

Registration, Admission, Transfer, and Assessment for the Bachelor of Arts and Education Program (Arabic Language and Literature – (Preparatory and Secondary Levels

:Program Admission Requirements

- The student must hold a General Secondary Education Certificate .(Thanaweya Amma) or its equivalent
- The student must meet the admission requirements set by the Supreme Council of Universities, as stipulated in the Executive Regulations of the .Universities Organization Law
- The student must be fully dedicated to studying at the faculty
- The student must pass any admission tests conducted by the faculty to .verify their suitability for the teaching profession
- The student must pass a medical examination to ensure physical fitness for practicing the teaching profession

The Faculty Council determines the admission requirements for special programs—after approval by the University Council—according to the .nature of each program

The faculty may admit students at the bachelor's or licentiate level who already hold a bachelor's or licentiate degree (or equivalent) from colleges or institutes recognized by the Supreme Council of Universities. The Faculty Council, after consulting the relevant departments, determines the academic level, specialization, and courses from which the student may be exempted. This also applies to graduates of the faculty wishing to enroll in a different specialization, as well as students enrolled before the implementation of these regulations, according to .conditions set by the Faculty Council

:Rules Governing Program Completion

The academic system is based on the credit-hour system. Study is divided into four levels, each consisting of two main semesters (Fall and .Spring), each lasting 15 weeks

The Faculty Council may approve an optional summer semester lasting 8 weeks. The maximum number of credit hours a student may register for in this semester is 9 credit hours

Academic levels are determined based on the number of successfully completed credit hours as follows

Level 1: 0–41 credit hours

Level 2: 42–80 credit hours

Level 3: 81–117 credit hours

Level 4: 118–132 credit hours

To progress to a higher level, the student must complete the minimum required credit hours for the current level

:Transfer within the Credit Hour System

With the approval of the Faculty Council and based on the Department Council's recommendation, a student may transfer previously studied credit hours from another college, institute, or university, provided that

.The courses are part of the degree requirements

.The student obtained at least a grade of (B) or its equivalent

.Transferred hours do not exceed 30% of the total required credit hours

.The credits have not been used to obtain another degree

Transferred credits are not included in the calculation of the cumulative GPA (CGPA)

:Language of Instruction

Arabic is the language of instruction in all programs, except for foreign language and distinguished programs (English, French, German), where instruction is delivered in the language of the program

Some courses in these programs may be taught in Arabic with Faculty Council approval

The Faculty Council may also approve teaching certain courses in English
.across different programs

:Attendance

Course instructors must record student attendance in practical and
.applied sessions

A student who is absent for more than 25% of the course hours without
.valid excuse will be denied access to the course exam

Absences due to compelling reasons are reviewed by the Student Affairs
.Committee; if accepted, the student may sit for the exam

Lists of students barred from exams are prepared at least one week
before exams and approved by the Vice Dean for Education and Student
.Affairs

A student denied entry to the exam due to absence is considered to
have failed and receives a grade of (DN), unless a valid excuse is
.accepted

Mandatory obligations (e.g., military service or detention pending
.investigation) are not considered absence

:Assessment and Examination System

A student may not advance to the next level if they receive an (F) in
.more than 4 credit hours in the previous level

:The final grade consists of

Final written exam

Coursework (including periodic tests, oral and written exams,
(assignments, research, essays, and midterm exam

.The midterm exam is held in week 7 during regular lecture times

Final written exams are held during the last two weeks of the semester
.according to an official schedule

.Each final written exam lasts two hours

Examination committees must include at least three faculty members,
.including a professor or associate professor

Students absent from midterm, periodic, practical, or applied exams
receive a zero for each missed exam. Absence from the final exam
.results in absence from the course

:A student fails a course if

They score less than 30% in the final written exam, or

.Their total score is less than 60%

A student receives an “Incomplete” (IC) if unable to complete
requirements due to valid reasons, provided they attended at least 75%
of classes. Requirements must be completed within two weeks of the
(following semester. Otherwise, the student receives (FW

A student must achieve at least 60% to pass a course. Mandatory
.courses must be repeated if failed; elective courses may be replaced

Courses graded (W), (FW), or (IC) are not counted toward earned credit
.hours

.Students may retake courses to improve GPA

:Course Evaluation Rules

:One credit hour = 50 marks distributed as follows

final written exam %60

coursework %40

.To pass, a student must achieve at least 60% overall

Students may withdraw from a course before week 12 (Fall/Spring) or
(week 6 (Summer

.Attendance of at least 75% is required to sit for the final exam

:GPA Calculation

.Grade points for a course = credit hours × grade points

-(GPA = total grade points ÷ total registered credit hours (per semester

- CGPA = total accumulated grade points ÷ total program credit hours