

Al-Quds University

University By-Laws

(4)

The Academic By-Laws

## **First: Student Admission By-Laws at Al-Quds University**

- Article (1):** These By-laws shall be called Student Admission By-laws at Al-Quds University and shall come into effect from the date of its approval by the Board of Trustees.
- Article (2):** The following words, wherever mentioned in these by-laws, shall have the meanings assigned thereto hereunder unless context requires otherwise.
- University: Al-Quds University.
- Board of Trustees: The Board of Trustees of the University.
- Council: Al-Quds University Council.
- Article (3):**
- a) The University Board of Trustees shall, at the recommendation of the University Council, establish the general policy for admission of students to the University.
  - b) The Council shall, by the end of each academic year, recommend to the Board of Trustees the number of students who may be admitted to the University in the following academic year at the recommendation of the Faculty Boards.
- Article (4):** Students who are newly admitted to the university to obtain a bachelor's degree shall be admitted in accordance with the instructions issued by the Council based on the needs and capabilities of each faculty, always provided that:
- a) The applicant must hold a Palestinian Secondary School Certificate or its equivalent.
  - b) The applicant must be free from infectious diseases according to a medical report from a reference approved by the university.

## **Second: Students Admission Instructions issued by the Board of Trustees of Al-Quds University**

- Article (1):** The University Council shall determine, before the beginning of each academic year, the number of students who can be admitted to each faculty of the university and refer the same to the Board of Trustees.
- Article (2):** The Central Admission Committee shall consist of the Vice-President for Academic Affairs (Chairman) and the membership of the Deans of faculties and the Dean of Admission and Registration (Rapporteur) or the delegate for each of them.
- Article (3):** The Committee shall decide on all issues arising from the application of the provisions of these by-laws by decisions to be ratified by the University's President.
- Article (4):** Students are admitted to Al-Quds University according to the following conditions:
- a) Student shall hold a Palestinian Secondary School Certificate or its equivalent.
  - b) The secondary school certificate that the student holds shall be from the branch that qualifies him/her to join the applicant faculty as follows:
    1. Secondary school certificate / scientific branch, accepted to all faculties.
    2. Secondary school certificate / literary branch, accepted to faculties such as Faculty of Arts, Faculty of Education, Faculty of Da'wa and Fundamentals of Religion, Faculty of Law, and Faculty of Quran and Islamic Studies.
  - c) Students are admitted to different faculties according to their average grade in the secondary school certificate or its equivalent and according to the numbers to be accepted in each faculty, provided that student's average in the secondary school certificate shall be not less than 90% for Faculty of Medicine and Dentistry, not less than 85% for Faculty of Pharmacy, not less than 85% for Faculty of Engineering, not less than 80% for Faculty of Technology and Information, not less than 70% for Faculty of Economic and Administrative Sciences, and not less than 65% for other

- faculties.
- d) A student shall pass the personal interview examination (written and oral) in each of the following faculties: Faculty of Medicine, Faculty of Dentistry, and Faculty of Law.

**Article (5):**

- 1) Admission to the University shall be closed one week prior to the commencement of study (during the first and second semesters).
- 2) To complete the admission process, the admitted student must:
  - a. Submit the following documents to the Admission and Registration Department:
    - 1) Transcript of the Palestinian Secondary School Certificate, a certified copy thereof, or its equivalent.
    - 2) Certified copy of the birth certificate.
    - 3) Medical clearance certificate issued by the university doctor of certified thereby.
    - 4) Duly certified certificate of good conduct from the high school he/she has graduated from.
    - 5) Nationality documents.
    - 6) Recent photographs (two).
  - b. Payment of prescribed fees.

**Article (6):**

- Students who are transferred from other universities will be admitted in case of a vacancy, provided that the following conditions are met:
- a. Meeting the general admission requirements in the year of obtaining the Palestinian Secondary Certificate or its equivalent.
  - b. A student must have completed at least 30 credited hours or equivalent from the transferor university.
  - c. A student must be transferred from a recognized university or institute.
  - d. The cumulative GPA shall not be less than five marks above the grades required for graduation in the transferor university.
  - e. A student shall not be awarded the mark of any course less than five marks above the mark of success in his/her university.
  - f. A student shall not be credited more than 48% of the credit hours of the study plan of the department transferred to at Al-Quds University, provided that these courses are supplementary or complementary to the specialized courses to be studied at the University.
  - g. The courses that the student has studied at the university he/she has transferred from and has been equated at Al-Quds University after his/her enrollment shall not be included as grades but to be substituted as a pass mark.
  - h. One semester will be deducted for every 15 credit hours equivalent to the time allowed to complete the requirements for obtaining a bachelor's degree.
  - i. The University shall not be obliged to accept the academic record of the transfer student for the purposes of equivalency and transfer if the student drops out of study for more than two consecutive years.
  - j. If the transfer student holds a second university degree in any other scientific discipline, he/she shall be credited with 72% of the courses he/she passed mentioned in the study plan of the transferee's faculty.
  - k. If the transfer student holds a third university degree in any other scientific discipline, he/she shall be credited with 84% of the courses he/she passed mentioned in the study plan of the transferee's faculty.

**Article (7):**

The Dean of Admission and Registration shall be responsible for applying and implementing the provisions of these by-laws.

### **Third: Definition of Terms**

**Course:** A theoretical, practical, or theoretical and practical subject studied by the student for 16 weeks. The course may be an hour, two hours or more as per the study plan for each department.

**Semester workload:** Total number of credit hours a student may record in the class, not less than 12 credit hours and not more than 18 credit hours only with the approval of the concerned authorities and under certain conditions.

**Attendance:** Commitment to attend lectures and not to miss them and exceed the limit allowed only with a compelling excuse.

**Compelling excuse:** A reason beyond the student's control prevents the student from attending the university and lectures. A student shall submit an evidenced excuse to the competent authorities.

**Medical excuse:** The reason that prevents the student from attending the university and his/her lectures because of his/her illness which must be supported by a medical report accepted by the university doctor.

**Mandatory requirements:** Courses of the study plan of a department which a student shall study and succeed in. Such mandatory requirements may be a part of the University's requirements, faculty's requirements, or department requirements.

**Elective course:** Courses of the study plan of a department which a student chooses a certain number from according to the department's program. It may be a university requirement or a college or department requirement.

**Free elective courses:** Courses freely chosen by student from courses at the University.

**University Requirements:** Specific courses to provide students with general basic and cultural knowledge and skills stipulated in the plans of academic departments that all university students shall study and succeed in.

**Faculty Requirements:** Specific courses required by a particular faculty and the student enrolled in the department shall complete and succeed in the first year of enrollment in the University.

**Department Requirements (Major):** Specific courses offered by the department or courses from other departments needed by student in his/her major which all students shall study and succeed in.

**No grade-pass:** 40-mark grade given to each course in which the student overlooks the maximum limit of its lectures or is absent from its exams without an acceptable excuse.

**An incomplete mark:** A mark is given to course in which student is absent from attending its final exams with an excuse acceptable to the concerned authorities in the University. A student shall complete an incomplete mark during the semester following the semester in which the student is absent from attending the final exam.

**Academic Warning:** A warning sent to a student due to failure to comply with the requirements relating to his/her academic record such as failure in a course several times, not joining a department, or a low cumulative or specialization average.

**Academic dismissal:** A student is prevented from studying at the university to obtain a degree at the university as a result of the student's failure to meet the minimum academic requirements stipulated in the academic instructions at the university and after availing the maximum opportunities allowed by the instructions and academic laws at the University.

**Department:** An academic department that offers programs leading to the award of an academic degree (bachelor's, master's, and higher diploma).

**Academic advisor:** A faculty member who academically advises students.

### **Fourth: Instructions for Granting a Bachelor's Degree issued under the System of Granting Academic Degrees and Certificates at Al-Quds University**

**Article (1):** These instructions shall be called instructions for granting a bachelor's degree at Al-Quds University and shall be effective upon the approval of the Board of Trustees thereon.

**Article (2):** These provisions apply to students who are enrolled in the different faculties of the University (faculties of Science and Technology, Arts, Da'wa and Fundamentals of Religion, Health Professions, Palestinian Rights, Medicine, Dentistry, Public Health, the Quran and Islamic Studies, and Engineering) and any faculties to be established at the University.

#### **Study plans:**

**Article (3):** The University Council shall, upon the recommendation of the Academic Council, approve the study plans that lead to obtaining a bachelor's degree in the disciplines offered by the university faculties at the recommendation of the faculty councils and the suggestions of the councils of the departments.

**Article (4):** The minimum credit hours for obtaining a bachelor's degree at the University are as follows:

<b>Faculty</b>	<b>No. of Credit Hours</b>
1. Dawa'ah and Fundamentals of Religion	(139)
2. Health Professions (by departments)	(143-130)
3. Science and Technology	(132)
4. Faculty of Arts	(132)
5. Faculty of Law	(143)
6. Medicine	(259)
7. Quran and Islamic Studies	(139)
8. Public Health	(132)
9. Engineering	(166-162)
10. Dentistry	(210)
11. Economic and Administrative Sciences	(134)
12. Pharmacy	(178)

**Article (5):** The study plan in each specialization in which the bachelor's degree is granted includes the following requirements:

- a) **University Requirements:** It shall be allocated 23 credit hours and includes:
1. Mandatory requirements and they shall be allocated 17 credit hours.
  2. Elective Requirements and they shall be allocated 6 credit hours to be chosen by the student from the courses offered by the University.

- b) **Faculty Requirements:** Approved by the University Council based on the recommendation of the Academic Council and upon the recommendation of the councils of faculties. They shall be allocated credit hours as follows:

c)

<b>Faculty</b>	<b>No. of Credit Hours</b>
1. Dawa'ah and Fundamentals of Religion	27
2. Health Professions (varies per department)	(4-53)
3. Science and Technology	33
4. Faculty of Arts	19
5. Faculty of Law	36
6. Medicine	31

7. Quran and Islamic Studies	21
8. Public Health	36
9. Engineering	38
10. Dentistry	23
11. Economic and Administrative Sciences	27
12. Pharmacy	43

- d) **Specialization Requirements:** Approved by the University Council upon the recommendation of the Academic Council and at the recommendation of councils of faculties preceded by suggestions from the Departments Councils. They shall be allocated the following credit hours divided into mandatory and elective as determined by the faculty council:

<b>Faculty</b>	<b>No. of Credit Hours</b>
1. Dawa'ah and Fundamentals of Religion	89
2. Health Professions (varies per departments)	(103-59)
3. Science and Technology	76
4. Faculty of Arts	90
5. Faculty of Law	84
6. Medicine	205
7. Quran and Islamic Studies	95
8. Public Health	73
9. Engineering	101-105
10. Dentistry	164
11. Economic and Administrative Sciences	84
12. Pharmacy	83

(The requirements of the above departments include the requirements for the individual specialization or the sum of the requirements of the main specialization department and the requirements of the sub-specialization department.)

**Article (6):**

**Study System:**

- 1- The University follows the credit hours system, which provides the student with the opportunity to choose materials from outside a field of his/her specialization to develop his/her culture in addition to a certain number of credit hours required in his/her field of specialization.
- 2- A credit hour is one class lecture per week that lasts for 50 minutes for 16 weeks. Hours of practical courses and training are evaluated on the basis that the credit hour is equivalent to 3 actual hours in the laboratory, unless the nature of the course requires otherwise, provided that it is not less than two laboratory hours or at least two training hours in any case.

**Article (7):**

**Academic Year:**

- 1- The academic year consists of two semesters of 16 weeks each, including exams, holidays, and official holidays.
- 2- The summer course consists of 8 weeks of study including the examination period and official holidays. The summer course is elective for all students except those enrolled in the Faculties of Medicine and Dentistry.
- 3- The academic year consists of two regular semesters (fall and spring), with 16 weeks each, including exams and public holidays. The Final exams shall start at the beginning of the 16<sup>th</sup> week. It also consists of an optional summer course that lasts for 8 weeks including exams and public holidays. The university is closed on Thursday and Friday of each week, and other holidays are announced through the academic calendar of the University which is announced at the beginning of each academic year.

**Article (8):**

**Duration of study and study burden:**

- a) Maximum time limit for obtaining a bachelor's degree is 6 years of study, and the minimum time limit for various faculties is 3 years except the Faculty of Engineering where the maximum limit is 7 years and the minimum limit 4 years, the Faculty of

Medicine where the maximum limit is 8 years and the minimum limit is 6 years, and the Faculty of Dentistry where the maximum limit is 7 years, and the minimum limit is 5 years.

- b) The minimum credit hours a student shall enroll for is 22 credit hours per semester and the maximum credit hours is 18 per semester. Summer semester maximum credit hours shall be 9.
- c) Study burden can be increased to a maximum of 22 credit hours per semester and 11 credit hours for the summer course based on the recommendation of the student's academic advisor and the approval of the Dean in the following cases:
  - 1. For students who received honour board in the previous semester.
  - 2. For students who are expected to graduate at the end of the school year for only one semester.
  - 3. To solve some of the difficult problems in the student plan. The Deanship of Admission and registration shall be notified in writing in all cases.
- d) The academic burden may be less than 12 credit hours upon the recommendation of the student's academic advisor, the head of the department, and the approval of the dean of the faculty in the cases specified by the faculty council, including:
  - 1. To meet requirements of graduation
  - 2. To solve some of the difficult problems in the student plan as approved by the dean, provided that the expected study duration shall not exceed the maximum limit mentioned in clause (a) hereof.
- e) Remedial courses for which credit hours are not allocated are counted within the student's semester workload.
- f) A student subject to academic probation (being served a warning, conditionally accepted, dismissed with accepted petition) shall meet the minimum allowable credit hours.
- g) A graduate student, whose graduation depends on studying only one course and not offered in the semester in which he/she is expected to graduate, may register the course as an office hour in the following cases:
  - 1- The student should have failed the last time the course was offered.
  - 2- The course or any equivalent course should not be offered in another faculty of the university.
  - 3- Lack of the possibility of offering the course by the faculty for the rest of the students.
  - 4- The faculty member who is teaching the office hour is obliged to set a weekly lecture hour of the non-office hours for the teacher and for all the students in the ordinary sections to meet with the student and explain what he/she needs. The faculty member shall also arrange for first, second, and final exams for students and shall file copies of such exams and marks to keep them in the student's file at the department.
  - 5- Set a specific time in which case submissions are presented and decided upon.
- h) A student may not register for a re-sit course if the course is offered in a previous semester and the student has not taken it for no reason.
- i) The course shall not be offered as a re-sit course if it is offered as a regular division. In case of conflict between the courses offered as a regular division with other ordinary subjects, the course shall be offered thereto (another division) as an office hour to prevent conflict, but it shall not be counted for the teacher. The student shall refer to the course instructor during the teacher's office hour and shall take exams with students in the regular division.

**Article (9):**

**Withdrawing and Adding Courses:**

- 1- A student is allowed to withdraw from studying a course and replace (or add) another course during the first week of the beginning of the first and second semesters and the first three days of the beginning of the summer session of the school year. Courses that a student withdrew from during the period mentioned in his/her academic record shall not be registered.
- 2- A student is allowed to withdraw from studying the course that he/she has registered

during the first eight weeks of the beginning of the first and second semesters and the first four weeks of the beginning of the summer session of the school year. In this case, the courses he/she withdrawn shall be recorded in his/her academic record and the word "withdrawal" shall be noted in front of each course from which the student has withdrawn. Such courses shall not be counted in the number of courses studied in terms of passing, failure, and graduation requirements.

- 3- In all the above cases, the study load of the withdrawing student shall not be less than the minimum number of hours allowed in the academic regulations of the University.
- 4- A student shall not be allowed to withdraw from the course after the end of the withdrawal period and the addition announced by the Deanship of Admission and Registration. If a student withdraws, this course shall be recorded in his/her academic record with a score of No grade-pass, which is 40.

#### **Article (10):**

##### **Attendance**

- a) Attendance: Attendance is a prerequisite for all lectures, discussions, and scientific curriculums, as attendance is consistent with the structure and organization of courses that heavily rely on the classroom participation, which is one of the cornerstones of the system of credit hours.
- b) If a student is absent for more than 20 percent of the total hours scheduled for the courses without an acceptable excuse, he/she shall be deprived of taking the final exams and shall be given the minimum mark of the course (No grade pass: 40%).
- c) If the absence exceeds 30% of the prescribed hours with an excuse, the student shall be deemed to have withdrawn and shall be marked as (**withdrawn**) with an excuse or (WP).
- d) In case of absence from the laboratory or scientific course with excuse, student shall compensate this in coordination with the course teacher and the head of the concerned department. In case of non-compensation, student shall take zero grades. In case of absence without excuse, student shall take zero grades in this activity.
- e) **Acceptable excuses:**
  - 1- is a compelling excuse offered by the Deanship of Student Affairs and is decided by a committee composed of the student's advisor, a member of the Deanship of Student Affairs, and a delegate from the Deanship of Admission and Registration.
  - 2- Is a medical excuse supported by a certificate from the university doctor and approved by course teacher and Dean of Student Affairs and recorded in the Deanship of Admission and Registration.
  - 3- In all cases, a student must prove the excuse within three days of ending the reason for absence or two weeks from the date of drop-out, whichever is shorter.
- f) The teacher shall take attendance and absence of students in each meeting.
- g) Teacher, through the head of the department and the dean of the faculty, shall send a statement to the Deanship of Admission and Registration in cases of absence that exceeded what is stated in Article (10) (b) and (c) not later than the fourteenth week of each semester and the sixth week of the summer session.

#### **Article (11):**

##### **Examinations:**

- a) Scores are calculated and recorded for each course in percentage, indicating the number of credit hours.
- b) The final grade for each course is the sum of grades of semester activities including examinations.
- c) The final exam for the course shall be held once at the end of the semester. The exam shall be written and comprehensive and shall be allocated 40% of the total mark of the course. Otherwise, the distribution of the mark shall be in accordance with the nature of the course as approved by the Department Council and approved by the Faculty Council.
- d) The semesterly coursework includes the following:
  1. At least two written examinations or as decided by the faculty council, if otherwise.
  2. Other activities such as short and oral exams, reports, research, etc.



- e) Students shall be informed of the dates of written exams at least one week in advance. The first and second exam papers shall be returned after being corrected to the students without delay no later than two weeks from the date of the examination and within one week of the examination during the summer session.
- f) Students shall be informed of distributing the course marks as part of the outline as distributed by the faculty member to the students in the first week of the semester.

**g) Absence from Exams:**

- 1- Any student who misses an announced exam must submit an excuse in writing to the subject teacher within three days from the date of the excuse.
- 2- In case a student is absent from one exam with an acceptable excuse, the exam shall be held within one week of the excuse being removed or shall be calculated according to the equation used by the Deanship of Registration in such cases.
- 3- In case a student is absent from one exam without an acceptable excuse, he/she shall be given a zero mark in that exam.
- 4- A student who is absent from the final exam without an acceptable excuse shall apply to the Deanship of Students Affairs and his/her application shall be referred to Excuses Committee stipulated in Article (10) (e) (1).

**h) Cheating on examinations:** In case a student is caught cheating or proceeding to do so, the following procedures shall be taken:

- 1- Student shall be referred to the sub-committee of the system formed by the dean to investigate and recommend the appropriate penalty.
- 2- A student shall be considered to fail that examination if found to be cheating, in addition to other procedures taken against him by the Committee.

**i) Objection to the final exam:**

- 1- If a student wishes to review a final examination paper in a course, he/she shall apply to the Deanship of Admission and Registration within two weeks of the announcement of the results and shall pay a non-refundable fee.
- 2- Objection applications shall be collected at the Deanship of Admission and Registration and sent to the concerned departments for consideration.
- 3- The course instructor shall verify that there is no error in the collection of marks or in correcting the questions and submit the result of the objection through the head of the department to the dean of the faculty to approve the result of the objection within two weeks from the date of the expiry of the objection.
- 4- The result of objection shall be submitted to the Deanship of Admission and Registration on a form for modifying the results within the period specified in clause 2 hereof.
- 5- If the grade of the same course is objected for the second time, the dean of the faculty at which the student is studying shall form a tripartite committee in the concerned department to review the exam.

**j) Recording of marks:**

- 1- The minimum mark of success in any course is 60%.
- 2- If a student withdraws from a course after the first week until the end of the eighth week (the fourth week of the summer session) from the start of the study, a (withdrawal) mark (WP) shall be recorded for that course. An (incomplete) mark shall be recorded for the course in which the student is absent from the final exam with an acceptable excuse.
- 3- A student shall seek to remove the mark (incomplete) for the course in which the student is absent from the final exam with an acceptable excuse before the last date for the late withdrawal of the next semester.

**k) Incomplete mark (LC):** An incomplete mark for the final exam shall be calculated according to the type of acceptable excuse detailed as follows:

- 1. The mark as obtained and deserved and shall be in the following cases:
  - a) Death of a first-degree relative.

- b) Political imprisonment.
- c) Being hospitalized for treatment for at least two days to be approved by the university doctor.
- d) Giving birth.

2. 70% of the grade obtained by the student in the final exam in other acceptable excuses.

**Article (12): Repeating Courses:**

- 1- A student may not retake any non-specialized course in which he/she received a score of 65% or more.
- 2- The credit hours for the course repeated for one-time shall be calculated for the purpose of calculating the number of credit hours required for graduation.
- 3- In the case of retaking courses, all grades shall be entered in the academic record, and the last grade shall be calculated only to complete the graduation requirements, calculate the GPA, and calculate the specialization average.

**Article (13): Requirements for obtaining a bachelor's degree:**

- 1- Success in all required courses according to the plan in the department of specialization shall obtain a specialized rate of not less than 60%.
- 2- Getting a cumulative average of not less than 60%.
- 3- Not exceeding the maximum limit for the years of graduation provided for in Article (8 - a).
- 4- Completing the required field training hours according to the study plan in his/her area of specialization if any.
- 5- Completing 120 collaborative working hours.
- 6- Passing the general graduation exam if any.
- 7- A student must be a regular student and registered for the last two semesters at the University (Article (15-5)).

**Article (14): Averages and Grades:**

- a) **Semester average:** an average of the final grades in the courses studied by the student in that semester. Semester average shall be calculated as follows:
  - 1- Multiply the mark of each course in the number of credit hours.
  - 2- Add multiplied marks.
  - 3- Total of multiplied marks shall be divided by the number of hours registered in that semester.
- b) **Cumulative grade average:** an average of all the final grades of all courses studied by the student whether he/she succeeded or failed so that the last grade of the repeated course is calculated up to the date of calculating the average and shall be calculated by the way in which the semester average is calculated.
- c) **Specialization grade average:** an average of all specialized courses studied by the student whether he/she achieved success or failure of the level of 200 and above so that the calculation of the average the last score only in the case of repetition and shall be calculated in the manner the semester average is calculated.
- d) **Cumulative grade average upon graduation:** the grade average which includes the calculation of marks of the courses that are part of the student's study plan only upon graduation. In case of retaking courses, the last mark shall be counted only.
- e) All averages shall be calculated for the nearest one decimal place.
- f) No grade pass is 40%.
- g) Percentages shall be assigned to the marks and grades shown against each of them. Graduation grades shall be calculated based on the cumulative grade average:

**1- General courses:**

Course Percentage	Grades		
90% - 100%	Excellent	A = 4	A

80 — less than 90%	Very Good	B = 3	B
70% - less than 80%	Good	C = 2	C
60% - less than 70%	Pass	D = 1	D
Less than 60%	Fail	F = 0	F

**2- Cumulative average:**

90% - 100%	Excellent	A
80% - less than 90%	Very Good	B
70% - less than 80%	Good	C
60% - less than 70%	Pass	D

**3- Specialization average:**

90% - 100%	Excellent	A
80% - less than 90%	Very Good	B
70% - less than 80%	Good	C
60% - less than 70%	Pass	D

**Article (15):**

**Acceptance of External Academic Credit policy (Regular Students)**

1. Students' external academic credits are accepted in coordination between the respective academic department and the Deanship of Admission and Registration.
2. The student's grade shall meet or exceed the minimum requirements for the prescribed course according to the university in which the student studies that course.
3. The credit hours shall not exceed a third of the required credit hours for the student's program.
4. The student is allowed to enroll in the summer course after taking the permission of the student's department and coordinating with the Deanship of Admission and Registration in the other university provided that:
  - a. The course shall not be offered at the University.
  - b. The student shall not be expected to graduate in the summer course.
5. The student shall study the last two regular semesters at the University.
6. A semester is accomplished for every 15 external credit hours credited for the student from the maximum years to complete graduation.

**Article (16):**

**Deferring Studies:**

1. The student may make a deferring study request to the Dean of Admission and Registration department, provided that the deferring time shall not exceed two years whether consecutively or intermittently.
2. The request shall be submitted maximally in the first week of the semester and no other request is accepted after that period.
3. The Dean of Admission and Registration informs the relevant parties in the University of his decision regarding the deferring request in writing, and the academic supervisor of the student and the head of department shall give a suitable recommendation regarding the request after reviewing the academic record of the student, to the dean of the faculty that the student belongs to approve the request.
4. The deferring period is not included in the maximum years to complete graduation.
5. In case of exceeding the allowed period to defer studies, the student loses place in the University and can submit a new application form for the university.
6. In case the student dropped out because of a reasonable reason, he shall not lose place in the University (according to article 10).
7. In case the regular student did not register for a whole semester or did not register for a non-reasonable reason and the student did not get the relevant parties' approval, the student shall lose place in the University, and he is considered a withdrawer. In case the student wants to enroll again the student shall submit a new application form throughout two semesters maximally from the date of the withdrawal, and if the application is accepted the student can keep the academic record.

8. The freshman or the newly transferred student shall not defer studies unless a whole semester passes since the day the student enrolls.
9. The warned student may not defer studies.
10. The student may not come back to study in the University if the student lost his/her place in the University for a second time.

**Article (17):**

**Withdrawal from University:**

1. In case the student wants to withdraw from the University, the student shall submit an application form (according to the withdrawal form) to the Deanship of Admission and Registration, and it shall give the student official approval to not lose the student's place in the university.
2. The withdrawer loses place in the University in case he withdraws from the University.
3. In case the student wants to re-enroll, the student shall submit a new application provided that the withdrawal period does not exceed two years. In case the student's application is approved he keeps his academic record.
4. The student may not come back to study in the University if the student lost place for a second time.
5. The University is not obliged with keeping the student's academic record or approving it for an equation of academic certificate and transfer purposes in case the student dropped out for more than 4 years.

**Article (18):**

**Regular Students are Classified into Seven Levels**

1. First-year level students earn 33 credit hours
2. Second-year level students earn 33 credit hours and less than 66 credit hours.
3. Third-year students earn 66 credit hours and less than 99 credit hours.
4. Fourth-year students earn more than 99 credit hours.
5. Fifth-year students earn 132 credit hours and less than 135 credit hours for engineering students.
6. Sixth-year students earn 165 credit hours and less than 198 credit hours (for Medicine and Dentistry students).

**Article (19):**

**Program Academic Requirements**

1. Each program has its requirements including courses and study materials that might include courses from other departments.
2. The student shall earn a grade average of a minimum of 60% in the program requirements courses to fulfill the needs to join the program.
3. A course may not get credited for more than one program.
4. The student shall earn a specialization grade average of a minimum of 60%.

**Article (20):**

**Courses Requirements**

- a. The student may not register for any course unless completing and passing its required previous courses or granted written permission by the faculty council.
- b. The registration of a course is considered void provided that the student registers for that course without passing its previous course requirement.
- c. The student may register for a previous requirement and a following course at the same time, provided the approval of the dean according to the recommendation of the student supervisor and the head of the department.
- d. The student may register for a course after completing and passing its previous course requirement. In case a student fails the previous course requirement, he may register for the following course provided the approval of the faculty and the department council. In case the student violates this, the registration and the grades for the course are cancelled.

**Article (21):**

**Honor List and Academic Excellence**

1. Each regular student is considered part of the faculty dean honour list that is announced after announcing the semester's grades, and it is confirmed in the student's academic record in the following cases:

- a. If the student earns an 85% grade average in the semester, provided that the student earns a grade of at least 80% in every course in that semester.
  - b. If the student earns a 90% grade average in the semester, provided the student passes every course in that semester.
2. the student graduates with academic excellence if he earns a grade average of 90% or higher.

**Article (22):**

**Academic Supervision and the Responsibility of the Supervisor and the Student**

- a. The head of the department or the dean connects every student in the department with an academic supervisor.
- b. The same academic supervisor is preferred to continue with the student until he graduates.
- c. The supervisor takes charge of the responsibilities of supervising the students in choosing the courses, provides guidance and consulting regarding the courses the student wants to join every semester, and provides the student with consultation regarding the warnings and other things relating to the student's academic journey.
- d. The academic supervisor shall approve any change in the student's academic program including adding or dropping courses.
- e. The Deanship of Admission and Registration shall provide all the departments in the University with students' academic records before the beginning of the registration process to achieve academic supervision properly.
- f. The academic supervisor shall study the student's academic program at the beginning of each semester and shall not approve the program before checking and assuring the faultlessness of the students' academic path.
- g. The Responsibility of the Student:
  1. Review all regulations related to his academic path
  2. Adhere to the instruction of the academic supervisor and refer to him regarding academic issues.
  3. Adhere to the dates that are appointed by the Deanship Admission and Registration.
  4. Follow the announcements and the instructions of the Deanship Admission and Registration.
- h. The University issues inclusive instructions regarding the process of supervision.

**Article (23):**

**Tuition Fees and Refund:**

1. The tuition fees for the semester and the summer course are determined according to the registered semester's credit hours, and according to the decisions regarding this issue.
2. The tuition fees that include the semester fees, the registration fees and any other fees which are determined by the respective parties in the University get paid before the beginning of every semester according to the respective instruction.
3. The freshman student who abstains from studying after completing the registration process gets a refund with a 30% deduction from the semester fees.
4. The student who withdraws within the first week of the semester gets a refund with a 50% deduction (20% is deducted from the fees of the Medicine and Dentistry program).
5. The student does not get a refund in case he withdraws after the first week of the semester.
6. In addition to the tuition fee, the student pays any other fees such as student activities fees, refundable insurance, and health insurance. Student activities fees and health insurance fees are not refunded in the case of withdrawal.
7. The Deanship of Admission and Registration shall abstain from registering any student for the next semester if the student has not fulfilled his financial obligations.

**Article (24):**

**Academic Warnings**

1. The student who earns a specialization grade average that is less than 60% in the first and second semesters is placed on academic warning.

2. The student who earns a cumulative grade average that is less than 60% in the first and second semesters is placed on academic warning.
3. In case the student is placed on an academic warning he/she must remove the academic warning by raising his/her specialization and cumulative grade averages to higher than 60%.
4. The student shall not be placed on an academic warning at the end of the first semester.
5. The above-mentioned items do not apply to the summer course.

**Article (25):**

**The Academic Dismissal**

1. The summer course is not a full semester for warning or dismissal.
  - a. Students who earn and pass (90) credit hours at the last program they enroll to, shall be exempt from being placed on academic warning or dismissal at the time dismissal rule occurred from the University or the faculty or the department in the different faculties that require 4 years of study.
  - b. Engineering students who earn and pass (110) or more credit hours program shall be exempt from being placed on academic warning or dismissal.
  - c. Medicine and dentistry faculties have different regulations and guidelines.
2. The student is dismissed after the academic council approves of the lists submitted by the Dean of Admission and Registration in the following cases:
  - a. Academic Program Dismissal:** The student is dismissed from the program in these cases.
    1. In case the student is placed on three consecutive academic warnings and the third warning is for earning a specialization grade average that is less than 60%.
    2. In case the student fails in a particular program course (mandatory or elective) three times.
    3. In case the student is placed on three consecutive academic warnings for earning a cumulative grade average less than 60%.
    4. In case the student is placed on four intermittent academic warnings during his study and the fourth academic warning is for earning a low specialization grade average.
  - b. Faculty Dismissal:** The student is dismissed from the faculty in these cases.
    1. In case the student could not join a program throughout three consecutive semesters, he is dismissed from the faculty.
    2. In case the student is dismissed from his program or department and could not join any other department in the same faculty.
    3. In case the student is placed on three consecutive academic warnings for earning a cumulative grade average that is less than 60%.
    4. In case the student fails in a particular faculty course (required or elective) three times.
    5. In case the student is placed on four intermittent academic warnings during his study and the fourth academic warning is for earning a low cumulative grade average
    6. In case the student earns a cumulative grade, the average is less than 55% in any semester after the first semester since enrolling in the university.
  - c. University Dismissal:** The student is dismissed from the University in these cases.
    1. In case the student is dismissed from another faculty (in cases specified in article 25-b) and couldn't join another faculty.
    2. In case the student fails in a particular university course (required or elective) three times.

**Article (26):**

**Admission and Transfer among Faculties in the University**

- a. The student who is dismissed from a program or a faculty according to Article (25) may submit a transfer request to a new faculty or department in the University.
- b. The student who wants to transfer shall submit a transfer request using a special form application to the Deanship of Admission and Registration provided that the student meets the admission requirements for the transfer to the desired faculty or department.

- c. The transfer request shall be submitted to the Deanship of Admission and Registration during the tenth week of the semester (in the summer course the requests are submitted a month before the beginning of the summer course). The transfer request is submitted as two copies one of the copies is submitted to the respective department to decide and inform the Deanship of Admission and Registration of that decision.
- d. The transfer takes place at the beginning of the regular semester after approving the transfer request.
- e. The student record/file is held in reserve in the Deanship of Admission and Registration.
- f. The Dean of Admission and Registration examines and studies the transfer requests until taking decisions regarding the request. A copy from the student's record is held in reserve in the faculty and a second copy is held in reserve in the Deanship of Admission and Registration, to show that the student is transferred to another faculty.
- g. The grades the student earns in the courses that are not in the academic plan of the new program are cancelled.

**Article (27):**

**Graduation Procedures**

1. The student who is expected to graduate at the end of the semester shall fill out the graduation form and submit it to the Deanship of Admission and Registration during the first two weeks from the beginning of the first and second semesters, and the four weeks from the beginning of the summer course to validate and approve that the student meets the graduation requirements.
2. The expected graduate student shall obtain a release certificate from the University and its different departments (Library, Labs.... etc.) to continue meeting the students' graduation requirements.
3. The graduation documents (Graduate ID Card and Mark Transcript) are granted to their beneficiaries at the end of every semester after their ratification by the University Council, and the graduation certificate is granted only once after the end of the second semester every year.
4. The end of the second semester is the end of the academic year for the considerations of the study period to earn a bachelor's degree.

**Article (28):**

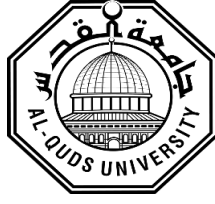
**General Provisions**

1. In case the expectation of a student's graduation is depending on a required course that is not offered in the semester that the student is expected to graduate at or was offered with another required course, the Dean of Admission and Registration, using job placement by the Head of the department and the Dean of the faculty that the student belongs to, may approve that the student registers to a similar course from the same department and has the same type of study materials.
2. In case the expectation of the student's graduation is depending on an elective course the Dean of the Admission and Registration, using job placement by the Head of the department and the Dean of the faculty that the student belongs to may approve that the student register to alternative course determined by the department.
3. In case the expectation of a student's graduation is depending on a required course or an elective course, the student may submit a written request to the Head of the department requesting to study that course individually with special training with one of the instructors (office hours), provided the approval of the instructor, the Head of the department and the Dean on this type of teaching, and the GPA of the student shall not be less than (65%) or that the student shall not fail the course the last time it was offered.
4. The student may not defer his study to study in another university during the deferral period except for some cases that are approved by the respective parties in the University.
5. The student may not earn two bachelor's degrees from the same faculty at the same time; however, the student may earn a bachelor's degree from another faculty. Each student who has a bachelor's degree in any program from the al-Quds University and wants to earn another bachelor's degree in another program from the University shall submit a new enrollment application to the Deanship of Admission and Registration. In case the request is approved, the request is transferred to the respective dean to

clarify the courses listed on the academic plan for the new program, the student's previous grades are not included in his new grade record, and for every 15 credit hours, a semester passes from the maximum years of the study period.

6. In case the student requires only 9 hours in his last semester, the student registers his course requirements and pays the registration fees in full.
7. Each faculty sets conditions and provisions that suit its vision and academic plan.
8. Each paragraph and item of these provisions is amendable or addable according to the academic situation in the University or according to the Universities' circumstances.





Al-Quds University

University By-Laws

(5)

Directory of Academic Educational Advising

**Academic / Educational Advising** is a continuous, constructive, and planned conscious process aimed at assisting the student in drawing up his / her study plans, registering in courses that are in line with his / her academic level; his / her achievement abilities; and his / her psychological conditions, achieving the continuation of the study, achieving success therein, solving any problems that may hinder him, and helping him/her to achieve his / her excellence and understand the system of the university to which he /the belongs. This is in addition to following him/her up in his /her educational path to supervise him/her up to graduation without making mistakes that may cost him /her an effort, suffering, or additional financial burdens.

The Academic Advisor is a regular faculty member chosen by the Department to provide assistance and advice to his / her students in the selection of necessary courses in accordance with the student's academic plan based on the advisor plan provided by the department of specialization, which will lead to helping student meets the graduation requirements in that department.

In order for the academic advising process to be effective and successful and to achieve the desired objectives, the head of the department shall appoint an academic advisor to each student in the department concerned, whether the student is a specialist or willing to specialize. An academic advisor shall follow the following rules:

- 1- Be patient, persistent, help lover, treat the student in a good manner, and not make fun of him/her or put him/her in ridicule due to failing in a subject or for any other reason.
- 2- Gain the confidence and respect of the student, not disclose any of his / her secrets, and respect his /her privacy.
- 3- A student shall not be allowed to infringe the dignity or credibility of any of the teachers, and shall sincerely show respect for his / her fellow faculty members.
- 4- Accept constructive criticism or notice from any fellow faculty members, and shall not consider this as interference in his / her privacy and affairs.
- 5- Meet with his / her students periodically and preferably once a month (if possible), and upon completion of the semester.
- 6- Have a deep knowledge of the academic laws and regulations in force at the University. A book of regulations and bylaws issued by the University shall be available at the advisor's office.
- 7- Have deep knowledge of the academic programs offered by the University and the disciplines and courses in each program, in addition to knowledge of its contents and nature so that he/she can provide advising for students.

### **Role of the academic advisor**

The role of the academic advisor is summarized in the following points:

- 1- Assists the student to register for courses, explains the nature of these courses, and indicates the basic requirements a student shall meet. The advisor shall also sign the registration form and keep a copy of it in the student's file.
- 2- Follows-up the academic status of the student since his/her enrollment in the University up to his / her graduation, knows his /her strengths and weaknesses, and helps him/her solve any academic problem that may arise with his /her teacher.
- 3- Helps student to understand the basic concepts, and nature of the courses and academic bylaws and regulations in force at the University, and identifies and clarifies the educational objectives.
- 4- Refers a student who suffers from psychosocial and adaptation problems to the concerned psychological advisor of the University, and consults with him/her to reach the most suitable solutions.
- 5- Participates in introducing students to services and facilities of the University (library, advising center, canteen... etc.) and extracurricular activities available therein.
- 6- Coordinates with faculty members and the registration office to identify the academic difficulties faced by student in terms of their causes and the most effective means to solve them.
- 7- Writes recommendations that the student asks from the advisor and helps him/her fill out the scholarship forms and retain personal information about the student to assist him.
- 8- Assists in choosing the academic discipline in which he/she can enroll, by matching his/her academic abilities with his/her own desires. He/she shall help him/her identify elective subjects according to his / her study interests.
- 9- Supervises the selection of courses for the student and provides advising on the courses for which the student prefers to register for each semester.
- 10- Discusses the student's academic situation with the head of the department or the dean in terms of educational achievement, academic excellence, academic warnings, and all related to the student's academic status.

- 11- Reviews the student academic program at the beginning of each semester and not to sign the registration or withdrawal form before making sure the safety of the student's academic
- 12- Makes sure to guide the student throughout his / her studies at the University.
- 13- Monitors the course of study for all students who guide them in a separate statement.
- 14- The academic advisor is obliged to perform his / her duties in his / her office throughout the period of advising and registration as specified in each semester.
- 15- Sets specific times in order to supervise students who guide them during the semester to ensure the safety of their academic course.
- 16- Ensures student's knowledge and familiarity with the academic regulations and bylaws in force at the University and follows up the latest amendments.

### **The advisors needs the following in order to perform the advising process at the best**

- 1- Skills of dealing with students, and the ability to detect their problems and needs.
- 2- Identify their personal and social conditions. The University shall provide advisors with the required information periodically and regularly.
- 3- Prepare lists of students who will be advising in addition to lists of their marks in the different subjects they studied.
- 4- Copies of approved study plans in the different disciplines studied by students, showing the required materials therefrom.
- 5- Different indicative models show the sequence in which students shall follow in their subjects in each semester, and the elective subjects they can choose in each semester.

### **Responsibility of Student**

- 1- Review all regulations related to his /her academic career.
- 2- Comply with the instructions of the academic advisor and refer to him / her in case of any academic problems.
- 3- Comply with the dates specified by the Deanship of Admission and Registration.
- 4- Follow up on announcements and instructions related to advising and registration.
- 5- Not to make any changes to his / her study program or plan without the prior knowledge and consent of his / her advisor.

### **Responsibility of Deanship of Admission and Registration**

- 1- Prepare the student guide in direct cooperation with the faculties and departments and student shall receive a copy thereof which shall be binding and contains: All the necessary requirements for obtaining the university degree.
  - Number of credit hours that the student must complete before granting him / her the university degree in the specialization he/she chose.
  - These courses shall be detailed (University compulsory requirement, University elective requirement, faculty compulsory requirement, faculty elective requirement, compulsory specialization requirement, elective specialization requirement) with a full description of each course and the number of its theoretical and practical credit hours and prerequisites if any.
  - University semester fees for each faculty separately.
- 2- Increase student awareness, especially newcomers, of the study plan and its amendments through posters and bulletins,
- 3- Open a complete file for each student in which the student's papers and documents are kept from the time of applying for admission up to graduation in addition to an electronic copy containing all the courses recorded and the result he/she achieved.
- 4- Provide the academic advisor with a statement of the student's marks at the end of each semester before the start of the registration process for the next semester, in addition to the statement of the student's final upon graduation to verify his / her record, close his / her file, and keeps it for the required time.
- 5- Prepare semester study programs in light of the courses offered by concerned faculties and institutes which stem from the advisory plans and recommendations of student advisors.
- 6- Specify the time periods to:
  - Enroll for each semester and provide student advisors with all courses offered and enrollment vouchers to be filled by students after discussion with the advisor for approval.
  - Delete from and add to each semester and provide advisors with forms of additions and deletions.
  - Withdraw from courses or semester and the consequences thereof.

- 7- Receive new students and provide them with information about the registration process and applicable laws and regulations,
- 8- Provide the academic departments with lists of names of students wishing to specialize in order to compel those departments to supervise the progress of the study of those students.

**Example for the process of Advising:**

- a) Official registration period
  - 1- A student shall visit his/her advisor's office to receive the registration forms so that the student can, and with the help of the advisor, select courses that he/she can enrol in, which corresponds to his / her study plan provided number of hours shall not exceed the allowed hours in the system, no conflict is existing in his / her program, and student completed all the Prerequisites for the courses he/she registered for.
  - 2- Advisor shall assist student in solving problems related to his / her study program if any.
  - 3- Advisor shall sign the registration forms which include advisor form, student form, and registration form.
  - 4- Advisor shall complete the course of study form of student in the academic year, which the student may not make any changes to its contents without the knowledge and consent of the advisor
  - 5- A student shall refer to the Department of Finance to determine the financial amounts due thereby and then pay them in the approved manner.
  - 6- A student shall send all documents to the registration representative in his/her faculty to complete the procedures related to his/her registration.
  - 7- A student shall submit a copy of the payment receipt to his/her advisor for retention.
- b) Withdrawal and Addition Period (The first week of the semester or the first three days of the summer course) A student wishing to make a draw or add to his/her advisor to receive and complete the withdrawal and add-on form and return it to his/her advisor who will check the information in the form and make amendments to the student record. Then, after signing the form by the advisor, a student shall refer to the registration department to complete the withdrawal or addition process.
- c) Late withdrawal period If a student wishes to withdraw from any course during this period, he/she shall refer to his / her advisor to confirm the student's academic status so that the student's burden shall not be less than the minimum burden allowed by the system at the University. The advisor shall make amendments required to student's record, and then sign the late withdrawal card in order to complete the process in the registration department.

**Steps to be followed to regulate the advising process:**

- 1- The Deanship of Admission and Registration shall receive new students and introduce them to the University.
- 2- The Deanship of Admission and Registration shall distribute lists of new students to the academic departments according to the specialization a student wishes to register for.
- 3- The Secretary of the Department shall open a file for each student containing the following: A personal information form (Form No. 1) and the student shall fill it himself in the first meeting with the head of the department. A copy of the study plan of the department a student will graduate from (Form No. 1). A copy of the advising plan proposed by the Department (Form No. 3). A copy of a student's academic career monitoring chart being the graduation requirements (Form No. 4). A copy of the course of study for the student in the academic year, which helps the advisor in choosing the courses in which the student must register in the next semester (Form No. 5).
- 4- The head of department, in the presence of all advisors, shall hold a meeting in the first week with students wishing to specialize to welcome them and give them a glimpse of the Department (faculty and support staff, offices, laboratories, mechanism of dealing within the department, the dates of the next meetings, how to take advantage of the office hours areas of work upon graduation, interest in specialization.). They also shall fill out Form No. 1.
- 5- The head of department or advisor shall keep files of the new students until the student meets the specialization requirements.
- 6- The head of department shall distribute the students who have fulfilled the specialization requirements to the advisors (20 students as a maximum for each advisor).
- 7- The academic advisor shall:
  - Receive student files from the department head and add a copy of the student achievement form of specialization requirements.

- Meet with students to determine the mechanism of dealing with them (such as periodic meetings, refer to him/her at the office, and any other things that help motivate them and solve their problems), ensure that the University will deal with their issues only through him, and not register them without his/her knowledge and approval.
  - Introduce students to the study plan and specialization requirements and the need to adhere to the advisory plan, especially the requirements of the University and faculty to ensure graduation in a timely manner.
  - Review student file and draw the appropriate plan for the next semester based on the list of scores, which the registration department must provide the advisor with upon completion of the semester.
  - In case the student's academic level deteriorates, the advisor shall advise him/her by changing specialization, choosing a sub-specialization, or transferring to another faculty.
- 8- To ensure this process, the following are required:
- Adherence to the advisory plan of the department whenever possible upon offering Courses by the academic departments.
  - The Department of Student Affairs shall provide both the advisor and the student's parents with any action against him, whether positively or negatively, as soon as possible to control matters