceeding the end of the semester. The latter's final estimate shall appear in the student's academic record.

- f. Statistical reports for all results are discussed by the College Council with the necessary recommendations and improvement plans.

Article Thirty-One

A student who is absent from the final test shall have a zero score in the course test to which he or she is absent and at his or her discretion in that course based on his/ her semester work scores.

Article Thirty-Two

If a student is unable to take the final exam for an excuse, the student's college or institute council may accept his or her excuse. And allow him to take an alternative test, not exceeding the end of the next academic level, the next semester, or the next academic year of the college or institute that applies the full academic year system, and the grade obtained by the student after performing the alternative test is given. Or a grade of failure (E) or (F) in the event that he does not take the alternative test.

The Executive Rules of Article Thirty-Two

1. If the student is unable to attend the final exam in any of the semester subjects due to a compulsive excuse, the College Council or whoever authorizes it may, in cases of extreme necessity, accept his excuse and allow him to be given an alternative test within a period not exceeding the end of the following semester.
 - A student who is absent from the final exam presents his excuse to the course instructor or a committee determined by the department within a period not exceeding two weeks after the final exam.
 - The course instructor submits an electronic request through the student records system to change the absent student grade. His application shall not be approved except after the approval of the head of the academic department and the approval of the Dean of the College or his delegate.

Article Thirty-Three,

The Council of the Department which teaches the course may, on the recommendation of the subject instructor, allow the student to complete the requirements of any course at the next level, the next semester or the subsequent school year at the colleges or institutes that apply the full year system. A student shall be given an incomplete (J) or (IC) rating, which shall not be counted within the quarterly and cumulative average unless the requirements of such course have been met. If the period referred to in this Article has passed and the student has not changed an incomplete rating of (J) or (IC) in the applicant's register for non-completion. It is replaced by a grade of a failure (هـ) or (F) and is calculated within the quarterly and cumulative rate.

The Executive Rules of Article Thirty-Three

1. Absence from the final exam shall not be included in the application of this article.
2. The course instructor marks an incomplete grade (IC) and writes report to the head of the department includes the reasons and justifications on the basis of which the assessment and the work necessary to complete the course requirements and the period specified for that were monitored.
3. The student completes the course requirements within a period not exceeding the end of the next semester, and an exception may be made in the following cases:
 - a. If the student obtains an incomplete grade (IC) in the training courses, the period for completing the requirements of this course may be extended for another semester with the approval of the head of the concerned department.
 - b. If the student obtains an incomplete score (IC) in a course in the semester immediately preceding his registration of the training courses. With the approval of the head of the concerned department, the period of completion of the requirements of that course may be extended for a maximum period of one semester after returning from the training courses.

4. Upon completing the course requirements in the specified period, the course instructor submits an electronic application through the student records system to change the degree of the student from an incomplete score (IC) to the assessment he deserves in that course and his application is approved only after the approval of the head of the academic department and the dean of the college or who delegates

If the incomplete score (IC) is not changed by the course instructor within the specified period, the Deanship of Admission and Registration changes the score to Fail (F), unless the student is postponed or excused, and will be transferred to the next semester.

5. A student may not re-register a course in which he obtained an incomplete grade (IC) before changing this score.
6. An incomplete estimate (IC) results in suspending the student's academic status in that semester, including excellence ranks.
7. The student may not register for any course in which the course where he obtained an incomplete score (IC) is a requirement.

Article Thirty-Four,

If courses of a research nature require more than one semester, the student is given a continuous grade (M) or (IP), and after the student has completed the course, the discretion obtained is given. If the curriculum is not completed on time, the council of the department that is teaching it may approve the observing of an incomplete Score (J) or (IC) in the student register.,

Article Thirty-Five

The University Council may, based on the recommendation of the College or Institute Council, which follows the full academic year system, determine the number of failure units in the courses in which the student can take a final exam (second round) in the course in which he/ she failed.

The Executive Rules of Article Thirty-Five

The University Council, based on the recommendation of the Faculty Council, whose plans follow a yearly system, determines the number of repetition units in the curricula that students can take the second-round test, provided that the number of repetition courses' units does not exceed 15. The admission of those who fail specific subjects shall be allowed according to the regulations approved by the University Council. The grade of failure shall be adjusted if the student succeeds in the second round with an acceptable grade.

Article Thirty-Six

The student may appeal against the final grade of the course within a period not exceeding fifteen days from the approval of the result, and the executive rules of these regulations shall determine the mechanism and procedures for the student's grievance against the final score of the course.

The Executive Rules of Article Thirty-Six

1. The student has the right to appeal against the final score of the course by submitting an official request to the head of the department responsible for teaching the course within fifteen days of the announcement of the course result, and the head of the department verifies the justifications for submitting the request by referring to the student's course instructor's assessment based on the scores of the semester work, the final exam score, and confirming that there is no mistake in collecting or monitoring the final score of the course.
2. When there is a need to re-correct the student's answer sheet in the final exam, the head of the department must form a committee to do so, so that the committee consists of at least two faculty members in the department and does not include in its membership the course instructor, and the committee submits its report to the head of the department to recommend modifying or maintaining the student's score.
3. In the event that the student does not accept the decision of the head of the department, he may re-appeal by submitting a request to the

dean of the college responsible for teaching the course within fifteen days of informing the student of the result of the grievance, where the dean forms a committee to prove the student's justifications for re-appealing and re-correcting the student's answer sheet in the final exam in case there is a need for that. the committee consists of at least three members of the teaching body, and one of its members is from outside the responsible department. The committee submits its report to the Dean of the College recommending the amendment or maintenance of the student's score, and the decision of the Dean of the College is considered effective and does not accept appeal and the committee informs the student of the result of his grievance.

4. If the head of the department is the lecturer of the course that the student wishes to appeal, the dean of the college or whoever he delegates, will carry out the previous procedures instead of the head of the department.
5. When the previously observed score is proved to be incorrect, the student's score is modified through the student records system according to the approved procedure.
6. The student is not entitled to submit an appeal request if he/ she has previously submitted two appeal requests proven non correctness.

Chapter Nine | Scores

Article thirty-seven

The overall estimate of the GPA at the student's graduation based on the cumulative rate shall be as follows:

- 1- (Excellent): If the GPA is not less than (4,50 out of 5,00) or (3,50 out of 4,00).
- 2- (Very Good): If the GPA is from (3.75 to less than 4.50 out of 5.00) or (2.75 to less than .503 out of 4.00).
- 3- (Good): If the GPA is from (2.75 to less than 3.75 out of 5.00) or (1.75 to less than 2.75 out of 4.00).
- 4- (Acceptable): If the GPA is from (2.00 to less than 2.75 out of 5.00) or (1.00 to less than 5 out of 4.00).

Article Thirty-Eight

The scores that the student obtains in each course are calculated according to Appendix (1) from this Regulation.

The Executive Rules of Article Thirty Eight

The Scores obtained by the student in each course shall be calculated in accordance with the levels indicated in appendix 1. Scores are calculated based on this breakdown according to the weight of the score from (4) or (5). considering article (40) of these Regulations.

Article Thirty-Nine

Honors Score:

The first honors degree is awarded to a student who has a GPA of (4.75) to (5.00) out of (5.00) or from (3.75) to (4.00) out of (4.00) upon graduation. The second honors degree is awarded to a student who has a GPA of (4.25) to less than (4.75) out of (5.00) or from (3.25) to less than (3.75) out of (4.00) upon graduation.

To obtain a first or second honors degree, the following is required:

1. The student must not have failed any course he/ she studied at the university or at another university for the visiting student.

2. The student must have completed the graduation requirements within a maximum period between the minimum and maximum stay in his/ her college or institute.
3. That the student has studied at the university from which he will graduate at least (60%) from graduation requirements.

The Executive Rules of Article Thirty-Nine

1. A student is not granted an honors degree if he/she fails a course under the visiting system at another university. And is assigned 'failure without scoring '(NF) in his/her academic record.
2. To obtain an honors degree, the student must complete graduation requirements with a maximum average period between the minimum and maximum period of the program he joined at the university. The period studied by the student in another major is not counted in the period.

Article Forty

The University Council may present a different scoring system after the approval of the University Affairs Council.

Chapter Ten | Graduate and Output Learning

Article Forty-One

The student graduates after successfully completing the graduation requirements according to the academic system and study plan approved by the University Council, provided that his GPA is not less than the average determined by the University Council for each major if it is not less than, in all cases, an "acceptable" score.

The Executive Rules of Article Forty-One

1. The student must successfully complete all graduation requirements according to the study plan for his major.
2. To graduate from the Faculties of Engineering and Computer Science and Engineering, a student must have a cumulative GPA of (1.75 or more than 4.00), and an average of (2.00 or more than 5.00) or (1.00 or more than 4.00) for other colleges.
3. To grant any academic degree from the University of Hafr Al-Batin, the student must have studied there not less than 60% of undergraduate courses, and the percentage of major courses not less than %20.
4. The Deanship of Admission and Registration prepares a report to be presented to the University Council, including students nominated for graduation at the end of each semester.
5. The departments shall be approved after reviewing the academic records and conducting the necessary academic follow-up for students nominated for graduation in the middle of each semester.
6. The Deanship of Admission and Registration must review and audit all student records to verify that all students nominated for graduation have met all graduation requirements.
7. The Deanship of Admission and Registration prepares a report to be presented to the University Council that includes students who have completed all graduation requirements and actually graduated.

8. Upon receiving his document, the student is required to clear his party from the university. This is reflected in the student records system.
9. Each graduate is awarded a certificate (in Arabic and English rolls). It includes: his name from four syllables, his university number, civil registration / residence number, college, degree, Major obtained and his GPA upon graduation, the date of graduation. and the date of issuance of the certificate. The classification and field numbers are according to the Saudi Standard Classification of Scientific Levels and Disciplines and are approved by the Dean of the Deanship of Admission and Registration.

Article Forty-Two

The College Council may, based on the recommendation of the concerned department council, determine suitable courses for the student to study to raise his cumulative average, if he/she succeeds in the academic courses and fails in the average.

The Executive Rules of Article Forty-Two

If the student succeeds in all the courses and obtains a GPA less than the conditional GPA for graduation, he/she must register for some courses based on the recommendation of the Department Council and the approval of the college council to raise the average to the extent required to obtain a degree, according to his/ her study plan, and what stated in the second Paragraph of the executive rules of Article 41 of these regulations and in a manner that does not conflicts with Paragraph 4 of the executive rules of Article Thirteen of these Regulations.

Article Forty-Three

The university is committed to applying practices that ensure the quality of the teaching and learning process.

The Executive Rules of Article Forty-Three

The colleges are committed to putting in place the necessary procedures that guarantee the quality of the teaching and learning process for their academic programs in accordance with the quality system approved by the University of Hafr Al-Batin. One of its duties is to systematically pursue programmatic accreditation according to standards issued by the National Center for Evaluation and Academic Accreditation and other recommended bodies.

Article Forty-Four

The university works to improve the level of competence and skills of students before graduation, to ensure their distinction and competition in the labor market.

Executive Rules of Article Forty-Four

1. The Deanship of Student Affairs, in coordination with the relevant authorities, organizes extra-curricular courses and professional certificates that contribute to raising the level and competence of students before graduation, and to excel and compete in the labor market.
2. The college council sets the necessary controls and procedures to ensure raising the level of efficiency and skills of students before graduation, according to the nature of the programs in the college, such as: including practical training in the study plans; and establishing partnerships with training bodies to provide the necessary training for students.
- 3- Colleges adopt vocational and professional certificates through their academic programs to ensure the proficiency of students before graduation and their competition in the labor market.

Chapter Eleven | General Provisions

Article Forty-Five

The University Council may change the duration of the academic semester, the summer semester, the academic level, the summer level, and the full academic year specified in Article 1 of this regulation, after issuing a decision with the approval of the Council of Universities Affairs or whoever delegates it.

Article Forty-Six

Without prejudice to the provisions of this Regulation and to the conditions and rules of admission to the University, the University may accept any person who has attained secondary school or its equivalent for a period of more than five years if there are compelling reasons. It may also be in return for financial compensation in accordance with the regulations set by the University Affairs Council.

Article Forty-Seven

Taking into account the decisions issued by the Universities Affairs Council for council the university, building on suggestion council, The college approves a joint program between the university and an educational institution outside the Kingdom, provided that it is licensed by the competent authority in the country of study and has obtained programmatic accreditation from one of the international bodies approved by the Education and Training Evaluation Commission and The University Council shall set the relevant controls and procedures.

Article Forty-Eight

The University Council to established conditions, controls, and procedures for attracting gifted, distinguished, creative, and innovative students in their field.

Article Forty-Nine

Considering what is issued by the competent authorities. The university has the opportunity for high school students to study or attend some general courses at the university according to the conditions and controls set by the University Council.

Article Fifty

Considering the rules, regulations and decisions, the Council of each university approves the rules of students' conduct and discipline in the university.

Article fifty-One

The council of each university decides on the executive rules for these regulations.

Article Fifty-Two

The Universities Affairs Council interprets this regulation.

Article Fifty-Three

These regulations replace the study and examination regulations for the undergraduate level, amended by the Higher Education Council Resolution No. (1423/27/13) dated 11/2/1423 AH, it repeals contrary provisions.

Article Fifty-Four

This regulation shall be effective from the date of the beginning of the academic year 1444 AH.

(Appendices)

Appendix (1)

The Scores Obtained By The Student In Each Course Are Calculated As Follows:

Grade weight out of 4	Grade weight out of 5	Symbol in Arabic	Symbol in English	Grade in Arabic	Grade in English	Percentage
4.00	5	أ+	A+	ممتاز مرتفع	Exceptional	95 - 100
3.75	4.75	أ	A	ممتاز	Excellent	90 to less than 95
3.50	4.5	ب	B+	جيد جدًا مرتفع	Superior	85 to less than 90
3.00	4.00	ب+	B	جيد جدًا	Very Good	80 to less than 85
2.50	3.5	ج+	C+	جيد مرتفع	Above Average	75 to less than 80
2.00	3.00	ج	C	جيد	Good	70 to less than 75
1.50	2.5	د+	D+	مقبول مرتفع	High Pass	65 to less than 70
1.00	2.00	د	D	مقبول	Pass	60 to less than 65
0.00	1.00	هـ	F	راسب	Fail	less than 60
----	----	م	IP	مستمر	In - Progress	-
----	----	ل	IC	غير مكتمل	In - Complete	-
0.00	1.00	ح	DN	محروم	Denial	
----	----	ن د	NP	ناجح دون درجة	No grade - pass	60 and over
----	----	هـ د	NF	راسب دون درجة	No grade - Fail	less from 60
----	----	ع	W	منسحب بعذر	Withdrawn with excuse	-
----	----	عف	F	معفى	Exempt	-

Appendix (2)

An example of calculating the semester and cumulative GPA

First Semester

Course	Number of units	Percentage	Grade Symbol	Grade Weight		Points	
SLM 310	2	85	b+	4.50	3.50	7.00	9.00
chem 324	3	70	c	3.00	2.00	6.00	9.00
Math 235	3	92	a	4.75	3.75	11.25	14.25
Phys 312	4	80	B	4.00	3.00	12.00	16.00
the total	12					36.25	48.25

Total points (48.25)

Total points (36.25)

First Semester Average: _____ = 4.02 or _____ = 3.02

Second Semester

Course	Number of units	Percentage	Grade Symbol	Grade Weight		Points	
SLM 104	2	96	A+	5.00	4.00	10	8
chem 327	3	83	B	4.00	3.00	12	9
Math 314	4	71	C	3.00	2.00	12	8
Phys 326	3	81	B	4.00	3.00	12	9
the total	12					46	34

Total points (46)

Total points (34)

Second Semester Average: _____ = 3.83 or _____ = 2.83

Total units (12)

Total units (12)

Total points (48.25+46)

Total Points (36.25+34)

Total units (12 + 12)

Total Units (12 + 12)