



Study Regulations & Tests for Undergraduate

English Language Department	
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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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Message from the Head of the Department:

The study and examination regulations are an important orientation aid for studies. They regulate the content, requirements, timing and procedures of the examinations for the respective degree program. The study regulations and tests manual provides students, staff and external bodies with the framework that enables the English language Program (ELP) maintain quality and standards and to confer academic awards.

The study regulations and tests manual also serves to ensure that students registered on program courses are treated equitably and fairly. Here you can find the study regulations and tests manual applicable in the 2022-23 academic year. Most of these Regulations may also be applicable in previous years.

Dr. Majed Alharbi

The Head of the Department

2. ACADEMIC TERMINOLOGY:

1. ARTICLE ONE:

- 1 Academic year:** Two main semesters and a summer semester (applicable if deemed necessary)
- 2 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).
- 3 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.
- 4 Academic Level:** It indicates the student's year-level classification. Graduation requires studying eight levels or more according to credit hours plans.
- 5 Course:** An educational material related to a specific level within the credit hours plan for each programmed. Each course has specified code number, , name and specification that distinguishes it from other courses. Likewise, each course has designated file that a department keeps for the purposes of follow up, assessment and development.
- 6 Credit Hour:** . Each course has corresponding number of hours of two or three credit hours in weekly session of teaching and learning. Each hour is equivalent to not less than fifty minutes in regular mode of classes, language laboratory session of not less than fifty minutes and practical or field learning exposure of not less than hundred minutes.
- 7 Academic Warning:** Notification made to a student because of his /her low-grade point average as governed by the provision in grading system
- 8 Class Work Score:** A score given to a student showing his/her achievements on the continuous assessment from exams, research and other academic activities related to the course.
- 9 Final Examination:** A final examination administered once at the end of a semester.
- 10 Final Examination Score:** The score that a student achieves in each course in the final exams of the semester.

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- 11 **The Final Score:** The total of class work scores and final examination score for each course. The score is computed out of hundred.
 - 12 **The Grade:** Description of the percentage equivalent or a letter mark for the final score a student achieves in each course.
 - 13 **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 (InC).
 - 14 **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).
 - 15 **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.
 - 16 **Cumulative Grade Point Average:** Sum total of the points a student achieves in all the courses he/she studies since his/her enrolment in the university, divided by the total credit hours for all those courses.
 - 17 **The General Grade:** Description of the level of a student's academic achievement during the period of his/her study in the university.
 - 18 **The Minimum Academic Load:** The minimum credit hours a student should register must be in accordance with his/her Grade Points Average, or subject for deliberation by the Academic University Council.
 - 19 **Study Plan:** It is a set of compulsories, elective, and free courses, whose units constitute the graduation requirements that the student must successfully pass in order to obtain the degree of the specified specialization. For preparatory year students, it is the set of courses that must be successfully passed for assignment to one of the targeted colleges after the preparatory year program
 - 20 **Academic advisor:** It means the faculty member and the like who are charged with supervising, directing and following up on the student during his studies at the university
 - 21 **Withdrawal for the study:** It means that the student does not continue studying for the academic year or semester in which he/she registered with an acceptable excuse while counting the withdrawal period within the regular period of graduation
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- 22 Visiting student:** A student who cross-registered in some courses in other university or in one of the branches of the university as regular in status without being transferred.
- 23 The GPA:** the result of dividing the total points obtained by the student in all the courses he/she has studied since his/her Level 1 enrollment to Level 8 at the university by the total number of units by courses plan. the c as mandated by the department's required courses
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3. STUDY REGULATIONS:

Study Regulations is known as an internal legal document establishing uniform standards for for all registered students. Study regulations determine the organisation of teaching process, evaluation procedures, students' rights and obligations. In order to conduct studies successfully, it is important to be aware of the university's general study regulations, and the university's examination regulations for specific study programme. The following requirements are related to study regulations at the English Language Program (ELP):

1. The Program's courses are presented in consecutive semesters according to what is stated in the study plan, with the application of all other academic and regulatory rules and procedures contained in the undergraduate study and examination regulations.
2. Study plans are designed for the equivalent of eight undergraduate semesters.
3. The duration of each academic level is one semester.
4. The student registers the academic courses electronically on the (<https://edugate.mu.edu.sa/mu/init>) system according to the university calendar schedule and the rules and regulations announced by the Deanship of Admission and Registration on the university's website.

5. Courses are registered in a manner that guarantees the student the minimum academic load in each semester.

4. OFFICE OF THE UNIVERSITY REGISTRAR:

Office of the University Registrar is responsible for all activities regarding registration, scheduling of courses and final exams, and maintenance of student records. Student Portal is used for registration and maintenance of student records. Some of the main services provided to students, faculty/Advisors and various university departments include the following:

- Scheduling of courses and exams.
- Registration activities.
- Maintenance of course inventory for every academic department.
- Providing transcripts and analysis of degree progress of each student during graduation period.
- Providing various online-customized reports like enrollment report, class roster, grade roster, schedule of classes, graduation list, etc.
- Providing specific reports as per the departments' requests.
- Issuing graduation certification upon completion of clearance
- Providing web services to students, faculty, advisors, course coordinators, Departments, academic deans, and higher officials through the Office of the University Registrar website.
- Providing official transcript services to the students.
- Providing classroom reservation services for course instructors and academic departments.

45. PROGRAM OF STUDY

The study at the university is mainly based on attending regular classes, selected courses are taught via Blackboard Platform. Attendance is monitored strictly in

in other words, combines regular attendance of lectures at the university's headquarters (Regular Attendance), and Electronic Attendance: It is to attend virtual lectures via the blackboard system, do assignments, or participate in virtual lectures, or otherwise.

The following University articles are related to the study regulations:

2. ARTICLE TWO: The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

3. ARTICLE THREE: To accept the new student at the university that follow the university's requirements.

4. ARTICLE FOUR: The comparison between applicants who meet all the conditions will be according to their scores in the high school diploma test and the personal interview and acceptance exams.

5. ARTICLE FIVE: Study plans are designed for the equivalent of at least eight undergraduate semesters.

6. ARTICLE SIX: It is permissible to study in some colleges on the basis of the full academic year according to the rules and procedures approved by the University Council.

7. ARTICLE SEVEN: A study system in which the academic year is divided into two main semesters, and a summer semester.

8. ARTICLE EIGHT: The University Council sets the rules for registration, deletion and addition of courses within the levels approved to ensure student registration for a minimum academic load.

6.PERSEVERANCE AND DISCONTINUE FOR STUDYING

9. ARTICLE NINE: The regular student must attend lectures and practical lessons. He is prohibited from taking the final exams if his/her attendance rate is less than the percentage that is determined by the University Council.

10. ARTICLE TEN: The academic council deliberates and validates the student's excuses to lift the 'deprived status', thus granting the permission to take the major examinations.

11. ARTICLE ELEVEN: The student who misses the final exam will have a score of zero in the test, and his/her grade in that course is calculated on the basis of the semester work grades obtained.

12. ARTICLE TWELVE: If the student is unable to attend the final exam in any of the semester subjects due to severe health condition, the academic council may take into consideration the severity of the case and validates the acceptance of his or her excuse.

13. ARTICLE THIRTEEN:

A- The student may provide an excuse for continuing to study a semester without being considered as having failed.

B- It is permissible to withdraw with an excuse from one or more courses in the semester according to the executive rules approved by the University Council.

7.POSTPONEMENT AND DROPPING OUT OF UNIVERSITY: LEAVE of ABSENCE

14. ARTICLE FOURTEEN: A student may apply for a study postponement for an excuse accepted by the body specified by the University Council, provided that the period of postponement does not exceed two consecutive academic semesters, or three non-consecutive semesters as a

maximum for the duration of his/her stay at the university, then his/her registration is revoke after that, and the University Council may, in case of necessity, make an exception to this, and the period of postponement is not counted within the period necessary to complete the graduation requirements.

15. ARTICLE FIFTEEN: If a regular student stops studying for a semester without requesting a postponement, his/her registration will be canceled by the university. The University Council may terminate the student's registration if he/she has stopped studying for a shorter period, and for the affiliated student his/her registration shall be canceled if he/she is absent from all the final exams for that semester without an acceptable excuse.

16. ARTICLE SIXTEEN:

A student is not considered dropped if he /she is permitted by the council to cross-enroll in a semester as a visitor to another university.

8. REINSTATEMENT:

17. ARTICLE SEVENTEEN: The student whose registration has been withdrawn may apply for reinstatement with his/her number and record before discontinuation, according to the following controls:

- a. To apply for reinstatement within the allowable four semesters from the date of the enrolment.
- b. That the concerned university council and the relevant authorities agree to reinstate the student.
- c. If four semesters or more have passed since the student's enrollment has been terminated, he/she can apply to the university as a new student without referring to his/her previous academic record, provided that he meets all the admission requirements announced at the time, and the University Council may make an exception from this in accordance with regulations issued by the Council.

- d. A student may not be re-enrolled more than once, hence in case of valid consideration, the University Council may make an exception.
- e. It is not permissible to re-enroll a student whose registration has been withdrawn and dismissed.

18. ARTICLE EIGHTEEN: It is not permissible to re-enroll a student who was dismissed from the university for educational or disciplinary reasons, or who was expelled from another university for disciplinary reasons.

9. GRADUATION REQUIREMENTS And COMPLETION

19. ARTICLE NINETEEN: The student graduates after successfully completing the graduation requirements according to the study plan, provided that his/her cumulative GPA is not less than acceptable, and the university council may, upon the recommendation of the relevant department council, determine appropriate courses to be studied by the student to raise his/her GPA, in the event that he succeeds in the courses and fails in the GPA.

- Each graduate is given a document stating his/her graduation from the university indicating his/her full name, university number, the national identification or residency number. Also, the college, degree, and major obtained with his/her final mark upon graduation, indicating the date of awarding the degree. The document is signed by the Dean of Admission and Student Affairs, and it is issued in both Arabic and English.
- A damaged or lost document may be reissued or printed electronically in accordance with the controls and procedures specified by the competent authority.

10. TIME LIMIT IN THE UNIVERSITY/

20. ARTICLE TWENTY: The student is dismissed from the university in the following cases:

- A. If he obtains three consecutive warnings at most because his/her GPA is less than (2 out of 5 or 1 out of 4), and the University Council, based on the recommendation of the college council, may give a fourth opportunity to anyone who can raise his/her GPA by studying the available courses.
- B. If he/she does not complete the graduation requirements within a period that is not more than half of the period determined for graduation in addition to the duration of the program, and the University Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum limit not exceeding twice the original period specified for graduation.
- C. The University Council may, in exceptional cases, address the conditions of students to whom the provisions of the two previous paragraphs apply, by giving them an exceptional opportunity that does not exceed two semesters at most.

11. AFFILIATION:

21. ARTICLE TWENTY-ONE: Based on the colleges' proposal, the University Council may adopt the principle of study by joining some colleges and majors in which the nature of study permits that, and the University Council sets the rules and procedures regulating this according to the following controls:

- A. The number of academic units required for the graduation of the affiliated student should not be less than the number of academic units

required for the regular graduation of the student in the majors available for enrollment.

- B. In terms of admission, evaluation of grades, transfer, dismissal, re-enrollment and others, the associate student is treated as a regular student, except for attending lectures.
- C. The University Council, based on the proposal of the College Councils, shall set the necessary controls to evaluate the performance of associate students.
- D. The academic record, the graduation document, and the certificate shall be affixed to the effect that the student's study is fulfilled by Affiliation.

12. FINAL EXAMS:

22. ARTICLE TWENTY-TWO: The college council to which the course follows - based on the proposal of the department council determines a grade for the semester work of not less than (%30) of the final grade of the course.

23. ARTICLE TWENTY-THREE: The semester work degree for the course is calculated by one of the following two methods:

- A. Oral, practical, research, or other types of classroom activity, or all of them, or some of them, and at least one written test.
- B. At least two written exams (Final and Mid).

24. ARTICLE TWENTY-FOUR: The college council to which the course is affiliated may - upon the recommendation of the department council include the final exam in any course practical or oral exams, and determine the grades to which the final exam scores are assigned.

25. ARTICLE TWENTY-FIVE: The department council, based on the recommendation of the subject teacher, may allow the student to complete the requirements of any course in the next semester, and the student is credited in his/her academic record an incomplete.

26. ARTICLE TWENTY-SIX: It is permissible to exclude the decisions of seminars, research and courses of a practical or field nature from the provisions of Articles (24 ,22, and 23) or some of them, by a decision of the college council based on the recommendation of the department council that teaches the course, and the college council determines the measurement of student achievement in these courses.

27. ARTICLE TWENTY-SEVEN: If the study of research courses requires more than one semester, then the student is assigned a continuous assessment and after the student finishes studying the course and the grade obtained is granted, and if the course is not completed within the specified time, the department council that teaches it may approve the assessment of (L) or (IC).

28. ARTICLE TWENTY-EIGHT: The grades obtained by the student in each course are calculated as follows:

Percentage	Grade	Grade Symbol	Estimate Weight from (5)	Estimated Weight from (4)
100--95	Exceptional	A+	5.0	4.0
90 to less than 95	Excellent	A	4.75	3.75
85 to less than 90	Superior	B+	4.5	3.5
80 to less than 85	very good	B	4.0	3.0
75 to less than 80	Above Average	C+	3.5	2.5
70 to less than 75	good	C	3.0	2.0
65 to less than 70	High-pass	D+	2.5	1.5
60 to less than 65	Pass	D	2.0	1.0
Less than 60	Fail	F	1.0	0

29. ARTICLE TWENTY-NINE: The general estimate for the GPA upon graduation is based on his/her cumulative GPA as follows:

- (Excellent): if the GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.

- (Very good): if the GPA is from 3.75 to less than 4.50 out of 5.00 or from 2.75 to less than 3.50 out of 4.00.
- (Good): if the GPA is from 2.75 to less than 3.75 out of 5.00 or from 1.75 to less than 2.75 out of 4.00.
- (Pass): if the GPA is from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 out of 4.00.

30. ARTICLE THIRTY: The first honours degree is awarded to a student with a GPA from (4.75) to (5.00) from (5.00), or from (3.75) to (4.00) from (4.00) upon graduation, and a second honours degree is awarded to a student with a GPA of (4.25) to less than (4.75) from (5.00), or from (3.25) to less than (3.75) from (4.00) upon graduation. The conditions for obtaining a first or second honours degree are as follows:

- The student should not have failed any course he studied at the university or at another university.
- That the student has completed the graduation requirements in a period of no more than the average duration between the minimum and maximum stay in his/her college.
- The student must have studied at the university from which he will graduate at least (%60) of the graduation requirements.

13. FINAL EXAM PROCEDURES:

31. ARTICLE THIRTY-ONE: The college council may form a committee that coordinates with the departments in organizing the final examination work, and the tasks are to review the protocols and deliver them to the competent committee within a period not exceeding three days from the date of examining any course.

32. ARTICLE THIRTY-TWO: The college council may decide to apply confidentiality in the final examination procedures.

33. ARTICLE THIRTY-THREE: The course-in-charged instructor sets the test questions as part of his and her task as mandated by the head of the department and appointed by the faculty council.

34. ARTICLE THIRTY-FOUR: The course instructor corrects the final examination papers and submit to the department head for the confirmation of marks. Assigned re-checkers when deem necessary.

35. ARTICLE THIRTY-FIVE: The student test takers may access his /her obtained marks through the final confirmed result form as posted by the course -in-charge and signed by the head of the department.

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36. ARTICLE THIRTY-SIX: A student may not be tested in more than two courses in one day, and the University Council may make an exception from that.

37. ARTICLE THIRTY-SEVEN: The student is not allowed to enter the final exam after half an hour has passed from its beginning, and he is not allowed to leave the exam before half an hour has passed since its beginning.

38. ARTICLE THIRTY-EIGHT: Cheating in the exam, attempting it, or violating the instructions and rules for conducting the exam are matters for which the student is punished according to the student discipline regulations issued by the University Council.

39. ARTICLE THIRTY-NINE: The council of the college that teaches the course - in cases of necessity - has the right to approve the re-marking of the answer sheets within a period not exceeding the beginning of the next semester exams.

40. ARTICLE FORTY: Based on the recommendation of the relevant department council, the college council determines the duration of the final written examination, provided that it is not less than one hour and not more than three hours.

41. ARTICLE FORTY-ONE: Without prejudice to the provisions contained in the articles from (40-31) The University Council sets the regulations for final examination procedures.

14.TRANSFERRING FROM ONE UNIVERSITY TO ANOTHER: TRANSFER OF CREDITS AND VALIDATION OF COURSES

42. ARTICLE FORTY-TWO: A student's transfer from another university may be accepted according to the following controls:

- a) The student must have studied at a recognized university.
- b) The student must not be dismissed from the university he referred from for disciplinary reasons.
- c) Terms of transfer, determined by the University Council, must be applicable to him/her.

43. ARTICLE FORTY-THREE: The college council equates the courses that the student has studied outside the university based on the recommendations of the departments that offer these courses. The courses that have been modified for him are confirmed in the student's academic record and are not included in the calculation of his/her GPA.

44. ARTICLE FORTY-FOUR: If, after transferring the student, it becomes clear that he was previously dismissed for disciplinary reasons, his/her registration shall be considered cancelled from the date of acceptance of his/her transfer to the university.

45. ARTICLE FORTY-FIVE: In any semester, a student is transferred from one university to another according to the procedures and dates announced at the university to which he is transferred, in light of the general controls for transfer.

15. TRANSFER of CREDITS AND VALIDATION COURSES

46. ARTICLE FORTY-SIX: A student may be transferred from one college to another within the university in accordance with the controls approved by the University Council.

47. ARTICLE FORTY-SEVEN: All subjects that have previously been studied shall be recorded in the academic record of the student transferred from one college to another, including grades and averages quarterly and cumulative throughout his/her studies at the university.

16. TRANSFERRING FROM ONE MAJOR TO ANOTHER WITHIN THE COLLEGE: CHANGE OF DEGREE PROGRAM

48. ARTICLE FORTY-EIGHT: After the approval of the faculty dean, the student may transfer from one major to another within the college according to rules set by the University Council.

49. ARTICLE FORTY-NINE: All subjects previously studied are recorded in the academic record of the student transferred from one major to another. Quarterly and cumulative throughout his/her studies at the university.

17. THE VISITING STUDENT:

50. ARTICLE FIFTY: The visiting student is the one who studies some courses at another university or in a branch of the university to which he belongs without transferring him, and the courses are equivalent to him which he studied according to the controls required.

18. GENERAL PROVISIONS:

51. ARTICLE FIFTY-ONE: This bylaw cancels all previous regulations governing the study in the university level.

52. ARTICLE FIFTY-TWO: The University Council set implementing rules that do not conflict with the provisions of these bylaws.

53. ARTICLE FIFTY-THREE: The Higher Education Council has the right to interpret these regulations.

19. PROGRAM STUDY PLAN:

Majmaah University

Date : 2023-10-10

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جامعة المجمعة

التاريخ : 25-03-1445

الصفحة : 3/1

الخطة الدراسية

ساعات الخطة : 132
نوع الخطة : رئيسي

الكلية : التربية
القسم : اللغة الإنجليزية
الجنس : كليهما

الدرجة : البكالوريوس
الفصل : 441
الاصدار : 9
التخصص : اللغة الإنجليزية NGL

رقم جلسة المجلس : رقم جلسة العمادة : تاريخ جلسة العمادة :
رقم جلسة المجلس : تاريخ جلسة المجلس : تاريخ جلسة العمادة :

المجموعة : إجبارية 1

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
222	ENGL	2	-	-
223	ENGL	2	-	-
224	ENGL	3	-	-
225	ENGL	3	-	-
المجموع 15				

الخامس

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
311	ENGL	3	ENGL 211 - / س	-
312	ENGL	3	ENGL 122 - / س ENGL 212 - / س	-
313	ENGL	3	ENGL 215 - / س	-
314	ENGL	3	ENGL 215 - / س	-
315	ENGL	3	ENGL 224 - / س	-
316	ENGL	2	ENGL 225 - / س	-
المجموع 17				

السادس

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
321	ENGL	3	ENGL 211 - / س	-
322	ENGL	2	-	-
323	ENGL	2	-	-
324	ENGL	3	ENGL 215 - / س	-
325	ENGL	3	ENGL 215 - / س	-
101	NS	2	-	-
المجموع 15				

السابع

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
101	CS	2	-	-
221	ENGL	3	-	-
211	ENGL	3	ENGL 211 - / س	-

المجموعة : إجبارية 1

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
111	ENGL	3	-	-
112	ENGL	3	-	-
113	ENGL	3	-	-
114	ENGL	3	-	-
المجموع 12				

الثاني

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
121	ENGL	2	ENGL 111 - / س	-
122	ENGL	3	ENGL 112 - / س	-
123	ENGL	3	ENGL 113 - / س	-
124	ENGL	3	-	-
المجموع 11				

الثالث

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
211	ENGL	3	-	-
212	ENGL	3	ENGL 112 - / س	-
213	ENGL	3	ENGL 123 - / س	-
214	ENGL	3	ENGL 114 - / س	-
215	ENGL	3	-	-
المجموع 15				

الرابع

رمز المقرر	اسم المقرر	ساعات	متطلب	سنوي
101	CS	2	-	-
221	ENGL	3	-	-
211	ENGL	3	ENGL 211 - / س	-

س : سابق م : مترجم
مع : المعدل التراكمي كمتطلب م : مس : مستوى كمتطلب
سع : ساعات كمتطلب

الخطة الدراسية

ساعات الخطة : 132
نوع الخطة : رئيسي

الكلية : التربية
القسم : اللغة الإنجليزية
الجنس : كليهما

الدرجة : البكالوريوس
الفصل : 441
الإصدار : 9
التخصص : اللغة الإنجليزية NGL

رقم جلسة المجلس : رقم جلسة العمادة : رقم جلسة العمادة : رقم جلسة القسم :
تاريخ جلسة المجلس : تاريخ جلسة العمادة : تاريخ جلسة العمادة : تاريخ جلسة القسم :

الفئة : متطلبات الجامعة

المجموعة : إجبارية 1 (2)

رمز المقرر	اسم المقرر	س	م	م	س	المتطلب	سنوي
ARAB 101	المهارات اللغوية	2				-	-
ARAB 103	التحرير العربي	2				-	-
المجموع							4

المجموعة : إجبارية 1

المسابع							
رمز المقرر	اسم المقرر	س	م	م	س	المتطلب	سنوي
ENGL 411	مناهج البحث	3				-	-
ENGL 412	علم الدلالة والتداولية	3				ENGL 215 - / س	-
ENGL 413	علم النحو	3				ENGL 215 - / س	-
ENGL 414	تحليل الخطاب	3				ENGL 314 - / س	-
ENGL 415	موضوعات خاصة في الترجمة	3				ENGL 224 - / س	-
ENGL 416	اللغويات البيئية	2				ENGL 215 - / س	-
المجموع							17

الثامن							
رمز المقرر	اسم المقرر	س	م	م	س	المتطلب	سنوي
ENGL 421	النقد الأدبي المتقدم	2				ENGL 221 - / س	-
ENGL 422	اللغويات التاريخية والمقارنة	3				ENGL 215 - / س	-
ENGL 423	اللغة والديلماسية	2				ENGL 215 - / س	-
ENGL 424	التقويم اللغوي	2				ENGL 313 - / س	-
ENGL 425	قضايا خاصة في اللغويات	2				ENGL 215 - / س	-
ENGL 426	مناهج واستراتيجيات تدريس اللغة الإنجليزية	3				ENGL 313 - / س ENGL 316 - / س	-
ENGL 427	اللغويات النفسية	2				ENGL 215 - / س	-
ENGL 428	مشروع التخرج	2				ENGL 411 - / س	-
المجموع							18

س : سابق م : المعدل التراكمي كمتطلب مع : ساعات كمتطلب
م : متزامن م : مستوى كمتطلب مع : ساعات كمتطلب

الخطة الدراسية

ساعات الخطة : 132
نوع الخطة : رئيسي

الكلية : التربية
القسم : اللغة الإنجليزية
الجنس : كليهما

الدرجة : البكالوريوس
الفصل : 441
الاصدار : 9
التخصص : اللغة الإنجليزية NGL

رقم جلسة المجلس : رقم جلسة العمادة : تاريخ جلسة العمادة :
رقم جلسة المجلس : تاريخ جلسة المجلس : تاريخ جلسة القسم :
رقم جلسة القسم : تاريخ جلسة القسم :

الفئة : متطلبات الجامعة

الفئة : متطلبات الجامعة

المجموعة : إختيارية 3 (4)

المجموعة : إختيارية 2 (6)

سنوي	المتطلب	س	معاصر	اسم المقرر	رمز المقرر
-	-	2		قضايا مجتمعية معاصرة	101 SOCL
-	-	2		ريادة الأعمال	ENT 101
-	-	2		الأسرة والطفولة	FCH 101
-	-	2		أساسيات الصحة واللياقة	HAF 101
-	-	2		الأنظمة وحقوق الإنسان	LHR 101
-	-	2		المعمل التطوعي	VOW 101
المجموع					12

سنوي	المتطلب	س	معاصر	اسم المقرر	رمز المقرر
-	-	2		المدخل إلى الثقافة الإسلامية	SALM 101
-	-	2		الإسلام وبناء المجتمع	SALM 102
-	-	2		النظام الاقتصادي في الإسلام	SALM 103
-	-	2		أسس النظام السياسي في الإسلام	SALM 104
المجموع					8

س : سابق مع : المعدل التراكمي كمتطلب مع : ساعات كمتطلب
م : متزامن م : مستوى كمتطلب

20. FORMS

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
Vice rectorate for Academic Affairs
Measurement & Assessments Administration



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
وكالة الشؤون التعليمية
ادارة القياس والتقويم لأعمال الاختبارات

جدول الاختبارات النهائية للفصل الاول 1441-1442

Schedule of Final Examinations for the Semester 144...../144... H

قسم

الوقت		التاريخ	اليوم
١:٣٠ - ١١:٣٠	١١-٩		
		١٤٤٤ / / هـ	الأحد
		١٤٤٤ / / هـ	الاثنين
		١٤٤٤ / / هـ	الثلاثاء
		١٤٤٤ / / هـ	الأربعاء
		١٤٤٤ / / هـ	الخميس
		١٤٤٤ / / هـ	الأحد
		١٤٤٤ / / هـ	الاثنين
		١٤٤٤ / / هـ	الثلاثاء
		١٤٤٤ / / هـ	الأربعاء
		١٤٤٤ / / هـ	الخميس
		١٤٤٤ / / هـ	الأحد
		١٤٤٤ / / هـ	الاثنين
		١٤٤٤ / / هـ	الثلاثاء
		١٤٤٤ / / هـ	الأربعاء
		١٤٤٤ / / هـ	الخميس

كشف حضور الطلاب للاختبار النهائي

LIST OF ATTENDED STUDENTS -FINAL EXAM SEMESTER 14.....-14....H

الفترة Time	التاريخ Date	القاعة Room	عضو هيئة التدريس Faculty member	رقم الشعبة Section	رقم و رمز المقرر Course title	اسم المقرر Course name

عدد الغياب Absent	عدد المحرومين Deprived	عدد المنسحبين Withdrawn	عدد الحاضرين Attended students	عدد الطلاب number of student

ملاحظات Notes	التوقيع Signature		الرقم الجامعي University ID	اسم الطالب Student Name	
	انصراف Finish	حضور Attended			
					١
					٢
					٣
					٤
					٥
					٦
					٧
					٨
					٩
					١٠
					١١
					١٢
					١٣
					١٤
					١٥
					١٦
					١٧
					١٨
					١٩
					٢٠
					٢١
					٢٣
					٢٤

١. اسم وتوقيع المراقب:

اسم وتوقيع المراقب:

التقدير و النقاط نسبة إلى الدرجة

Grade and Points According to Mark

Mark	Grade	Points
95 - 100	A ⁺	5
90 - 94	A	4.75
85 - 89	B ⁺	4.5
80 - 84	B	4
75 - 79	C ⁺	3.5
70 - 74	C	3
65 - 69	D ⁺	2.5
60 - 64	D	2
0 - 59	F	1
No Grade -Pass	NP	-
No Grade - Fail	NF	-

النقاط	التقدير	الدرجة
٥	+أ	١٠٠ - ٩٥
٤,٧٥	أ	٩٤ - ٩٠
٤,٥	+ب	٨٩ - ٨٥
٤	ب	٨٤ - ٨٠
٣,٥	+ج	٧٩ - ٧٥
٣	ج	٧٤ - ٧٠
٢,٥	+د	٦٩ - ٦٥
٢	د	٦٤ - ٦٠
١	هـ	أقل من ٦٠
-	ند	ناجح دون درجة
-	هد	راسب دون درجة

جدول مراقبات الفصل الدراسي للعام الجامعي ١٤ - ١٤ هـ

Sunday / /143 H (8:00 – 10: 00)

NO	Course No&Code رمز المقرر	Section الشعبة	Teacher مدرس	Number of student عدد الطلاب	Room رقم القاعة	Observer اسم المراقب
1						

Sunday / /143 H (10:00 – 10:30)

NO	Course No&Code رمز المقرر	Section الشعبة	Teacher مدرس	Number of student عدد الطلاب	Room رقم القاعة	Observer اسم المراقب
1						

Monday / /143 H (10:30 – 12: 30)

NO	Course No&Code رمز المقرر	Section الشعبة	Teacher مدرس	Number of student عدد الطلاب	Room رقم القاعة	Observer اسم المراقب
1						

Monday / /143 H (8:00 – 10: 00)

NO	Course No&Code رمز المقرر	Section الشعبة	Teacher مدرس	Number of student عدد الطلاب	Room رقم القاعة	Observer اسم المراقب
1						

محضر ضبط حالة غش

كلية

العام الجامعي: ١٤٣ / ١٤٣ هـ الفصل الدراسي:

المخالفة للمرة: نوع المخالفة: غش محاولة غش غير ذلك، حدد:

اسم الطالب	الرقم الجامعي		
رقم الجوال	البريد الإلكتروني		
اسم المقرر ورمزه	رقم الشعبة		

تاريخ وزمن ضبط المخالفة: اليوم: الساعة: تاريخ: / / ١٤٤ هـ

الوسيلة المستخدمة في الغش:

وقائع عملية الغش:

رأي الطالب.

توقيع الطالب

رأي أستاذ المقرر (في حالة الغش):

اسم المراقب	التوقيع		
اسم أستاذ المقرر	التوقيع		
عضو لجنة متابعة سير الاختبارات	التوقيع		

محضر ضبط مخالفة

كلية

العام الجامعي: ١٤٤٤ / ١٤٤٤ هـ الفصل الدراسي:

المخالفة للمرة: نوع المخالفة: وصف

المخالفة:

اسم الطالب	الرقم الجامعي		
رقم الجوال	البريد الإلكتروني		
اسم المقرر ورمزه	رقم الشعبة		

تاريخ وزمن ضبط المخالفة: اليوم: الساعة: تاريخ: / / ١٤٤٤ هـ

أسباب المخالفة:

تعهد

أتعهد أنا الطالب المذكورة بياناته اعلاه بما يلي:

انني قمت بمخالفة التعليمات في

وهي المرة و أتعهد بعدم تكرار ذلك حيث ان

للكلية الحق في اتخاذ ما تراه مناسبا.

اسم الطالب توقيع الطالب

اسم المراقب	التوقيع		
اسم أستاذ المقرر <td>التوقيع<td></td><td></td></td>	التوقيع <td></td> <td></td>		
عضو لجنة متابعة سير الاختبارات <td>التوقيع<td></td><td></td></td>	التوقيع <td></td> <td></td>		

استبانة رضا الطلاب عن اختبار مقرر

الكلية :
القسم :
اسم المقرر :
رمز ورقم المقرر:.....
نرجو التفضل بوضع إشارة في الخانة المعبرة عن تقييمك: ○

٥	٤	٣	٢	١	
أو افاق بشدة	أو افاق	صحيح لحد ما	لا أو افاق	لا أو افاق بشدة	(٥) تعني أن العبارة صحيحة دائماً أو في كل الأحيان تقريباً. وأن المطلوب تمت تأديته على أكمل وجه. (٤) تعني أن العبارة صحيحة غالباً أو في أغلب الأحيان. وأن المطلوب تمت تأديته بشكل جيد تقريباً. (٣) تعني أن المطلوب تمت تأديته بشكل متوسط. (٢) تعني أن المطلوب تمت تأديته بشكل ضعيف أو لم يؤد في معظم الأحيان. (١) تعني أن المطلوب تمت تأديته بشكل سيء جداً، أو لم يؤد أصلاً. أو نادراً ما تمت تأديته.
					١. الاختبار مُخرج بشكل مناسب (تنظيم الورقة، وضوح الخط، اكتمال البيانات)
					٢. تضمنت الأسئلة جميع المعلومات اللازمة للإجابة عنها
					٣. وضوح تعليمات الاختبار
					٤. صياغة جميع الأسئلة بأسلوب واضح ومحدد.
					٥. تتناسب مدة الاختبار مع محتواه
					٦. تتدرج الأسئلة من السهل إلى الصعب
					٧. تراعى الاسئلة الفروق الفردية بين الطلبة
					٨. ترتبط أسئلة الاختبار بما تم تدريسه
					٩. تنوع طبيعة اسئلة الاختبار بين الموضوعي والمقالي او حسب التخصص
					١٠. مدى رضائك عن الاختبار

اقتراحات التحسين :

تقرير يومي عن سير الاختبارات
الاختبارات النهائية للفصل الدراسي الثاني ١٤٣٤ - ١٤٣٥ هـ

Final Exam Daily report

اليوم: Day التاريخ: Date
أولاً: المقررات التي احترف بها الطلاب لهذا اليوم:

وقت الاختبار Time of Exam	غياب Absent	محرومين Deprived	منسحبين Withdrawn	حضور Attended students	اجمالي الطلبة Total number of students	رقم الشعبة Section	رمز و رقم المقرر Course title	
								١
								٢
								٣
								٤
								٥
								٦
								٧
								٨

Name of absent students: ثانياً: اسماء الطلبة المتغييبين:

رقم الشعبة Section number	رمز و رقم المقرر Course title	الرقم الجامعي University ID	اسم الطالب Student name:	
				١
				٢
				٣
				٤
				٥
				٦

Remarks : ثالثاً: ملاحظات:

.....
.....

كلية:

الاختبارات النهائية للفصل الدراسي الثاني للعام الجامعي (.....)

Final exam of second semester 14.... – 14.... H

كشف استلام و تسليم أوراق الإجابة

Period:..... الفترة: Date: التاريخ: day: اليوم:

التسليم لمدرس المقرر For faculty member		الاستلام من المراقب For observer							خاص بالمقرر For subject			
توقيع مدرس المقرر Signature of faculty member	عدد الأوراق No. of Papers	توقيع عضو اللجنة Signature of committee member	انسحاب Withdrawn	الحرمان Deprived	الغياب Absent	عدد الأوراق No. of Papers	رقم القاعة Room No.	اسم المراقب Observer name	عدد الطلاب Total No. student	الشعبة Section	رقم و رمز المقرر Course title	
												١
												٢
												٣
												٤
												٥
												٦
												٧
												٨
												٩

احصائية بتقدير الطلاب الذين أدوا الاختبار

اسم المقرر:	رقم و رمز المقرر:
رقم الشعبة:	القسم:
تاريخ انعقاد الاختبار:	عدد الساعات المعتمدة:

التقديرات									عدد الطلاب					
د	د	+د	ج	+ج	ب	+ب	أ	+أ	الغياب	المحرومين	المنسحين	أدوا الاختبار	الكلية	
														العدد
														النسبة

عضو هيئة التدريس: التوقيع:

ملاحظات:

- النسب المتعلقة بالطلبة تحسب نسبة الى العدد الكلي للطلبة.
- النسب المتعلقة بالتقديرات تحسب نسبة الى عدد الطلبة الذين أدوا الاختبار.

لجنة الاختبارات النهائية

ENGLISH LANGUAGE PROGRAM (ELP)

Title: Study Regulations and Exams

Version 2	Date:
Recommended:	Vice Dean for Quality & Development
Approved by:	Head of the Department Dr. Majad Al-Harbi