

CHAPTER TWO

General Rules



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- Article (6):** The Faculty of Engineering follows a two-semester system per academic year. The duration of study to obtain a Bachelor of Science (B.Sc.) degree is five academic years: a preparatory year, followed by four academic years. Each semester runs for 15 weeks.
- Article (7):** Students passing the preparatory year, are distributed among the different scientific departments of the Faculty of Engineering according to the system approved by the Council of the Faculty of Engineering. The registration of the students in these departments remains till their graduation.
- Article (8):** Students of the fourth year prepare a project during the academic year. The Department Councils specify the topics and designate an additional period - following the final written examinations - that ranges from one to three weeks.
- Article (9):** Summer training is considered a complementary part of the study. The B.Sc. degree is not granted unless the student spends a total of three months throughout the academic years. Each Department Council specifies a summer training system to be implemented during the summer holiday, under the supervision of department faculty members.
- Article (10):** Each Department Council organizes a scientific trip for the fourth year students to visit industrial facilities, engineering and serving firms to be familiar with them and their respective technological systems. These trips are supervised by the department faculty members.
- Article (11):** Each student is requested to attend at least 75% of the lectures, tutorials and labs of each course. The student is deprived of attending the final exam of any course he has not fulfilled the attendance requirement. In this case, the student is considered a failure in the course. If the student submits an excused absence – approved by the Faculty Council – it is then considered absence with an acceptable excuse.
- Article (12):** A student is promoted to the following class year at the end of the academic year if he/she successfully passes the final exams of all courses or fails in no more than two courses. The student has to pass the exam(s) of the failing course(s) during the semester they are taught in. The maximum grade a student can obtain in this case, is the upper limit of the grade “PASS”. If the student was absent with an acceptable excuse in a given course, he/she can keep the grade obtained according to the marks received in this course.
- Article (13):** Fourth year students failing in no more than two courses from the fourth year or from any previous years, repeat the exams of these courses at the beginning of the following first semester (November). The last semester work marks are considered. If the failure is repeated in both courses or in either one, the students will have to take the corresponding exam(s) at the end of the semester(s) in which the course(s) is (are) taught. In this case the students are treated as if they passed with retardation courses, as far as the semester work grade is concerned.
- Article (14):** A student failing in the senior project is considered a repeating student.



- Article (15):**
- The Faculty council specifies the minimum number of registered students for each elective course according to the potentials available in the Faculty and in the different departments.
 - It is not allowed to change the elective courses for a failing student or a student absent without an acceptable excuse.
 - The maximum number of listed courses for an elective unit is five.

Article (16): The success of the student in the courses is considered according to the following grading system:

Excellent	From 85%	to	100%
Very Good	From 75%	to	Less than 85%
Good	From 65%	to	Less than 75%
Pass	From 50%	to	Less Than 65%

While the failure of the student in the courses is considered according to the following:

Weak	From 30%	to	Less then 50%
Very Weak	-		Less then 30%

Article (17): A student is considered a failure if he/she obtains less then 30% in the final written exam. In that case, “Bylaw Failure” is quoted for this course. In this case, the semester work marks, oral and lab marks are not added to those of the final exam.

Article (18): If a course includes marks for a practical, oral, mid-term and written exams, the final grade of the student will be according to the sum of all these marks. If the student does not attend the final exam, neither of these marks are allocated, and the student is considered absent in this course.

Article (19): A course consisting of two or more subjects and one exam mark, is considered as one course regarding success and failure. The Faculty Council distributes the hours (lectures, tutorials, labs, oral and final exam) of the different subjects of this course. The Council specifies as well the proportion of questions for each subject within the same exam. This occurs only if there is no explicit distribution in the present Faculty Bylaw. A separate answer sheet is provided for the final exam of each subject.

Article (20): The continuing courses (courses divided into two parts presented in two successive semesters, with a final exam for each division at the end of the respective semester) are treated as follows:

- 1- A student is considered successful in a continuing course if he/she passes successfully both parts of the course.
- 2- A student is considered a “Bylaw Failure” in a continuing course if less than 30% of the total marks of the final exams of both parts is achieved.
- 3- If a student fails in one of the two parts, but their total marks together qualify the student for passing the course, the student is considered successful and will not be required to repeat the failing part. When failing in one part of the continuing course, and passing in the other, the student keeps the marks he/she obtained in the part he/she passed, and repeats the exam in the other part the next semester in which this part is taught. If the student achieves 65% or more in the repeated part, the mark of this part is downgraded to the maximum mark



of the grade “PASS”, followed by summing the marks of this part and those of the part he passed earlier, in order to obtain the final grade of the continuing course.

- 4- If a student fails in both parts of the continuing course, he/she repeats both parts the following academic year, during the corresponding semesters. If the student achieves 65% of the total marks of the course, the marks are then downgraded to the maximum mark of the grade “PASS”.

Article (21): A student failing in a course may repeat all the class work of this course. He/she acquires all the marks earned after the repetition, regardless of the class work grades earned earlier. The student has to pass all the lab and oral exams of the course, if there are any. In case of an external student, the class work mark is calculated as a ratio of the final exam, and if the course includes a lab exam or an oral exam, the student has to take them.

Article (22): Without misusing Articles (86) and (87) of the Executive Bylaw for the Law of Organizing Universities, the Faculty Council specifies annually the conditions and regulations for students transferring from other faculties of Engineering. The following should be observed:

- 1- Students transferring to the first year, are distributed among the different departments according to the places available in each department, and remain registered in these departments until they graduate.
- 2- Transferring students keep, the grades earned in each course, the total marks and the overall grade obtained in each academic year from the faculty they transfer from.
- 3- The department councils specify a list of complementary courses not covered in the faculties the students are transferring from. They specify as well, a list of exempted courses covered in the faculties the students are transferring from. Transferring students are treated as follows:
 - a- A transferring student is not promoted to the higher class, unless he/she succeeds in all the courses - including the complementary courses. He/she may fail in no more than two courses, to be promoted to the higher class. Transferring students sit for the complementary courses with the group of students taking these courses and during the semester they are taught in. The students are given the legal opportunities to be examined in these complementary courses according to the class where they are taught.
 - b- A transferring student may ask for a suspension in the class he/she is registered in, until passing the complementary courses.
 - c- Upon passing the complementary courses, their grades are not added to the grades of the regular courses of the class the student was registered in the faculty he/she transferred from. In case of failure in these courses, they are not considered as failure courses in this class.
 - d- The marks earned in the complementary courses are considered in the cumulative total of the student.
 - e- The marks of the exempted courses are not considered among those of the class of these courses.
 - f- The maximum for the total accumulative marks a student earns during the five years is 7500. If this is not realized, the marks are calculated by proportion.