



## **Registration, Admission, and Transfer to the Bachelor of Science and Education Program, Chemistry Specialization (Taught in English) (Preparatory and Secondary Levels)**

### **-Program Admission Requirements:**

- 1 -The student must hold a high school diploma or its equivalent.
- 2 -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.
- 3 -The student must be available to study full-time at the college.
- 4 -The student must pass the college's entrance examinations to verify their suitability for the teaching profession.
- 5 -The student must pass a medical examination to confirm their physical fitness to practice the teaching profession.
- 6 -The college council determines the admission requirements for special programs – after approval by the university council – according to the nature of the program. 7- The college may admit students to the undergraduate program who hold a Bachelor's degree or its equivalent from colleges or institutes recognized by the Supreme Council of Universities. The level and specialization in which the student is enrolled, as well as the courses from which they are exempted in each case, will be determined by a decision of the college council after consulting with the relevant departments. This decision also applies to college graduates wishing to enroll in a specialization different from the one from which they graduated. Furthermore, students enrolled in the college before the implementation of these regulations may enroll according to conditions set by the college council, in accordance with the specific requirements of each college.
- 7-Regulations Governing Program Completion: - The college's academic system is based on the credit-hour system, and the program is divided into four levels. Each level includes two main semesters (fall and spring), each lasting (15) weeks.



The college council may decide to hold an optional summer semester, lasting (8) weeks, in which the number of credit hours a student is allowed to register for may not exceed nine. Study levels are determined by the number of credit hours a student successfully completes at each level, as follows:

Level 1: From (0) to (41) credit hours.

Level 2: From (42) to (80) credit hours.

Level 3: From (81) to (117) credit hours.

Level 4: From (118) to (132) credit hours.

To advance to the next level, a student must complete the minimum required credit hours for that level.

#### **Transfer within the Credit Hour System:**

With the approval of the college council and based on a proposal from the department council, a student may transfer a number of credit hours previously completed at another college/institute or university, provided that these credit hours are among the requirements for obtaining the degree and that the student has completed the required credit hours. The student must pass the course with a grade of at least (B) or its equivalent, subject to the following conditions:

-The total number of transferred credit hours must not exceed 30% of the total credit hours required for the degree.

-The student must not have already received credit for the course and obtained another certificate or degree as a result.

-Credit hours transferred from another university are not included in the calculation of the cumulative grade point average (CGPA).

#### **Language of Instruction:**

The language of instruction in all academic departments is Arabic, except for foreign language programs and specialized programs (English, French, and German), where instruction is in the language of the program. With the approval of the college council, some courses in these programs may be taught in Arabic.



Based on a decision by the college council, some courses in various programs may be taught in English.

Attendance: - The course instructor is obligated to record student attendance in practical lessons and practical exercises. This recording is done using attendance sheets prepared by the college for this purpose.

-A student who is absent from (25%) of the course hours without a valid excuse will be notified of their failure in the course.

-Absences due to compelling reasons - The Student Affairs Committee may make exceptions. If the excuse is accepted, a copy of the acceptance letter will be sent to the course instructor, and the student will be permitted to take the exam and complete the course requirements.

-A list of students barred from taking the exam will be prepared at least one week before the start of practical exams. The list of barred students will be approved by the Vice Dean for Student Affairs, and a copy will be given to the academic advisors.

-A student barred from taking the exam due to absence will be considered to have failed the course and will receive a grade of "DN" unless they provide an acceptable excuse approved by the Student Affairs Committee and the College Council.

-Mandatory obligations (such as military service or detention pending investigation) are not considered periods of absence from studies.

#### Assessment and Examination System:

A student is not permitted to advance to the next level if they receive a grade of "F" in more than four credit hours in the previous level. - The final grade includes the final exam grade and the coursework grade (which includes periodic, oral, and written exams, and applications). Research papers, articles, and the midterm exam are all part of the coursework, and grades are distributed according to the course schedules.

The midterm exam is held in the seventh week, at the same times as lectures, for a duration determined by the course instructor. Its grade is included in the coursework grade.



The final written exam is held in the last two weeks of the semester according to a schedule prepared by the College's Student Affairs Agency, approved by the Student Affairs Committee, and ratified by the College Council.

The final written exam is allotted only two hours per course. Written exam committees consist of at least three faculty members, one of whom must be a professor or assistant professor. The formation of the exam committees is approved by both the department and college councils. If the course includes oral, practical, or applied exams, these are conducted by a committee of three members, including one instructor, and must be approved by the department council. A student who is absent from the midterm, periodic, or practical exams will be penalized. The application