

**College of Science  
and Humanities in  
Rumah**

**STUDY  
REGULATIONS  
AND TESTS**

**English Language  
Department**

1441-1442 H

---

# **STUDY REGULATIONS AND TESTS**

## Definitions

**Academic year:** Two main semesters and a summer semester if need be.

**The semester:** A period not less than fifteen weeks, during which courses are taught. The period for registration and final examinations are not counted within this period. Some courses may have prerequisite(s) or co-requisite(s).

**The Summer Semester:** A period not more than eight weeks. The period for registration and final examinations are not counted within this period. Each course is taught extensively within this period.

**Academic Level:** It indicates at what stage a student study. Graduation requires studying eight levels or more according to credit hours plans.

**Course:** An educational material related to a specific level within the credit hours plan for each programmed. Each course has a number, code, name and specification that distinguishes it from other courses. Each course has also a special file that a department keeps for the purposes of follow up, assessment and development.

**Credit Hour:** A weekly theoretical session not less than fifty minutes, a clinical session not less than fifty minutes, or a practical/ field work not less than hundred minutes.

**Academic Warning:** Notification made to a student because of his /her low-grade point average, from the minimum shown in this by-law.

**Class Work Score:** A score given to a student showing his/her achievements on the continuous assessment from tests, research and other academic activities related to the course.

**Final Examination:** A final examination administered once at the end of a semester.

**Final Examination Score:** The score that a student achieves in each course in the final tests of the semester.

**The Final Score:** The total of class work scores and final examination score for each course. The score is computed out of hundred.

**The Grade:** Description of the percentage or an alphabetical code for the final score a student achieves in each course.

**Incomplete Grade:** A grade entered provisionally for each course a student is unable to fulfil its requirement in the specific time. It is referred to in the academic record with the abbreviation (IC).

**Continuous Grade:** A grade entered provisionally for each course which nature of study requires more than one semester for completion. It is referred to with the abbreviation (IP).

**Semester Grade Point Average:** Sum total of the points a student achieves divided by the total credit hours for all the courses studied in every semester. Points are computed by multiplying the credit hours of a course by the grades a student achieves for each course.

**Cumulative Grade Point Average:** Sum total of the points a student achieves in all the courses he/she studies since his enrolment in the university, divided by the total credit hours for all those courses.

**The General Grade:** Description of the level of a student's academic achievement during the period of his study in the university. The Minimum

**Academic Load:** The minimum credit hours a student should register for, compatible with his Grade Points Average, as decided by the university Council.

## ADMISSION

In general, students applying to the department are centrally admitted by the deanship of admission and registration. The University council decides the number of admitted students for each upcoming year according to the recommendation of the department council. For a student to be admitted to the department of English Language, the following conditions must be satisfied:

1. The student must have obtained a recent Secondary School Certificate (not earlier than five years), or its equivalent.
2. The student must be of Saudi nationality. Non-Saudis are treated in accordance with Majmaah University regulations of international student's scholarship.
3. The student must have good behaviour and conduct.
4. The student must be physically fit and in a good health for the purpose of study.
5. Admission is based on a combination of the student score in the General Certificate of Secondary Education (GCSE), known as THANAWIA, and scores in two standard national exams organized and administered by the "National Center for Assessment in Higher Education" (QIYAS). These two Exams are:
  - o General Aptitude Test, known as QUDRAT.
  - o Scientific Track Admission Test, known as TAHSEEL.
6. Admission shall be at the beginning of each academic year.
7. The student has the right to change his / her place of study after completing the Preparatory Year.

## RE-REGISTRATION ARTICLE XVII

The student whose registration has been closed may apply for reregistration with his number and file before dropping according to the following regulations:

1. Application for re-registration within four semesters from the date of registration closing.
2. The concerned college board and the relevant authorities should approve the reregistration of the student.
3. If four semesters or more lapse after student's registration closing, he or she can apply to the university as a newcomer without reference to his previous academic record, provided all declared admission requirements apply for him. The University Board has the right for some exceptions according to the regulations issued by the board.
4. The student may not be re-registered more than once. The University Board, if necessary, has the right for exception to that.
5. The student whose registration is closed may not be re-registered if he is academically dismissed.

### The Executive Rule of Majmaah University: I.

The student's registration is deemed closed in the following cases:

1. Drop out from the university.
2. Withdrawal from the university.
3. Academic dismissal.

II. The student whose registration is closed can apply to his college for re-registration with his number and file, before dropping out, according to the following regulations:

1. He has to apply for re-registration within four semesters (or two years for the colleges that apply the annual system) from the closing date of registration.
2. The college board concerned should approve of re-registration of the student.
3. If four semesters or more (or two years for the colleges that apply the annual system) lapse on a student's registration closing, he can apply to the university as a newcomer without referring to his previous academic record, provided all declared admission requirement are timely applicable to him. The Standing Committee for Students Problems has the right for some exceptions according to the regulations it determines.
4. The student may not be re-registered more than once. The rector of the university, if necessary, has the right for exception, according to the recommendation of the standing committee of students' academic affairs.
5. The student whose registration is closed may not be re-registered if he is academically dismissed. Taking into account what is stated in Article XX of the Regulations.

## GRADUATION ARTICLE XIX

1. The student graduates after completing the requirements of graduation successfully, according to the syllabus, provided that his Cumulative Average is not less than the rate determined by the concerned university council for each specialization. In all cases it should not be less than the Pass grade.

2. Based on the recommendation of the Department Board, the College Board may determine suitable courses for the student to study in order to raise his Cumulative Average if he passes on the courses and fails in the Cumulative Average.

### **The Executive Rule of Majmaah University**

1. The student graduates after completing graduation requirements successfully according to the syllabus, provided that his rate is not less than Pass (or his Cumulative Average is not less than (2-5). According to the recommendation of the concerned Department Board, the College Board may require the student to repeat, based on his Cumulative Average, in case of his success in the courses and failure in Cumulative Average, according to the following rules:

A. A condition for eliminating any grade for a course the student had studied is that he repeats and passes it.

B. The total credit hours for the courses eliminated from the Cumulative Average should not be more than 15% of the total credit hours of the syllabus.

C. In re-calculating the Cumulative Average, only the following grades may be eliminated: Fail (F), (Debarred (D), Withdrawal because of failure (WF).

D. His re-calculated Cumulative Average, should not exceed 2.00 out of 5.00. E. The academic record should include grades of all the courses the student has taken.

F. In the academic record a special notice, marking the eliminated courses, is made after applying re-calculating Cumulative Average.

2. What is contained in the paragraphs: B and C of Article XX, shall be considered.

3. The student shall not be considered a graduate until the issuance of approval of the University Council, awarding him the degree.

4. Graduation Day is schedule in according to the Academic Calendar approved by the University Council.

5. The Deanship of Admission and Registration, or whoever it delegates, forwards graduation memoranda to the University Council, to be forwarded in turn, at the nearest session after the end of the final examinations. Individual graduation memoranda are forwarded for the students who have incomplete grades (IC), or permitted to sit for substitute exam(s) in the final year or the like, when completing graduation requirements. Graduation semester is considered the final in the student's record.

6. Every graduate is awarded a certificate in both Arabic and English, containing the following information: Date of graduation in both Hijri and Gregorian, student's full name, nationality, Civil Registry Number, college, specialization, path (if any), degree, honors (if any). The certificate is to be signed and stamped by the Dean of Admission and Registration. And finally, a substitute for a lost certificate may be issued, including the expression "Instead of a Lost Certificate".



**Graduation Requirements** In order to earn the “Bachelor in English Language” degree from the department of English language, the student must complete the following requirements:

1. Preparatory year requirements.
2. University requirements.
3. College requirements.
4. Department requirements.

The overall grade of AGPA for the student at graduation is considered as:

1. Excellent: If AGPA is greater or equal to 4.5.
2. Very Good: If AGPA is greater or equal to 3.75 and less than 4.5.
3. Good: If AGPA is greater or equal to 2.75 and less than 3.75.
4. Pass: If AGPA is greater or equal to 2 and less than 2.75.

## **TRANSFER**

### **TRANSFER FROM A UNIVERSITY TO ANOTHER**

### **ARTICLE FORTY-TWO**

A student's transfer from another university may be accepted according to the following regulations:

1. The student must have studied at a recognized university.
2. He must not be dismissed from the university he referred from for disciplinary reasons.
3. Terms of transfer, determined by the University Council, must be applicable to him.

#### **The Executive Rule of Majmaah University:**

A student's transfer from another university may be accepted according to the following regulations:

1. He should have an academic record with a cumulative average of at least one semester and studied in a college or university recognized by the Ministry of Higher Education.
2. He should not have failed in the GPA.
3. He should not have been dismissed from the university for disciplinary reasons.
4. Transfer should not be from the lower academic degree to the higher.
5. Conditions of transfer, determined by the college board, must be applicable to him.
6. Credit hours required from the transferred student to study, must not be less than 60% of the total credit hours for obtaining the BA degree from Majmaah University.
7. The total period spent by the student from the university he transfers from and the remaining period for him in Majmaah University should not be more than the average period between the minimum and the maximum for remaining in the college.

8. Procedures of transfer must be completed before the end of the first week from the beginning of the semester, or the beginning of the year for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective next semester.

9. Transfer must be written on the student's academic record.

### **ARTICLE FORTY-THREE**

The college board equates the courses the student studies in another university, according to a recommendation of the Department Board that provides the courses. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA.

#### **The Executive Rule of Majmaah University:**

The concerned college board equates the courses the student passes in another university, according to a recommendation of the Department Board that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

### **Article Forty-Four**

If it appears after the student's transfer, that he had previously been dismissed for disciplinary reasons, his registration shall be deemed cancelled from the date of acceptance of his transfer to the university.

### **Article Forty-Five**

A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

## **Transfer from College to Another Within the University Article Forty-Six**

The student may transfer from one college to another within the university in accordance with the regulation approved by the University Council.

### **The Executive Rule of Majmaah University:**

**Firstly**, transfer of a student from one college to another within the university is done according to the following regulations:

1. Acceptance of the students by deanship of the college is according to the regulations set by the college board.
2. A student must not have spent more than four semesters, provided that the preparatory programs such as extensive language courses are not counted within that period.
3. Procedures of transfer should be completed within the first week of the semester or the academic year, for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective the following semester.
4. Transfer shall not be allowed except after a student spends at least one semester in the college he wishes to transfer from.
5. A student is allowed to transfer once during his university studies, or twice if one of these is the preparatory year or the intensive course of English.
6. A student transferred to the preparatory year or the intensive course, will be returned to his previous department if he does not pass, only once.
7. Specialization after passing the preparatory programs is not counted within the transfer movements.

**Secondly**, transfer of a student from the qualifying programs to the corresponding college that awards BA programs within the university is according to the following regulations:

1. No student may transfer from BA to one of the qualifying programs.
2. A student is allowed to move to the corresponding college, if he finishes all the courses of the qualifying program, with the Grade Point Average 2/5 (two out of five).
3. If a student completes 50% of the total credit hours of the qualifying program, with a Grade Point Average of 4 to 5, or more, he can transfer to the corresponding college.

4. If a student completes the qualifying program but six hours remain for him, he may transfer to the corresponding college, provided, his Grade Point Average is not less than 2.5 to 5.

### **Article Forty-seven**

All the previously studied courses shall be written in the academic record of the student who transfers from a college to another. This includes Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

### **Transfer from Specialization to Another Article Forty-Eight**

On the approval of the dean, a student may transfer from one specialization to another within the college, according to the regulations set by the University Council.

### **The Executive Rule of Majmaah University:**

1. A student may transfer from one specialization to another within the college after the approval of the dean of the college, according to regulations set by the College Board.
2. The remaining period for him in the university should be enough to finish graduation requirements.
3. Transfer procedures should be completed within the first week of the beginning of the semester or year for the colleges that adopt the annual system. If procedures exceed this period, transfer will be effective the following semester.
4. A student is allowed to transfer once during his university study.

### **Article Forty-Nine**

All the previously studied courses shall be written in the academic record of the student who transfers from one specialization to another. This includes, Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

### **General Provisions Article Fifty-One**

This By-law cancels the preceding existing bylaws for regulating studies and tests at the university level.

### **Article Fifty-Two**

The University Board sets the operational rules that do not clash with the principles of this bylaw.

### **Article Fifty-Three**

The Higher Education Council has the right to interpret this bylaw.

**Quality Rules of  
Examinations in  
English Language  
Department  
Faculty Members  
Guide**

## Introduction

The Vice-Rectorship for Educational Affairs has set the rules and regulations that guarantee the success of the examination process taking into account the highest possible degrees of quality in the light of the standards of the National Commission for Academic Accreditation and Assessment. This ensures the quality of exams in terms of the various method of evaluating students, setting test questions, preparing the college for tests, and preparing the tentative and final timetables. This guide includes all regulations and procedures set by the Vice-Rectorship to guarantee the process of examinations.

In order to achieve the quality requirements of exams, there are many roles that should be followed by the members of the department staff as following:

1. Compliance with the specifications of the exam paper in terms of:
  - A. The adequacy of the questions to measure the expected learning outcomes of the course taking into account the course specification and its objectives.
  - B. Diversity of questions including objective and subjective.
  - C. Questions must be written on computer considering the clarity of lines.
  - D. Standardizing the specific part of identification part (according to form (1) of exam questions in case the answer is on the same question paper, or for (2) of exam questions in case the answer is on a separate sheet of paper.
  - E. Distribution of marks on the main and subsidiary questions of the exam.
  - F. Preparing a model answer including all data of the course and distribution of marks, submitted to the head of examination committee (control), with the answer sheets after correction.
  - G. The teacher of the course must sign the question paper.
2. Forming and adopting auditing committees where two members of the examination committee must sign the answer sheet.
3. Formation of examination committees (observation and control).
4. Forming an internal committee inside the department to review a sample of answer sheets for every course by not less than 5%.
5. Correcting a sample of the answer sheets externally at the level of specialists in the corresponding colleges.
6. Preparing the instructional banners for the sake of students in the places of exam committees.
7. Announcing the test instructions in prominent places for all students, faculty members and observers, including the penal regulations.
8. Preparing the preliminary schedule of exams considering students' views and perspectives.

9. Organizing an instructional meeting for students regarding examinations and instructions, readiness for exams, and keeping the attendance sheets of students attended this meeting.
10. Organizing an instructional meeting for faculty members regarding examinations and instructions, readiness for exams, and keeping the attendance sheets of members attended this meeting.
11. Declaring the finalized schedule of exams before the date of exams in sufficient time and in prominent places.
12. Preparation of an equipped hall for people with special needs.
13. Identifying a place to guide and mentor students regarding tests assigning a staff member to answer their questions.
14. Preparing a form for the signatures of invigilators who attended the exam.
15. Preparing the places of conducting exams in accordance with the number of students in each committee and taking into consideration (cleanliness, ventilation, lighting and drinking water for students).
16. Preparing a file for students' violations including the penalties that have been imposed on students disrespected the regulations.
17. Preparation of a daily report about the proceeding of exams including the name of the course - the teacher of the course - the number of students - the number of students present - the number of absentees - the number of violators - the type of punishment recommended).
18. Announcing the results of exams in the due dates.
19. Each department prepares a qualitative report about the exams' results for each course in the department.
20. Preparing a database of students, their results and success rates at the level of the course and the department.
21. Preparation of a feedback file during exams (including students' questions about the difficulty of test questions and the response of the instructor in charge of the course) – applying the questionnaire of evaluating the course two weeks prior to the test date and the preparation of a statistical report by the quality unit in the relevant department sent to the teacher of the course to attach its results in the report of the course – a report prepared by the head of the committee sent to the teacher of the course about the progression of his/her exam.
22. Documenting all works of examinations.
23. Announcing all mid-term results to students after being adopted and signed by the head of the department submitting a copy to the committee of examinations.



## Progression Mechanism of Examinations

In order to successfully carry out the exams on time, consider the following:

- 1) Teacher of the course is entirely responsible for his/her exam in terms of preparation (according to the attached form), photocopying, submitting the answer sheets on the day of exam as well as his/her responsibility for invigilation.
- 2) The teacher of the course submits a copy of his exam, in a sealed envelope, to the head of the department before three days of the due time of the exam where this copy becomes of his / her responsibility once received.
- 3) The teacher must print out two copies of the students' lists through his website highlighting the names of all deprived students. One of the copies is accompanied by a backup copy of his questions and the other is taken to the committee to be signed by the students.
- 4) The invigilator is responsible for not allowing deprived students to sit for the exam.
- 5) Each teacher who has multiple tests at one time must coordinate with the examination committee to provide observers for the various tests where his / her duty is to visit and check his/her students in different committees.
- 6) The teacher has to be fast in correcting the exam papers, entering the grades, saving them on the system, and delivering the answer sheets to the control committee (within 48 hours from the date of exam).
- 7) The marks' sheets are reviewed along with answer sheets by the control committee before the result is fixed.

## **Department Committee of Examinations' Progression and its Duties**

A committee for exams' progression is formed by the head of the department. The general duties for this committee is guarantee the regularity of exams' advancement providing the suitable atmosphere for students to perform exams easily and smoothly.

The duties are as follows:

1. Receiving the extra questions papers from faculty members at least three days before the test date.
2. Preparing a schedule for invigilation's making sure there are enough members in each committee (1 member per 15 students at least)
3. Informing faculty members about the regulations of exams via e-mail.
4. Preparing the attendance sheets of invigilators for taking their signatures to guarantee the regularity of their attendance.
5. Preparing lists including the names of students performed the exams making sure all present students signed on the attendance sheet.
6. Preparing a report about the performance of each committee. A copy of the report then must be sent to the vice-dean for educational affairs.
7. Preparing the forms of handing out the answer sheets, which are signed by the teacher of the course to be received after the completion of the test directly.
8. Preparing the sheet of exchanging invigilation to be used in case there are changes between invigilators to ensure the sufficient number of present invigilators in each committee where the head of the committee must be informed in advance about this change.
9. Preparing a special sheet for cheating cases, filled by the invigilator and the head of the committee, in case there are cheating students in the committee.
10. Ensuring that the number of seats in each committee is adequate, according to the number of students, and to ensure that there are sufficient spaces between the seats, which prevent students from cheating and facilitate the task of invigilators.
11. The constant presence at the headquarters of the examination committee; to solve any casual problem or answer any query.
12. The Head of the Committee shall submit a final report on the conduct of the tests, including recommendations aimed at improving and developing the performance of future examinations, to the Vice-Dean for Educational Affairs following the completion of the tests in the department.

## Grade Distribution:

The full mark for every course is 100, which is typically distributed as follows:

- 20 Marks for Midterm Exam
- 40 Marks for Final Exam that covers the entire course contents.
- 40 Marks for Semester work such as: verbal and written tests, reports or research work or additional studies, experimental lab, and weekly or monthly homework.

Examination The overall marks of any course is calculated as following:

1. Sixty (60) marks out of one hundred (100) for student work during the semester that includes at least one written midterm and one or more of the following choices:

- Written midterm
- Quizzes
- Oral exams
- Projects
- Presentations
- Class Activities (Participation)
- Research

2. Forty (40) marks for the final examination that designated during the last week of each semester of the academic year.

## Grading System

The below table shows the grading system used at Majmaah University. The table shows that each letter grade has a numeric value represented by points. The points of each course are based on this number value and the credit hour value of that course.

Grade	Points	Course Grade	Mark
A+	5.00	Excellent Plus	95 – 100
A	4.75	Excellent	90 less than 95
B+	4.50	Very Good Plus	85 less than 90
B	4.00	Very Good	80 less than 85
C+	3.50	Good Plus	75 less than 80
C	3.00	Good	70 less than 75
D+	2.50	Pass Plus	65 less than 70
D	2.00	Pass	60 less than 65
F	0.00	Fail	Less than 60
IC		Incomplete	
IP		In process	
W		Withdrawal	
DN	1.00	Deprivation	

**Quality Rules of  
Examinations in  
English Language  
Department  
Students Guide**

## Exam Regulations

In order to maintain a healthy environment during the final exams, students must adhere to the following regulations:

1. Mobile phones are strictly forbidden in the exam room.
2. Students are not allowed to enter the exam room if you are more than 30 minutes late starting from the scheduled beginning of the exam.
3. Students are not allowed to leave the exam room before 30 minutes are passed from the beginning of the exam.
4. Laptops, programmable calculators, mathematical tablets, books, and extra blank sheets are not allowed to be used during the exam without prior permission from course instructor.
5. Students must adhere to the place specified by the exam room invigilator.
6. Students have to make sure you write your name and your ID number on both questions and answers' sheet.
7. Students have to show your ID to the invigilator if requested.
8. Students have to keep silent, and not to look or talk to any student in the exam room, in case of queries ask the invigilator.
9. Students have to bring all tools necessary needed for the conducted exam as you will not be allowed to borrow from others.

## **RE-CORRECT THE ANSWER SHEETS**

Limitations on re-correcting the answer sheets:

1. The student will submit a request for re-correction of the answer papers to the section to which the course will be assigned, which will be forwarded to the College Council within a maximum period of one month from the end of the final examinations.
2. The student must submit the application in person and the application shall not be considered null and void.
3. The student cannot apply for the re-correction of the answer papers for more than one course during the semester.
4. The application form will be filled out with the student's name, university number, course number, course code, course name, semester, absentee rate, cumulative average, alarms, teacher's name, exam date and related reasons. Re-correct the answer papers and pledge the student with respect to the accuracy of the information provided in the form.
5. In case of approval, the College Council shall consist of a committee of at least three members who will re-correct the response papers and submit their report to the College Council, which shall issue the final decision on this matter.

## **EXCUSE OF NOT ATTENDING THE EXAMINATION**

The rules of acceptance or rejection student's excuse of not attending the examination in Computer and Information Sciences at Majmaah University

1. The student can present his crucial excuse of not attending the midterm examination to the department chair by filling out Midterm Examination Absence Form.

2. The student can present his crucial excuse of not attending the final examination to the college dean by filling out Final Examination Absence Form.

3. The excuse must be issued by governmental medical clinic/agency.

4. The excuse must be submitted by the student or his official representative within one week of its occurrence. All supported document should be included with correspondence absence form.

5. The department council has the authority of acceptance or rejection student's excuse of not attending the midterm examination taking into consideration the recommendation of course instructor. Copy of department council decree should be sent to Dean of the college, Examination Unit, and student's academic advisor.

6. The college council has the authority of acceptance or rejection student's excuse of not attending the final examination taking into consideration the recommendation of course instructor, and department chairman. Copy of department council decree should be sent to Examination Unit, and student's academic advisor.

7. The examination unit is responsible for announcing the names of students whose application has been accepted or rejected. The unit will organize the date and time of the alternative exam and the associated mechanisms in coordination with the course teachers and department heads in the college.

## Grade Distribution:

The full mark for every course is 100, which is typically distributed as follows:

- 20 Marks for Midterm Exam
- 40 Marks for Final Exam that covers the entire course contents.
- 40 Marks for Semester work such as: verbal and written tests, reports or research work or additional studies, experimental lab, and weekly or monthly homework.

Examination The overall marks of any course is calculated as following:

1. Sixty (60) marks out of one hundred (100) for student work during the semester that includes at least one written midterm and one or more of the following choices:

- Written midterm
- Quizzes
- Oral exams
- Projects
- Presentations
- Class Activities (Participation)
- Research

2. Forty (40) marks for the final examination that designated during the last week of each semester of the academic year.

## Grading System

The below table shows the grading system used at Majmaah University. The table shows that each letter grade has a numeric value represented by points. The points of each course are based on this number value and the credit hour value

Grade	Points	Course Grade	Mark
A+	5.00	Excellent Plus	95 – 100
A	4.75	Excellent	90 less than 95
B+	4.50	Very Good Plus	85 less than 90
B	4.00	Very Good	80 less than 85
C+	3.50	Good Plus	75 less than 80
C	3.00	Good	70 less than 75
D+	2.50	Pass Plus	65 less than 70
D	2.00	Pass	60 less than 65
F	0.00	Fail	Less than 60
IC		Incomplete	
IP		In process	
W		Withdrawal	
DN	1.00	Deprivation	



