

In the name of God, the most gracious, the most merciful

Kingdom of Saudi Arabia

Ministry of Education

University of Hafr Al-Batin

Regulations of Study and Exams for the Preparatory Year

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بسم الله الرحمن الرحيم

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Definitions

Article One

Preparatory year:

The new student is accepted in the preparatory year, and all students admitted must complete the preparatory year programme before the start of university studies.

Academic Year:

Two main semesters and one summer, if any.

Semester:

A minimum of fifteen weeks' duration for which courses are taught, including both registration and final tests.

Summer Semester:

A period of time not exceeding eight weeks and not including the periods of registration and final examinations, during which the duration of each course shall be doubled.

Curriculum:

A course within the approved study plan in each specialization (programme). Each course has a number, code, name, detailed description of its vocabulary that distinguishes it in terms of content, level of other courses, and a special file maintained by the Section for the purpose of follow-up, evaluation and development. Some courses may have a requirement, pre- requisite or contemporaneous with it.

Study Unit:

A lecture of at least 50 minutes' weekly duration, or a practical or field lesson of at least 100 minutes' duration.

Academic Warning:

The notification given to the student because his cumulative GPA is lower than the minimum indicated in the Executive Rules of Study and Tests at Hafer Al-Batin University.

Semester Work Grade:

The degree granted for work indicating the student's achievement during a semester of exams, research and educational activities related to the course.

Final Exam:

Exam in course held once at the end of the semester.

Final Exam Grade:

The degree the student receives in each course in the final exam of the semester.

Final Grade:

Total quarterly scores plus final exam score for each course calculated from 100

Appreciation

Description of the alphabetical code of the final grade obtained by the student in any course.

Incomplete Estimate:

An estimate provisionally monitored for each course that cannot complete the student's requirements on time It is coded in the academic record by the letter "J" or "I".

Semester Average:

It is the rate of the points obtained by the student at the end of semester and is calculated by adding the product of multiplying the credit hours for each course registered in the semester, by the number of points of its estimates and dividing the score of all by the total credit hours registered in that semester.

Cumulative Average of the Cumulative Year:

The total units allotted for each course in the preparatory year program must be divided by the total points the student achieved in those courses.

Academic Record:

An official document indicating the student's position including the student's name, university number, civil record, name of his college, specialization, academic status and all the courses studied by the student with their codes, numbers, number of units scheduled, estimates obtained, semester average, cumulative average and academic warnings (if any) in addition to the courses exempted by the transferring student, until the date of printing of that document.

Admission and Academic Evaluation Committee:

An advisory committee to be established by the president of the University with the task of examining the cases of requests for transfer and re-registration, considering suspensions and making the necessary recommendations thereon in preparation for their approval as required by the Regulation.

Skiping the Preparatory Year's curricula:

Pass all or some of the preparatory year's courses on the basis of controls approved by the University Administration

Discontinuation (Dropout):

Students do not enroll in the classroom without permission to postpone their studies and the dropout period is not calculated within the regular duration of their graduation.

Study Postponement:

The student does not enroll any courses in the classroom, the study is to be postponed at the student's request, and the postponement period is not counted within the regular period of graduation.

Apology for Study:

The student's failure to continue studying for the semester in which courses have been registered, taking into account the period of apology within the regular period of graduation.

Deprivation (Denied):

Deprivation of student's attendance at final exam due to low attendance at lectures than required minimum. The student who was denied access to the exam due to absenteeism was removed from the course and given a disadvantaged assessment (h) or (DN).

Folding Registration:

Termination of the student's relationship with the university, whether by dismissal, withdrawal or interruption.

Preparatory Year Objectives

Article Two

The preparatory year aims to prepare new students for study and university life and increase their chances of success and excellence at the university by:

- a. " Develop students' English language skills to enable them to study and communicate in English at university levels.
- b. Promote students' understanding and assimilation of basic mathematical concepts, and develop the ability to analyze and think through ways of solving issues and linking different mathematical concepts.
- and develop effective learning methods and c. Provide students with basic knowledge and skills to prepare them for academic work help them adapt to university life, choose specialization and practice healthy life.

New Students Admission

Article Three

The University Council, at the suggestion of the Deanship of Admission and Registration, the College Councils and relevant parties of the University, determines the number of students who can be admitted in the next academic year The Deanship of Admissions and Registration was coordinated with colleges during the academic year to determine the specializations of students who will complete the preparatory year programme at their request and on the conditions approved by the University.

Article Four

A student's admission to the university is required to:

- a. He must have obtained a General Secondary Certificate or its equivalent from inside or outside the Kingdom.
- b. Not more than five years have passed since obtaining a high school diploma or its equivalent, and the University Council may make an exception to this condition if there are convincing reasons.
- c. To be of good conduct and behavior.
- d. To successfully pass any test or personal interview deemed necessary by the University Council.
- e. To be medically fit.
- f. To obtain approval from his reference to study if he works in any governmental or private agency.
- G- To fulfill any other conditions determined by the University Council and announced at the time of submission.

Article Five

- 1.The trade-offs between applicants who meet all conditions is according to their General Secondary Certificate and GCT (Glucose Challenge Test) grades. The Deanship of Admission and Registration after the completion of the admission examinations differentiates between applicants who meet all the requirements for admission according to the total amount received and the pre-determined number of that school year. After the university President adopts the results of this trade-off, students are informed of the results of their admission.
- 2.The preference for admission is those who meet the conditions for admission to high school in the same year.
- 3.Students who have been notified of admission shall be cancelled if they do not attend on time.

Preparatory Year Study System

Article six

1. All students admitted must complete the preparatory year programme before the start of university school and can pass this program or part thereof in accordance with the relevant implementing rules.
2. The duration of the pre-year programme is one school year and, if necessary, a summer semester during which English courses and mathematics are taught, and any other courses the University considers to be added.
3. The estimates obtained by the student in the preparatory year courses are included in his academic record with the semester and cumulative average. These estimates are not calculated in the cumulative average of university study.
4. A student may be exempted from one or more English courses if he or she shows superiority prior to the start of the preparatory year based on regulations approved by the university administration.
5. Course Registration:
 - a) The registration process and the preparation of the academic schedule for students of the preparatory year shall be carried out by the Deanship of Admission and Registration in accordance with the school plan for the preparatory year.
 - b) The applicant is not permitted to make deletions, additions or changes to the enrolled division
 - c) A student must attend the accredited division of his/her school schedule, as his/her attendance in another division will result in him/her being registered absent in his/her original division on his/her school schedule, thereby denying him/her access to the final test.

d) The student must ensure that his or her name is on the official attendance statement in all courses registered with him or her. His or her name may not be added to the attendance statement.

6. The student shall be separated from the preparatory year programme in one of the following cases:

a) If the student gets a grade of “failing” or “deprived” or fails with a grade of “failing” twice in the same course of the preparatory year

b) If the applicant does not complete all the courses of the preparatory year programme within a maximum period of half the period prescribed for the completion of the preparatory year in addition to the duration of the programme.

If the student violates the university's regulations, he/she shall be disciplinarily dismissed.

7. The student passes the preparatory year upon passing all the courses of the preparatory year in addition to obtaining at least the estimates shown in the following table, according to the regulations established by the university administration, including the number of students who can be accommodated in a particular specialty, the cumulative average of the preparatory year and any other conditions.

Estimates required to end the preparatory year (engineering and technical path) and then enroll in various programs in the faculties (engineering, science, computer engineering and society:

Eligibility for Admission to the following Academic Programmes:	Minimum Grade in a Course				Sequence
	Mathematics 002	Mathematics 001	English 002	English 001	
The student has the right to enroll in any program available at the college of Engineering, the College of Computer Science and Engineering and community college according to the seats specified by the academic department.					
The student has the right to enroll in any undergraduate program available in the College of Engineering, the College of Science and Engineering Computer according to the seats specified by the academic department.					
The Students are entitled to enroll only in community college programmes according to the seats specified by the academic department.					

Estimates required to finish the preparatory year (Health Track) then join the programs

different colleges (Pharmacy and Applied Medical Sciences)

Eligibility for Admission to the following Academic Programmes:	Minimum grade in a course						The minimum cumulative average	sequence
	English 001	English 002	Biology 001	Biology 002	Chemistry 001	chemistry 002		
- The student has the right to enroll in any program available in the College of Pharmacy and the College of Applied Medical Sciences, according to the seats specified by the academic department.								
- The student has the right to enroll in any program available in the College of Pharmacy, the College of Applied Medical Sciences, according to the seats specified by the academic department.								

Persistence and Apologies for Studying

Article Seven:

1. If the absence average of a student for the preparatory year in the course is increased without excuse from 15%, or the total absence average is increased by official excuse and no excuse in the course 25% of the lectures and practical lessons specified for the course, the student shall not be entitled to continue the course immediately, nor shall he be entitled to enter the final test and be monitored in his academic record. (h) or (DN) in the course based on the decision of the rapporteur's teacher and the approval of his or her head.

The following table shows how absences are dealt with in the curricula of the preparatory year:

Course	Number of course hours per week	Number of absence with excuse)			Number of absence with or without excuse) %25
		1 st warning %5	2 nd Warning 10%	3 rd warning 15%	
English 001 English 002	20	15	30	45	75
Math 011 Math 002	4	3	6	9	15
Physics 001/ Chemistry 001/ Chemistry 002/ Biology 001/ Biology 002/ Math 005/ preparatory 001/ preparatory 002/ preparatory003/ Preparatory 009/ Mechanical Engineering 003 physical education 001/ Physical Education 002/ Physical Education003/ physical education 004	2	2	3	5	8

Student's Case Study Report

Article eight:

1. Student's Case Study Report:

At the end of each semester, the student's case is determined, showing the summary of what the student achieved during his or her university studies and showing the student's case in his or her academic record.

Good Standing

A student's academic condition is good if his cumulative average is not below the threshold (1.75 out of 4.00), and the student is required to maintain this condition until graduation.

Academic Probation

Students are placed under academic warning after their results appear at the end of each semester (except summer), if their cumulative average (less than 1.75 out of 4).

2.Termination of the effect of Academic Warning or Suspension:

- (a) Academic warning may be terminated after a regular semester has passed, and expires when the student's cumulative average is at the end of any semester (1.75 or more than 4.00)
- (b) If the suspended student wishes to study shall apply for resumption of studies within the period specified by the Deanship of Admission and Registration. The Admission and Academic Evaluation Committee, in coordination with the college followed by the student when needed, shall consider the possibility of re-studying after the suspension period. The duration of the student's suspension shall not be calculated from the period prescribed to end the requirements of the degree.

Article Nine:

- 1. A student who misses the final test has a zero score in that exam. As estimated in that course on the basis of the semester work grade received.

2. If the student is unable to attend the final exam in any of the semester subjects for compulsive excuse, Deanship of the Preparatory Year Council may "in cases of extreme necessity" to accept his excuse and allow him to be given a Substitute Exam (Alternative Test) within a period not exceeding the end of the next semester and the grade he gets is given he has to take in the alternative Exam.

3. Re-Study Course

If the student fails in a course, the course must be reinstated. The student may also re-study any course in which he or she is obtained a grade of D or D+ (high pass or pass) with the aim of raising the cumulative average to the level required for specialization. Contrary to the last assessment of the student's performance in the course, if the student restudies a course in which he obtained a grade of D or D+ ((high pass or pass) and then he fails, the new grade replaces the previous grade, provided that the previous grade remains in the student's record and is not entered Within the hours earned or in the general average.

4. Final Re-Examination

If the student fails a course, he/she is entitled to attend an alternative exam, if the following conditions are met:

- (a) The student does not get a grade of DN at the course.
- (b) If the student completes the course successfully, they will be able to meet the allocation's criteria.
- (c) The result of the alternative test, which is graded on a scale of 100, is only calculated the student's final course grade.
- (d) The student is only required to retake one alternative exam each subject, with a maximum of two exams in the preparatory year.
- (e) The student shall submit the application to the deanship of the preparatory year no later than one week after the results of the course are announced.

Postponement and Dropout

Article Ten:

1. The student may postpone and drop out for continuing to study the current semester if he submits an excuse accepted by the university administration.

Article Eleven:

2. If a regular student drops out of study for a semester without requesting a postponement, his enrollment will be folded by the university, and the University Council may fold the enrollment of a student if he drops out of studies for a shorter period.

Enrollment

Article Twelve:

A student whose enrollment has been folded can apply for re-enrollment with his number and record before dropping out, according to the following controls:

- 1- To apply for re-enrollment within four semesters from the date of enrollment closing.
- 2- That the concerned college council and the relevant authorities agree to re-enroll the student.
- 3- If four semesters or more have passed since the student's enrollment has been discontinued, he can apply to the university as a new student without referring to his previous academic record, provided that all admission conditions announced at the time apply to him, and the university council may make an exception to that according to regulations issued by the council.
- 4- A student may not be re-enrolled more than once, and the University Council - in case of necessity - may make an exception from that.
- 5- A student whose enrollment has been folded may not be re-enrolled if he was academically dismissed.

Article Thirteen:

The student who has been dismissed from the university for educational or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, may not be re-enrolled.

Exams and Estimates

Article Fourteen:

The college council to which the course follows - based on the proposal of the department council - determines a score for the semester work that is not less than (30%) of the final score for the course.

Article Fifteen:

The semester work score for the course is calculated in one of the following two ways.

- a- Oral or practical exams, research or other types of classroom activities, all or part of them, and at least one written exam.
- b- At least two written exams.

Article Sixteen:

The council of the college to which the course is affiliated may - based on the recommendation of the department council - include the final exam in any course, practical or oral exams, and determine the grades that are assigned to it from the final exam grade.

Article Seventeen:

1. The course instructor may give permission for a student to complete the course's prerequisites during the subsequent semester if unusual circumstances beyond the student's control exist.
2. Those who missed the final exam are not included in the application of Article 25 of the study and examination regulations.
3. The course instructor keeps track of incomplete grades (IC) and submits a report to the head of the department or unit with the reasons and explanations for the grade monitoring, the work required to fulfill the course requirements, and the time frame required to do so.
4. The student must finish the course requirements no later than the end of the next semester.

5. The course instructor must change the student's grade from an incomplete grade (IC) to the grade he or she deserves in that course when they are completed within the time frame specified for that, and they must notify the Deanship of Admission and Registration of this during that time through the relevant academic unit or department head.
6. The Deanship of Admission and Registration transforms an incomplete grade (IC) to a fail (F) and notifies the student, course teacher, and unit/department head of that change when the course instructor does not modify the grade within the time frame set for that.
7. A student who obtained an incomplete grade (IC) in a course before modifying this grade is not permitted to enroll in the course again.
8. If a student gets an incomplete grade (IC), they are suspended for the semester, even if they obtain a first or second honors degree.
9. A student is not permitted to enroll in any course that requires the course for which he received an incomplete grade (IC).

Article Eighteen:

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

The signified in English	The signified in Arabic	points	degree limits	Code in English	The symbol is in Arabic
Exceptional	High thumbs up	4.00	95-100	A+	A+
Excellent	excellent	3.75	90 is less than 95	A	a
Superior	Very good. High	3.50	85 is less than 90	B+	b+
Very Good	very good	3.00	80 is less than 85	B	B
Above Average	Good high	2.50	75 is less than 80	C+	C+
Good	good	2.00	70 is less than 75	C	c
High Pass	acceptable high	1.50	65 is less than 70	D+	D+
Pass	acceptable	1.00	60 is less than 60	D	Dr
Fail	fail	0.00	less than 60	F	H
In-Progress	continuous	-	-----	IP	M
In- complete	incomplete	-	-----	IC	to
Denial	deprived	0.00	-----	DN	h
Nograde-Pass	passed without a degree	-	60 and over	n.p	Hud
Nograde-Fail	Fail without a degree	-	-----	NF	Nd
Withdrawn	Withdrew with excuse	-	-----	W	p
Withdrawn with Pass	Withdrawn with satisfactory performance	-	-----	WP	p c
Withdrawn with failure	Withdrew with a failing grade	-	-----	WF	p e
Audit	listener	-	-----	AU	with

1. The nine levels described in the text of the preceding article are used to split up the grades of the students, and grades are then computed using this division. The course teacher may also consider other accepted evaluation techniques, such as the mathematical mean and standard deviation of the students' final course marks, which represent the students' academic performance. after receiving the Vice Rector for Academic Affairs' clearance.
2. If the student withdraws during the time frame specified in the academic calendar, he or she will get a withdrawal grade with an acceptable performance (PG) or (WP) or a withdrawal grade with a failing grade (PH) or (WF). Before asking an apology for continuing his studies, the student must receive a passing mark from the course instructor and the head of the relevant unit or department must provide his or her permission based on academic success.
3. At the end of each semester, the Deanship of Admission and Registration lists the names of outstanding students according to their semester averages and the number of points they obtained in that semester.
4. The student shall be granted a reward of more than (1000) riyals for the student who obtained an excellent grade in each of the first and second semesters of that academic year, and that the number of points in the semester is not less than 48 points, and the summer semester is not counted in that.

Article Twenty:

The student is not allowed to enter the final exam after half an hour has passed from its start, and he is not allowed to leave the exam before half an hour has passed from its beginning.

Article Twenty-One

1. In order to preserve the validity of academic marks, staff members and students must uphold honesty and honesty. Cheating is a shameful and immoral crime.
2. All academic work and obligations must be completed by the student to whom they are assigned, without any unapproved help.
3. The course instructor should make sure that he supervises and audits academic work and requirements to encourage students to be honest and truthful in completing these tasks.

4. The student will get a zero on that assignment if the course teacher can demonstrate that they were involved in cheating.

The teacher then gives the head of the unit or department a report explaining the issue and his recommendations, who subsequently gives it to the dean of the preparatory year. In accordance with the regulations governing student disciplinary proceedings, the Preparatory Year Deanship Council may also, at its sole discretion, report the matter to the Student Affairs Committee, suffice with the sentence, or rethink the punishment. The Student Affairs Committee then investigates the matter and makes recommendations to the university rector. After being informed of the decision, the student has two weeks to appeal it to the university president.

5. If a student cheats, attempts to cheat, or aids in cheating on any of the written tests, the course teacher or supervisor shall prevent him from continuing in that test, and the student is entitled to a grade of (E) or (F) in that course. The teacher submits a report with a statement of the case to the head of the unit/department that presents the course, and the unit/department's head submits his report to the appropriate authority. The following criteria may be used by the Preparatory Year Deanship Council to decide the case:

(a) The teacher of the course is not close to scrutinizing the student, and the student is not eligible for a failing grade of (E) or (F).

(b) The student's right to a "fail" (E) or (F) grade and presenting it to the Student Affairs Committee, which evaluates the issue and makes recommendations to the University Rector in line with the student disciplinary procedures. Within two weeks of receiving notice of the decision, the student may appeal it to the university's president.

General Provisions

Article Twenty- Two

1. Each student at the university will be assigned an academic adviser to help him with things pertaining to his academic advancement, such as: a) Selecting the academic specialization that best matches his interests and abilities.

b) Comprehending and evaluating educational systems.

b) Monitoring the student's academic and professional development.

The deputy dean of the preparatory year, or another faculty member assigned to this role, is the academic advisor for students in the preparatory year.

2. Academic Record

At the end of each semester, the student will get a copy of his or her academic record; however, academic records may not be given, issued, or conveyed to any party outside the institution or to any other person without the student's prior written consent. Additionally, no incomplete academic records are ever produced; instead, they must cover the entirety of the student's time spent studying at the institution from the time of entrance until the time of issuance. In the event that there are any inaccuracies in the student's academic record, it is required to immediately report the Deanship of Admission and Registration. He is concerned about the accuracy and leakage of information in the student's academic record.

3. Each student receives a university card as identification, which they are required to have with them at all times and provide upon request, particularly while attending theoretical lectures and practical courses, taking tests, and earning awards.

4. Throughout the student's time studying at the university, the Deanship of Admission and Registration keeps a file for each student that contains his acceptance documents, a statement of his academic requirements, his academic record, any disciplinary sanctions imposed on him, if any, and any other papers pertaining to him.

5. In the absence of a contrary statement in this regulation, the undergraduate study and examination regulations and their implementing rules shall apply.