



**جامعة الشرقية**  
**A'SHARQIYAH UNIVERSITY**

**Academic Regulations**  
**for**  
**Undergraduate Students**

**AC0002**



**A'SHARQIYAH UNIVERSITY**  
**AC0002 Academic Regulations for Undergraduate Students**

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**Approvals**

This document has been approved by

Name	Date
1. University Academic Board (UAB)	9 October 2016
2.	

**Implementation and Responsibility**

Document owner	Contact person	Date of Implementation
Admission and Registration Department	Director Admission and Registration Department	9 October 2016

**General provisions**

- Any form of non-compliance with this policy/procedure makes those responsible open to University disciplinary measures.
- Any exception from this policy/procedure upon application shall have no effect against the University or others unless it has been approved by the Vice Chancellor or the Board of Directors and/or the Board of Trustees as the case may be.

**Revision history**

Version	Author/ Reviewer	Revision(s) made	Date



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**Academic Regulations for Undergraduate Studies**

The University Academic Board (UAB) has approved the following academic regulations for undergraduate studies at meeting no. 1 dated on 9 October 2016.

**Chapter 1: Admission and Transfer**

**Part I: Admission**

**Article (1)**

The University Academic Board shall approve the number of students who can be admitted in each college/specialization before the start of each academic year and shall inform the Ministry of Higher Education of such approval.

**Article (2)**

Students are admitted to the University under the following conditions:

- A. Students must have successfully completed the general education diploma or equivalent in all courses.
- B. Students must have studied courses that qualify them for admission to the Colleges. Admissions Requirements as described in Appendix (B) at end of these regulations.
- C. Students must be enrolled in the General Foundation Program, and to transfer from this program to the academic program, the student must have achieved the required performance standards in the General Foundation Program subjects (Mathematics, IT, and English language) or any other criteria determined by the University.
- D. Regulations in Appendix (A) regarding the Foundation English and Mathematics placement tests shall apply to all newly admitted students.

**Article (3)**

The competitive rate of the required specialization shall be calculated as follows:

1. Extracting the rate of required courses to be studied in the specialization then multiplied by 60%.



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2. Extracting the rate of all courses studied by the student then multiplied by 40%.
3. Both results mentioned in clause (1) and (2) shall be aggregated to obtain the desired competitive rate. The University reserves the right to change this proportion as it deems appropriate.

#### **Article (4)**

Coordination shall be made with the Higher Education Admission Center in the Ministry of Higher Education to apply the conditions contained in Article (2) during the admission of students. In addition, students who have completed the General Education Diploma prior to the last academic year may be admitted.

#### **Article (5)**

Non Omani students may be admitted at the University provided they meet the admission conditions in Article (2).

#### **Article (6)**

International certificates shall be evaluated for admission purposes, taking into consideration the laws and regulations of the Ministry of Higher Education and the Ministry of Education.

#### **Article (7)**

Visiting Omani and non-Omani students may be admitted from other universities to study at A'Sharqiyah University. Studied courses may be calculated in their original universities. Each student shall submit an original transcript and have a GPA of 2.0 or more measured on the basis of a four-point grade scale or equivalent. The academic load for each student while at A'Sharqiyah University shall not be less than 3 credit hours. Tuition fees payable shall be as per private students, however the student is not required to pay any application and admission fees, but is required to pay deposit fees.

#### **Article (8)**

Students who are registered at the University can study courses in other universities recognized by the University. This shall be in coordination between the student, the head of the academic department wherein the student is enrolled and the Admissions and Registration department at the University. The number of courses that may be transferred from another university to A'Sharqiyah University shall not exceed 30 credit hours for a bachelor degree or 20 credit hours for a diploma. Only courses in which the student earned C grade and higher or equivalent will be calculated. The grades of transfer courses will not be included in the calculation of students' GPA at A'Sharqiyah University but shall be given a transfer credit grade (TC).



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#### Part II: Transfer

##### *Transfer from One College/Program to Another within the University*

##### **Article (9)**

Students may transfer to a different program of study in accordance with the following conditions:

- A. There is a vacant place in the other program.
- B. The courses and their grades which students have currently studied will be included in the new academic plan/ specialization and will be calculated as part of student GPA.
- C. All courses taken by students from previous programs which are not part of the new degree plan shall not be counted towards the student's GPA and shall be shown on the academic transcript as out of plan.
- D. Approval of the Dean of the new college and the Dean of the former one.

##### *Transfer from Other Educational Institutions*

##### **Article (10)**

Students who have studied in other educational institutions recognized by the University may be eligible to transfer in to an ASU program according to the conditions described below:

1. There is a vacant place in the new College.
2. The transfer student shall earn a grade point average of 2.0 or higher over a four-point grade scale; however, special cases may be considered if the GPA is lower than 2.0 provided it is at or above 1.0.
3. The transfer student may transfer from previous studied credits in their original HEI not more than half of A'Sharqiyah University new degree plan credits. This clause does not apply to those students admitted under clause 9 and 10 below.
4. The Head of the academic department or Dean of College in which the student has enrolled shall evaluate all courses taught at the former University in which the student earned a grade of C or higher. A grade less than C can be counted provided the following:
  - I. Any grade of D or higher may be counted for those students who have completed a diploma or who transferred before graduation with GPA



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- greater or equal to 2.0. This regulation shall apply to students admitted in the first semester from 2015/2016 onward.
- II. Any prerequisite course with a D grade shall be counted provided the higher-level course has earned a C grade or higher and meets the required University learning outcomes.
  - III. The College may count several courses that a transfer student has studied as equivalent to one course provided that at least one of these courses has earned a C grade or higher.
  - IV. University requirement courses with D grade are counted for the student. This regulation shall apply to students admitted in the first semester from 2018/2019 onward or graduated in the first semester from 2017/2018 onward.
5. The final decision for evaluating courses lies with the concerned College. The Admissions and Registration department role is to verify that regulations are implemented correctly.
  6. A transfer credit (TC) grade is assigned to transfer courses, and such courses shall not count in transfer students' calculated GPA. Students are exempted from studying the transferred courses or their equivalents.
  7. A transferred course with a C grade or higher may be accepted as a "University Elective" provided it is part of the study plan requirements.
  8. The college or academic department decides the number of credit hours of each of the transferred courses, provided that the number of credit hours for the course that the student has studied in his institution from which he has transferred is not less than the number of credit hours for the course of his new degree plan. In special cases one or more transferred courses with credits less than the credits of new degree courses can be counted provided that the total number of hours that will be studied by the student is not less than the number of hours of their ASU study plan. Some courses should be taken to compensate for the difference in credits.
  9. Any student who has attained a Level 6 qualification under the National Qualifications Framework from a Higher Education Institution in the Sultanate of Oman may be admitted and granted a block exemption of Transfer of Credit equivalent to ASU's Diploma. The student will then be required to complete at least 60 credit hours of studies at ASU for award of a Bachelor's degree in the same or similar major. For programs that last for four years (eight semesters), the 60 credit hours or more of study shall be drawn from courses delivered from semester 5 to semester 8 of the program study plan. For programs that last for four and a half years (nine semesters), the 60 credit hours or more of study shall be drawn from courses delivered from semester 6 to semester 9 of the program study plan.



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10. Any student who has attained a Level 7 qualification under the National Qualifications Framework from a Higher Education Institution in the Sultanate of Oman may also be admitted and will be required to complete at least 30 credit hours of studies at ASU for award of a Bachelor's degree in the same or similar major.
11. The rationale for paragraphs 8 and 9 is to maximize student mobility and to provide opportunities and flexibility for students from other Higher Education Institutions to complete their degree studies at ASU. This will help to advance the principle of widening participation and continuing professional development. ASU and other Higher Education Institutions in the Sultanate of Oman follow the same qualifications framework, namely the Oman National Qualifications Framework.

#### Article (11)

The General Foundation Program requirements for transfer students are defined in Appendix (A).

### Part III: Readmission

#### Article (12)

The university may consider any student for readmission after his withdrawal into a different academic program, taking into account the following factors:

1. Availability of vacancies in the college program.
2. Reason for withdrawal.

Students who have voluntary or unofficial withdrawal are allowed (as per Articles 44 and 47).

3. The number of credit hours earned to date. Preference shall be given to students who had acquired a greater number of credit hours.

Students may return to study at the beginning of next active semester after completing the normal admission procedure.

#### Article (13)

An academically dismissed student may be readmitted to a different program or college under the following conditions:

1. Meet the admissions criteria of the College.
2. Dismissed for at least 2 years. In this case, all successfully completed courses that are part of student new degree plan are counted as transfer credits (TC) but are not counted in the students' GPA.



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3. If student is willing to re-join the university before 2 years of dismissal then all taken courses regardless of grade that are part of the student new degree plan are counted in the students' GPA.
4. Students bear all costs if their sponsor has cancelled their sponsorship.
5. Students pay the refundable deposit fee if it was previously unpaid or refunded when they were dismissed.
6. Students must submit a letter of approval to resume studies from their guardians.

#### **Article (14)**

Readmitted students shall be exempt from admission and registration fees but shall pay the deposit fee.

### **Chapter 2: Registration and Postponement**

#### **Part I: Registration**

#### **Article (15)**

A'Sharqiyah University has adopted the credit hour system.

#### **Article (16)**

The academic year consists of two compulsory semesters, Fall and Spring, and an optional Summer semester. The Fall and Spring semesters are compulsory and must be attended by all students unless an acceptable excuse (e.g. postponement of study or the like) is provided. However, the Summer semester may be attended or not as it is optional.

#### **Article (17)**

The Fall and Spring semesters consists of 17 weeks, which includes a two-week exam period, while the Summer semester consists of 8 weeks, including a one-week exam period.

#### **Article (18)**

The credit hour is defined as a 50-minute lecture held every week for an entire semester for both the Fall and Spring semesters and 100 minutes for the Summer semester.

#### **Article (19)**

Each course typically consists of 3 credit hours and it is allowed to have less than 3 credits depending on course level, importance and the study material.





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#### **Article (20)**

The calculation of the number of teaching hours depends on the course type. Courses taught as lectures for one hour (50 minutes) are calculated as 1-credit hour while practical or laboratory courses may be calculated as 2 or 3 teaching hours per 1 credit hour.

#### **Article (21)**

Private students studying at their own expense are not allowed to register for courses until they clear their former and present financial obligations.

#### **Article (22)**

An academic advisor shall be assigned to each student and will be responsible for:

- a. Guiding students during their undergraduate studies and giving advice on topics related to their academic career.
- b. Approving courses for which students wish to register and directing students to choose appropriate courses within their academic plans.
- c. Giving advice to students if their studies falter and offering various alternatives.

#### **Article (23)**

The course registration period is one week prior to the start of the semester and may be extended for another week upon the consent of the Vice Chancellor or his deputy and upon the recommendation of the Director of the Admissions and Registration.

#### **Article (24)**

Students register for courses within their academic plan upon advisor approval. Advisors recommend students follow their study plan of proposed courses each semester from enrolment until graduation.

#### **Article (25)**

The Add and Drop period for courses is a part of the registration process and shall start at the beginning of each semester as per the following rules:

- A. The Add and Drop period begins on the first day of the semester and lasts for one week during both Fall and Spring semesters and for three days for the Summer semester. Students may add or drop any course in coordination with their academic advisor. In special cases, the Add and Drop period may be extended for an additional week during the Fall and Spring semesters and for another three days during the Summer semester without additional financial burden to the student as per Article (25b).
- B. If a student drops a course during the Add and Drop period, the tuition fees that have been paid shall be carried forward to the following scheduled semester. A Students who withdraws from a course after the Add and Drop period shall bear the following costs:



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<b>1. Student withdrawals from a course after the add and drop period</b>	
<b>Time of withdrawal</b>	<b>Tuition percentage due</b>
During the second week of classes	25%
During the third week of classes	50%
During the fourth week of classes	75%
After the fourth week of classes	100%
<b>2. 10 OMR for late registration after the second week of classes</b>	
<b>3. 10 OMR for late placement tests</b>	

For scholarship students, the agreement signed between the University and the donor authority shall determine the period for which the tuition fees are to be calculated. In special cases, the Vice Chancellor or his designate may exempt students from fees if they withdrew from some or all courses after the expiration of the Add and Drop period. The charges in the above table apply where a student decides to drop a course after the Add and Drop period. The charges do not apply to situations where the University decides to drop a student from a course.

- C. The registration and withdrawal of students shall not be considered final until approval of the Department of Finance has been given.
- D. Courses shall not be added after the expiry of Add and Drop period except in unusual circumstances, which requires approval of the academic advisor, Director of the relevant department or Dean of the relevant college, and Director of Admissions and Registration.
- E. A course dropped between the expiry of Add and Drop period and the middle of the semester (Week 8 during Fall and Spring semesters and Week 4 during the summer semester) shall be given a withdrawal grade (W). This period is called "Withdrawal", and clause (b) of Article (25) shall be observed in this regard.
- F. In the event of withdrawal from a course after the end of the withdrawal period, the grade assigned will be failure (F) for that course.

**Article (26)**

The University has the right to cancel any course offering with fewer than 10 registered students.

**Article (27)**



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The following shall apply for repeating courses:

- A. Students must repeat any course required in their academic plan for which they earned a failing or uncalculated grade (W, NP, FA, PST, and F). If such courses to be repeated are not offered, the student may replace these with equivalent or alternative courses with approval of the Director of the students' registered academic department or College Dean.
- B. The student shall not repeat any course in which he earned a grade higher than a C grade.
- C. All grades obtained in repeated courses will be shown on student transcripts. For purposes of GPA calculation, only the last grade earned shall be considered even if it is lower than the previous grade.
- D. Students who fail a course more than twice may register in an alternative or equivalent course after receiving the written approval of the HOD and Dean of the relevant College. The Dean of the relevant College may approve an alternative course regardless of the number of failures of that course upon coordination with the Admissions and Registration department.
- E. Students are entitled to retake the first and second mid-term examinations prior to the final examination in any course. Where a student opts to retake an examination, the new grade achieved by the student will be binding.
- F. Any student who receives a grade below C in the first or second mid-term examinations prior to the final examination will be given the opportunity to retake the examination in any already taken examination. Students are expected to demonstrate their improvement on the course and increase their GPA. The new grade achieved by the student will be subject to a cap at C grade. Provisions (E) and (F) relating to retaking of examinations do not apply to final semester examinations.
- G. A student who has completed all the credit hours of study necessary for graduation provided that they have achieved a cumulative GPA of at least 1.98 may on the recommendation of the relevant Dean of College and with the approval of the Deputy Vice Chancellor for Academic Affairs be permitted to undertake a comprehensive examination in not more than two courses in which they registered in the last semester of their studies and failed or achieved a pass grade below C. A comprehensive examination shall be weighted at 100 per cent of the grade awarded and shall test all the learning outcomes in the course. The new grade achieved by the student in the examination shall be binding and shall be capped at C.

#### Article (28)



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The academic load of the student depends on his academic attainment. Students who achieve a GPA of 3.0 or higher may register in a maximum of 18 credit hours in the Fall and Spring semesters and 7 credit hours in the Summer semester. Students with a GPA ranging between 2.0 and lower than 3.0 are entitled to register in a maximum of 15 credit hours during the Fall and Spring semesters and 7 credit hours in the Summer semester. Students with GPA below 2.0 are not permitted to register for more than 12 credit hours in the Fall and Spring semesters and 6 credit hours in the Summer semester with the approval of their academic advisor. However, such student may add a 1 credit lab course. Students may exceed the maximum limit in their final semester prior to graduation or for special circumstances acceptable to the academic advisor, Dean of the College, and the Admissions and Registration Department.

#### **Article (29)**

Students may not register for less than 9 credit hours in the Fall and Spring semesters and 3 credit hours in the Summer semester except in the final semester prior to graduation or for special circumstances acceptable to the academic advisor, Dean of the academic department, and the Admissions and Registration department.

## **Part II: Attendance**

#### **Article (30)**

The following rules shall apply to attendance:

- A. The instructor shall record student attendance and keep these records even after the end of the semester.
- B. In case of delays in course registration by the student for acceptable reasons, the delay shall not be counted as absence.
- C. Admissions and Registration shall alert students with first warning if they exceed 10% absence from lectures and second warning if exceeds 15% of absences. Students will be informed of their level of absence by the Admissions and Registration department via text message, the portal page of the student, or email, and their instructor if required. Their parent(s) or guardian(s) shall also be informed provided the consent of the student has been obtained in writing.
- D. The absence of students who are participating in official events upon the written prior approval of the University shall not be counted towards a grade of FA outlined in clause (E) of Article (30).
- E. Students shall be deemed to have withdrawn from any course when their absence is greater than 20% of lectures to be studied in that course. When absence levels reach greater than 20%, students will earn a failing grade due to



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- absence (FA), and they shall be informed by the Admissions and Registration department via text message, the portal page of the student, or by email. Their parent(s) or guardian(s) shall also be informed provided the consent of the student has been obtained in writing.
- F. In case of an approved valid absence due to mitigating circumstances or official events, students will earn a withdrawn grade (W) in any course if the total level of absences, both approved and unapproved, exceeds 30% as per article 25(B).
- G. Students with mitigating circumstances should follow the relevant University procedures. Students shall submit official documents to the Student Affairs department substantiating the reasons for their absence.
- H. Late arrivals: Students will be admitted into the classroom at any time during the class period; however, students who are late for more than half an hour will be marked absent.

### Part III: Postponement

#### Article (31)

The following shall apply to the postponement of study:

- A. Students are not allowed to postpone their first semester of study at the University.
- B. Postponement requires the approval of both the University and the donor authority.
- C. Students may postpone their studies for one semester, renewable for another semester during the first 8 weeks from the commencement of the semester, if the student does not register in courses in this semester, he shall be considered as "postponed".
- D. Students registered in courses may postpone the study during the first 4 weeks from the commencement of the semester for reasons of health, family circumstances, or delivery (in the case of female students), or any other compelling circumstances with the approval of the concerned Dean of the relevant college and in consultation with the Director of the Admissions and Registration department. Students may be asked to provide documentation supporting their request for postponement such as medical reports. Clause (B) of Article 25 shall be considered in this regard.
- E. Students may extend the postponement period to more than two semesters in exceptional circumstances in accordance with clause (B) of Article (31).



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- F. A postponement grade (PST) shall be given for courses in which the student is registered if the postponement is made before the expiration of the Add and Drop period.

### Chapter 3: Graduation and Withdrawal

#### Part I: Academic Plan and Graduation Requirements:

##### Article (32)

College Academic Boards shall prepare academic plans leading to Bachelor's degrees or diplomas in various specializations and submit them to the College Boards who in turn will refer prepared academic plans to the University Learning and Teaching Committee who, in turn, will submit their recommendations to the University Academic Board for approval. The University Academic Board will provide final approval.

##### Article (33)

Academic planning for the various specializations will be offered and approved by the Ministry of Higher Education before the start of the enrollment process in these specializations.

##### Article (34)

The number of credit hours required for Bachelor degrees and diplomas in various colleges is as follows:

Colleges	Total Credit Hours	
	Bachelor Degree	Diploma
College of Business Administration	123	66
College of Engineering	137	77
College of Applied and Health Sciences	123	66
College of Arts and Humanities	123-130	65
College of Law	128	Not Applicable

Where a program that is approved by the Ministry of Higher Education (MOHE) has a credit weighting that differs from that provided in the above table, the credit weighting approved by MOHE shall apply.

##### Article (35)

Colleges will prepare study plans for different specializations and adopt these plans before the start of the enrollment of students at the university.



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#### Article (36)

A study plan shall be prepared for all semesters and years in which student is enrolled at the University, guiding students to register for required courses each semester until graduation.

#### Article (37)

The requirements of the degree plan for a Bachelor's degree or diploma are as follows:

- A. All compulsory and elective University requirements shall be successfully completed.
- B. All compulsory and elective College requirements shall be successfully completed.
- C. All compulsory and elective specialization requirements shall be successfully completed.

#### Article (38)

Students must meet the following requirements to complete their graduation at the University:

- A. Complete all requirements of their degree plans.
- B. Achieve a GPA of at least 2.0 on a four-point grade scale. In the event a student is unable to earn the required GPA rate, the student must repeat the required courses to raise the GPA average to the required rate after consultation with the academic advisor.
- C. Clearance from the University as per duly adopted rules.

#### Article (39)

The maximum duration for the study at the University for each Student, is as follows:

- A. The maximum length of study for regular full-time students at the University (excluding the General Foundation Program) is described by the following table:

Program	Expected duration/maximum years of diploma	Expected duration/maximum years of bachelor
College of Business Administration	2/4	4/8
College of Engineering	2.5/4.5	5/9
College of Applied and Health Sciences	2/4	4/8
College of Arts and Humanities	2/4	4/8



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College of Law	Not Applicable	4/8
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B. The maximum length of study spent for part-time students (i.e. evening studies) at the University (excluding the General Foundation Program) is described by the following table:

Program	Expected duration/maximum years of diploma	Expected duration/maximum years of bachelor
College of Business Administration	3/5	6/10
College of Engineering	3.5/5.5	7/11
College of Applied and Health Sciences	3/5	6/10
College of Arts and Humanities	3/5	6/10
College of Law	Not Applicable	6/10

**Article (40)**

Students who exceed the maximum years of study will be required to withdraw from the University. The student may extend the period of study under exceptional circumstances after receiving approval of the Vice Chancellor or the Deputy Vice Chancellor for Academic Affairs and Research.

**Article (41)**

The following shall apply to course codes:

- A. Each course shall be given a code that is consistent with the University's Course Coding Policy.
- B. Each course shall have a description of the course name, goals to be achieved after completion, number of credit hours, the offering College, and the department of such course, as well as the course type such as training, or lecture, lab, or both lecture and lab.
- C. Some courses will have prerequisite courses that must be completed successfully prior to registration. Students may be allowed to register in such courses without meeting the prerequisite requirements upon approval of the Dean of the relevant college or the Head of department.
- D. Some courses require co requisites, i.e.: students must register in both courses simultaneously.





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- E. Some courses may have an equivalent or alternative course. Students registered in one of these courses may not need to register in the other. The equivalent course may be used for purposes of calculating the repeated courses in the GPA and for purposes of graduation. The alternative/equivalent course shall be approved by the Head of relevant academic department, Dean of the college and the Admissions and Registration Department.

## Part II: Withdrawal from the University

### Article (42)

A'Sharqiyah University has five types of withdrawals. The following clauses will apply to all types of withdrawals:

- A. All outstanding financial obligations must be settled by the student before clearances from the concerned departments are approved. The Admissions and Registration department shall accept the clearance form only after all other departments have provided their clearances.
- B. Tuition fees shall be refunded in part in cases where students have withdrawn prior to the end of the Add and Drop period. After the drop/add period, a percentage of tuition fees shall be refunded as per Article (25 B).

### Article (43) Voluntary Withdrawal:

It is the withdrawal that the student committed without any compulsion from the university. This can work as:

1. Students withdrawing from the university must meet with the relevant academic advisor prior to submitting a withdrawal request to ensure all alternative solutions have been considered.
2. Students will complete a withdrawal and clearance form and submit both to the Admissions and Registration department after obtaining the signature of the relevant academic advisor and Head of academic department.
3. Students will be deemed to have voluntarily withdrawn from the university, and their academic status will be changed to "voluntary withdrawn" after obtaining the approval of the Director of Admissions and Registration department.
4. Students will receive a withdrawn status (W) in all courses registered in the current semester if the withdrawal is made after the end of the Add and Drop period.

### Article (44) Compulsory Withdrawal:

#### Need description

1. The University Academic Board will approve compulsory academic withdrawal for students who have failed while on academic probation. The Director of the



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- Admissions and Registration department will issue a withdrawal notice to such students.
2. Students will be considered as compulsorily withdrawn from the University and their academic status will be changed to “compulsory withdrawn”.
  3. A withdrawal grade (CW) will be given in all courses registered by students in the current semester during which they have received a compulsory withdrawal.

#### **Article (45) Disciplinary Withdrawal**

##### **Need description**

1. Disciplinary withdrawal is imposed on students who commit a serious violation (i.e. immoral behavior, academic infractions such as cheating, etc.).
2. The Academic Council will approve cases of suspension for one semester or more or withdrawal upon the recommendation of the Academic Committee.
3. The Director of the Admissions and Registration Department will issue a withdrawal notice for students who have been certified under clause (2) of Article (45).
4. Students will be considered as withdrawn for disciplinary reasons from the University and their academic status will be changed to “disciplinary withdrawal”.
5. A withdrawal grade (DW) will be given for all courses registered by students for the current semester in which they were forced to withdraw.

#### **Article (46) Unofficial Withdrawal**

##### **Need description**

1. Students will be considered to be unofficially withdrawn and their status shall be changed to “unofficial withdrawal” in one of the following situations:
  - If they didn't register in courses in a semester without a legitimate exemption or did not join the study in the first semester after their admission to the University.
  - If they postponed their studies for one semester and did not resume their studies for more than one semester.
  - If they miss a semester or did not resume their studies in the following semester, then they earn a Fail absent grade (FA) in all registered courses.
2. Students will be considered as unofficially withdrawn from the University and their academic status will be changed to “unofficial withdrawal”.
3. The summer semester shall not be considered as an academic semester in case of unofficial withdrawal.



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#### Article (47)

A withdrawal due to death shall be changed to “deceased”, and all financial regulations for voluntary withdrawal shall be applied in such cases.

### Part III: Exams and Grading

#### Article (48)

Students in each course shall undertake a maximum of three major exams: the first in the sixth week, the second in the twelfth week, and the final exam at the end of the semester.

#### Article (49)

The final examination system for undergraduate students is as follows:

- A. Final exams shall be undertaken in the last two weeks of each semester.
- B. The final exam will cover the entire course but may not be required in some courses according to the decision of the instructor in coordination with the HOD of the relevant academic department and the Dean of the concerned College.
- C. The final exam percentage varies from 30% to 40% of the total grade of the course.
- D. The duration of the final exam ranges between 2 to 3 hours.
- E. Final exams may take forms other than a written exam such as oral presentations, seminars or projects, etc., depending on the nature of the course.
- F. It is recommended that a unified exam be held for courses with multiple sections.

#### Article (50)

The evaluation shall be as follows:

- A. Student performance evaluations are based on grade point averages; continuous evaluation helps students to understand their performance in each course.
- B. The student performance evaluation process includes all or some of the following elements provided the percentage of any of these elements does not exceed 50% of the final grade:
  - Quarterly work such as reports and projects.
  - The first and second exams of the semester.
  - The final exam.
  - Any other items that may be deemed necessary by the instructor of each course.

#### Article (51)

The grades to be awarded are as follows:



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- A. The letters (A, B, C, D, etc.) will be used in the description of the educational attainment level in certain courses. The General Foundation Program grades will be Pass or Not Pass (P/NP).
- B. The final grade of a course is based on the ongoing evaluation of student's attainment during the semester including the grade of the final exam.

#### Article (52)

The diploma and degree course grades are as follows:

##### **Distinguished (A)**

Achieved all objectives of the course in an organized manner with distinction.

##### **Very good (B)**

Achieved most of the objectives of the course in an organized manner.

##### **Good (C)**

Achieved most of the objectives of the course.

##### **Fair (D)**

Achieved a limited number of objectives or goals to the minimum required limit.

##### **Fail (F)**

Did not achieve the minimum required objectives or goals and, therefore, does not gain any credit hours.

##### **Fail Withdraw (FA)**

Failure to meet the requirements of attendance, does not gain any credit hours.

#### Article (53)

Each of the letter grades shown in the table below has a numerical value which represents the weighted value of the letter grade and is based on a four-point grading system.

Grade	Grade Value	Grade	Grade Value
A	4.0	C	2.0
A-	3.7	C -	1.7



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B +	3.3	D +	1.3
B	3.0	D	1.0
B -	2.7	F	0.0
C+	2.3		

The GPA rating is as follows:

Rating	GPA
High Distinction	3.75 - 4.00
Distinction	3.30 - 3.74
Very Good	2.75 - 3.29
Good	2.25 - 2.74
Satisfactory	2.00 - 2.24

**Article (54)**

**Ratings without grades:** The following code shall not contribute to the calculation of student GPA

**I. Incomplete (I)**

1. A rating of Incomplete (I) is used when the following conditions are met:
  - A. A student has the possibility of success in the course if the elements that are not calculated are repeated.
  - B. The student experienced exceptional circumstances (such as illness, accident, emergency or other family circumstances) without completing all requirements of such courses on time. In such cases, the student shall submit the required supporting documents in compliance with Article (60).
2. The "I" rating shall be modified by the instructor of the course no later than 3 weeks from the start of the student's following semester. The instructor shall provide the Admissions and Registration department with the new rating. If course instructors receive no documentation outlined in clause (1B) from students regarding



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incomplete courses within the required timeframe, the Instructor shall submit the change grade form (I) to (F).

#### **II. Withdrawn (W)**

A rating "W" will be given to students who officially withdraw from a course during the Drop Only period only as indicated in Article (25), and Articles (42) through (47).

#### **III. Transfer Credit (TC)**

A transfer credit (TC) grade is granted to students who have earned credit hours from another university or from ASU if a student is dismissed and re-admitted to another program (Article 13). These hours are considered part of the total credit hours required for graduation but are not included in the GPA calculation and cumulative average.

#### **IV. Audit (AU)**

An audit grade (AU) shall be given to any course registered as auditor. This choice must be clarified upon registration and any credit hours will not be counted in that course.

#### **V. Pass/ Not Pass (P/ NP)**

A grade of Pass/ Not Pass (P/ NP) shall be given to courses which are not subject to the letter grade evaluation system (A, B, C, D, etc.) described in the Article (38). The P/NP grade may also be awarded for graduate research work at Masters and Doctoral thesis levels where P represents satisfactory performance on the course.

The P/NP grade will also be awarded by the University to a student where extremely unexpected events occur for example leading to suspension of face-to-face teaching and where the University feels that assessing the student on a letter grade evaluation system would not be fair. A "P" grade will only be awarded where a student has completed the specified learning outcomes of the course to a satisfactory level. A "P" grade also signifies that the student concerned has met the prerequisite requirements for all other future courses that require the course in question as a prerequisite. The P/NP grade will not be counted in the cumulative grade point average achieved by the student. A "P" grade awarded on a credit bearing course shall contribute to the total number of credit hours completed by the student towards a degree or diploma award.

#### **VI. Fail Withdrawn Due to Absence (FA)**

A fail withdrawal grade (FA) shall be given to students who exceed the maximum allowed percentage of absences specified in Article (31). No credit hours shall be awarded for such courses.

#### **VII. In Progress (IP)**

An in progress grade (IP) shall be given to a course requiring multiple semesters for completion or which are still in progress at the time of grade assignment or transcript issuance. Examples of such in progress courses are project courses or practical



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courses. The in progress grade shall be modified within two semesters of the commencement of the course. It must not be confused with the incomplete grade (I).

#### VIII. Postponement (PST)

A postponement grade (PST) shall be given to all courses in which students are registered if their postponement is made after the end of the Add and Drop period of the current semester.

#### Article (55)

The grade point average (semester average and cumulative average) are calculated as follows:

- A. The grading point average is an average score of grades of courses studied by a student within a single semester (semester average) or for all courses studied by the student to date, ignoring all repeated courses (cumulative average).
- B. The semester average and cumulative average are calculated at the end of each semester when releasing the semester grades.
- C. The courses with numerical estimates set forth in article (53) shall be included in the calculation of the semester average and the cumulative average. No course outside a student's degree plan shall be calculated in the semester or cumulative average.
- D. The semester grade average may be calculated as follows:
  1. The numerical value of the grade of each course shall be multiplied by the number of credit hours of such course and the result called "earned grade points".
  2. The total earned grade points in each semester shall be divided by the total credit hours involved in the calculation process of such semester; the result of the division will be the semester average.
- E. Cumulative averages are calculated at any period as follows:
  1. All repeated courses shall be ignored when calculating the cumulative average.
  2. The product of the numerical value of the grades in each course studied by the student to date shall be aggregated with the number of credit hours approved for the student's courses of study, this result is called the "earned grade points in all courses".
  3. The total earned grade points in all courses shall be divided by the total number of credit hours that have been studied. This result will be called the "cumulative average".



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- F. Grades shall be calculated to three decimal digits then approximated to two decimal digits using appropriate approximation rules.

The following example shows how to calculate the semester average:

Course Code	Credit Hours	Grade	Numeric Value	Course Points
MIFS101	3	A	4.0	12.0
PHYS102	3	B	3.0	9.0
ENGL101	3	C+	2.3	6.9
ARAB101	3	F	0	0
FPBM001	0	P	---	---

Total credit hours calculated to grades = 12

Total earned grade points = 27.9

Grade points average after approximation =  $27.9 \div 12 = 2.33$

Total earned credit hours = 9

#### Article (56)

The following rules shall apply to the academic status of the student:

- A. Students who achieve a grade point average of more than or equal to 2.0 and below 3.0 will receive a "regular" status in their course of study and may continue studying courses in their academic plan without restrictions. Students with this status may register for a maximum of 15 credit hours during the Fall and Spring semesters and a maximum of 7 credit hours during the Summer semester.
- B. Students who achieve a grade point average ranging between 3.0 and less than 3.75 will be given an "outstanding academic" status in their course of study and may register for a maximum of 18 credit hours during the Fall and Spring semesters and a maximum of 7 hours during the Summer semester.
- C. Students who achieve a GPA of 3.75 or higher shall be given "Dean's Honor Roll" status and may register for a maximum of 18 credit hour during the Fall and Spring semesters and for a maximum of 7 credit hours during the Summer semester.
- D. Students shall be placed on the academic probation if their GPA is lower than 2.0.
- E. Students who are under academic probation shall be advised to take appropriate action, reviewing their performance with their academic advisors prior to





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- registration for the following semester. Advisors shall note any corrective actions to be taken, which can include any of the following:
- a. Reducing the academic load.
  - b. Repeating courses which students have failed in order to raise their GPA.
  - c. Postponing some courses to later semesters.
  - d. Recommending the transfer of students to the Student Affairs department, the Student counselling center, or the health clinic to help them resolve any issues preventing course success.
- F. The maximum allowable academic load for a student under academic probation is 12 credit hours during the Fall and Spring semesters and 6 hours during the Summer semester.
- G. Students under academic probation must raise their grade point average to the 2.0 during three consecutive semesters. The initial semester of the probationary period is not included in the three semesters granted to the student for improvement.
- H. The Summer semester shall not be included in the three semesters for the purpose of determining if a student should enter academic probation, but the summer semester can be considered when determining if a student is to remain under academic probation.
- I. Students who pass through two consecutive semesters under academic probation will receive warning from the Department of Admissions and Registration department via SMS, e-mail, or direct communication to inform them to raise their GPAs to 2.0 during the following semester. Students' guardians may also be informed if possible.
- J. Students who cannot resolve their academic probation status during the period allowed under section (G) above shall be granted only one additional semester to do so upon the approval of the Vice Chancellor. A student who fails to get out of academic probation after four consecutive semesters shall be required to withdraw officially from their program of study or major.

#### **Article (57)**

Faculty members have the right to determine student grades subject to the provisions in the University Academic Assessment Policy.

#### **Article (58)**

If a student believes that a procedural error has occurred in the processing of his grades, he should follow the University's procedures for Academic Appeals.

#### **Article (59)**

All grade appeals should follow the PROCEDURES FOR ACADEMIC APPEALS.



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#### Article (60)

The following shall apply to the absence of students from exams:

- A. The student shall attend the exams at the scheduled time as indicated in the Final Exam Schedule.
- B. Absence from exams for medical or family reasons is not allowed in normal circumstances. Medical reports to justify absences are not accepted unless there is proof provided by a certified medical examiner and deemed acceptable by the Examination Committee of the concerned College and with the approval of the Student Affairs Department.
- C. The instructor of the course in coordination with the Examination Committee of the relevant college shall make the final decision. If approved, students will receive a grade of incomplete (I) until a compensatory exam has been undertaken.
- D. The compensatory exam shall take place at a time agreed upon between the instructor and students provided it does not take place later than the first three weeks of the following semester. If the period is exceeded, the grade of the student shall be calculated without the final exam grade and shall be officially sent to the Admissions and Registration Department in compliance with clause(e) of Article (60).
- E. If the student has an officially acceptable excuse such as an accident, giving birth, etc., the time limit in these types of cases may be prolonged until the end of the semester following the semester when the initial missed exam occurred.

#### Part IV: Dean's Honor Roll

##### Article (61)

The University honors and rewards students who achieve a high academic level during each semester by posting their names on a list, called the "Dean's Honor Roll". This is issued by the Dean of the relevant college each semester.

##### Article (62)

The student is required to fulfill the following conditions to qualify for the Dean's Honor Roll:

- GPA of at least 3.75.
- No course with an incomplete grade (I) at the end of the semester.
- Minimum academic load of 12 credit hours.



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#### Part V: Definitions:

##### Article (63)

The University shall assess overall student performance annually based on the following definitions:

- **Graduation Rate** is the percentage of first-time full-time students that graduates within 150% of the published time for the program.
- **Retention Rate** is the percentage of full-time students that is enrolled at the university the following academic year.
  - *Including in Retention Rate: Postponed Students*
- **Transfer Rate** is the percentage of first-time full-time students that transferred to another institution within 150% of the published time for the program.
- **Transfer Rate within institution** is the percentage of first-time full-time students that transferred to another college within 150% of the published time for the program.
- **Progression Rate:**
  1. **'Progression Rate 1'** is the percentage of full-time students that completes at least 30 credits by the following academic year.
  2. **'Progression Rate 2'** is the percentage of full-time students that completes at least 30 credits by the following academic year with a GPA at least 2.00.



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### Appendices: Colleges Programs Admission Requirements and General Foundation Program requirements

#### Appendix (A)

The CLFS requirements are as follows:

1. Any non-ASU or newly joining student with TOEFL 500 or IELTS 5 may be eligible for exemption of the GFP English component and, subject to screening by A&R and CLFS, may allowed to join their chosen specialization. In addition, possession of a current certification (i.e. an IC3 certificate, ICDL or equivalent) will exempt students from the study of IT in the General Foundation Program. The University retains the right to test any student to ascertain the validity of the submitted certificate.
2. Newly admitted students must sit for English and Mathematics placement test taking into account Article (64) (1), above. Students will be placed in a level based on their test results:

As for the English, students will be placed in one of the following levels:

- Pre-Intermediate level
- Intermediate level
- Advanced level
- Exemption from all levels

As for Mathematics, students will be placed in one of the following levels:

- Level one: Basic Mathematics
- Level two: Applied or pure Mathematics depending on the Students College.
- Exemption from all levels

As regards the IT component of the program, students will be placed in the first level, second level or exempted from all levels.

3. Transfer students who have not completed the General Foundation courses in the HEI from which they are transferring shall be exempted from those courses they have successfully completed. In cases were a decision cannot be reached, the help of the Center for Language and Foundation Studies may be sought.
4. Students transferring from any higher educational institution in the Sultanate of Oman to the University who have completed the General Foundation Program at their former university or who were already in their academic program



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- (specialization), may join the academic program without the need for an interview with the relevant college Dean.
5. Students holding a diploma from a recognized educational institution in the Sultanate of Oman wishing to pursue their undergraduate studies at A' Sharqiyah University will be deemed to have completed the General Foundation Program requirements and will fall under the rules in clause (9).
  6. Students who were studying in the academic program (specialization) in the University, discontinued or postponed their studies for more than two years, and wish to continue their studies must be interviewed by the Dean of the concerned college to determine whether they shall be allowed to continue in their program or whether they may need to develop their English language skills, as indicated in clause (9) of this article.
  7. Students who were studying in the University's General Foundation Program and discontinued or postponed their studies but wish to return must be interviewed by the General Foundation Program Director to determine their level of study.
  8. Clause (9) of this article applies to professional students in the public or private sector who can show proof of their English language capabilities such as TOEFL or IELTS or other relevant training certificates. Such students must have a minimum of four years' experience and be 22 years of age or older.
  9. Students will be interviewed by the respective college Dean who will assess their English language skills to determine whether they can join the College directly or to determine the period they need to improve their English skills. The results of the interview for admission may be as follows:
    - Unconditional acceptance if the interview result was excellent, very good or good.
    - Conditional approval if the interview result was satisfactory; students will be allowed to register for 12 credits only.
    - Approval provided the student completes one semester in the General Foundation Program.



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#### Appendix (B)

The college programs admission requirements are as follows:

1. College of Business Administration:
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate).
2. College of Engineering:
  - a. All majors except Bachelor of Technology in Electrical Engineering  
Successful Completion of the General Education Diploma (or equivalent), Pure Mathematics and either Physics or Chemistry.
  - b. Bachelor of Technology in Electrical Engineering  
Successful Completion of the General Education Diploma (or equivalent) with 60% average, should obtain 60% in Pure Mathematics and either Physics or Chemistry.
3. College of Applied Science:
  - a. Veterinary Medicine  
Successful Completion of General Education Diploma (or equivalence), should complete Pure Mathematics, Biology, and either Physics or Chemistry.
  - b. Food Science and Human Nutrition  
Successful Completion of General Education Diploma (or equivalence), with 70% average, should obtain 75% in English, Biology, Physics and Chemistry.
  - c. Applied Human Nutrition and Dietetics  
Successful Completion of General Education Diploma (or equivalence), with 65% average, should obtain 60% in English, Biology, Physics and Chemistry.
  - d. Industrial Chemistry  
Successful Completion of General Education Diploma (or equivalence), with 65% average, should obtain 70% in Physics and Chemistry.
4. College of Law
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate).
5. College of Arts and Humanities



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- a. Bachelor of Arts in Counselling
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate).
- b. Bachelor of Education, Basic Education Field 1.
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate).
  - Should have obtain 65 in each subject of Arabic, Islamic Studies and Social Studies.
  - Pass the interview
- c. Bachelor of Education, Basic Education Field 2
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate).
  - Should have obtain 65 in each subject of Pure Math, Physics, Chemistry, and Biology.
  - Pass an interview
- d. Bachelor of Arts in Arabic language and Literature
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate).
- e. Bachelor of Education in Mathematics
  - Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate) with 65% average.
  - Obtain 70% in Pure Mathematics.
  - Pass the interview
  - Any extra conditions that can be requested by Ministry of Education and/or Ministry of Higher Education.
- f. Educational Diploma (Ta'heel)
  - Award a Bachelor Degree
  - Degree should be obtained with a maximum of 5 years counted from of first of September of the year student applied to the program.
  - A cumulative GPA not less than 2.3.



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- Student should not exceed 40 years old.
  - English major should obtain a valid IELTS certificate with 6.0 or above
  - Above conditions are subject to be changes by Ministry of Education and/or Ministry of Higher Education.
  - Pass the interview
  - Medical examination.
- g. Bachelor of Education in Arabic Language:
- Successful Completion of the General Education Diploma or equivalent (formerly the General Certificate for Education; i.e.: High School Certificate) with 70% average.
  - Obtain 65% in Arabic.
  - Pass the interview
  - Any extra conditions that can be requested by Ministry of Education and/or Ministry of Higher Education.





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**Appendix C**

**Student Records' Policy**

**1. Definitions**

<b>Terms /Abbreviations</b>	<b>Definitions</b>
Documents	Any document created or obtained by performing the tasks of every natural or moral person, whether public or private, regardless of the date, form and type of these documents.
Constant Documents	Documents that are used in a constant and frequent manner as per work requirements.
Intermediary Documents	Documents which are no more considered constant, and their use has become accidental.
Documents Transfer	Shifting documents and files that are no longer in use from the workplace to the place at the university where the intermediary documents are normally saved.
Student File	It is the file that includes all the information related to the student's record and academic career.

**2. Purpose**

This Policy aims to control the process of creating, circulating and saving the students' files during the period of administrative and legal need for them. This policy enables the students' files to be preserved in manners that ensure their authenticity and reliability for future administrative and legal use.

**3. Scope**

The Policy covers all files of students who have registered at the university, regardless of the form, date and type of these files.

**4. Policy Statement**

The University is committed to apply the procedures and guidelines stipulated in this Policy to manage, preserve and maintain all student's files and ensure their durability in original, comprehensible and usable formats throughout the periods of administrative



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and legal need. The university is also committed to destroy files whose initial value has expired and in accordance with the procedures and stages specified by the executive regulations of the law of Documents and Archives.

#### 5. Key Stakeholders

This Policy applies to university employees, former and current students, and any other relevant stakeholders as needed.

#### 6. Procedures and Guidelines

##### - Management:

The Admissions and Registration Department takes the overall responsibility of managing the students' records and is responsible for ensuring that all records are maintained, updated and stored in accordance with the international standards that are followed in higher education institutions. It is also the responsibility of the Information Technology Department to ensure that all electronic records are stored securely. All students who are currently studying at the university should have an independent record which includes their personal data, academic history and any additional documents. The printed and electronic records are described as below:

##### - Collection:

At the time of registration, all students must submit their documents by visiting the Admission and Registration Department, filling out the admission form with their personal information, submitting a copy of the required documents, or through the university's website "Direct Registration", entering personal information and other required information, and attaching the following documents:

1. An exact copy of the General Education Diploma
2. A copy of the student's ID card
3. A copy of the guardian's ID card
4. A Personal photo
5. All documents related to the student's academic status

##### - Saving & Maintenance:



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Paper records of all current students are saved in secure fireproof lockers in the Admissions and Registration Department. Each file is marked with the student's university number for easy identification. The student's hard copy records contain the student's personal details as well as application and registration forms, certificates, and any other relevant documents. The student's personal details and his/her study history such as classes, grades, etc. are also saved electronically on the university's Student Information System (SIS).

The Information Technology Department is the department concerned with preserving and storing data and making backup copies on a daily basis as well as weekly and monthly copies in a safe place outside the university campus in a safe deposit box in one of the banks accredited at the university. This data could be retrieved when necessary. This serves as a permanent backup of student records and other activities of the university.

#### - Disposal:

Main records, which are those that allow the submission of a copy upon request, of all previous and current university students are kept indefinitely on the university's electronic system. All printed records are saved. Until the university's document management system is prepared and approved by the National Archives Documents Authority, the process of managing the university's student files is carried out as per the below stages:

- The students' files are kept in the offices of the Admission and Registration Department and under its responsibility, from the time they are created up to a year (the period deemed by the Admission and Registration Department) after the student's graduation or final withdrawal from the university. At this stage, the Admission and Registration Department is fully responsible for the paper files. As for electronic files, the responsibility of the Department of Admission and Registration is limited to the informational content of documents and files, while the Department of Information Technology is held responsible for preserving, circulating and validity of documents in original, perfect and usable formats.
- After the student's file has been repeatedly used (the period specified in the previous paragraph), the paper files are transferred to a store for saving the intermediary documents until the end of the period of administrative and legal need for them. The intermediary period supervisor is responsible for saving the documents. As for electronic documents, they are jointly supervised by the administrative division responsible for the intermediary period and the Information Technology Department. In all cases, files may not be viewed or destroyed without a written approval from the Admission and Registration



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Department, and in accordance with the procedures specified by the National Records and Archives Authority.

- At the end of the period of administrative and legal need for the student files, samples are selected for permanent preservation at the National Records and Archives Authority (for reasons related to scientific research and national memory archives). The remaining files are prepared for destruction in accordance with the followed legal procedures and in coordination with the National Records and Archives Authority.
- Whenever there is a need to develop, update information systems or use new ones, the Information Technology Department is assigned the technical work related to the displacement process. The Admission and Registration Department or the administrative division supervising the intermediary documents shall ensure the originality, inclusiveness and reliability of the information content. In all cases, it is necessary to document all technical processes which aim to ensure the durability of students' files for the periods in which they may be required.

#### - **Authorities:**

The University's SIS ensures secure and confidential access to students' academic data and records. Staff get gradual access to the system based on the level of authority granted to their positions within the university and the department in which they work. Staff of Admissions and Registration Department and Information Technology Department are granted access to the largest amount of data. Tasks that staff can perform on the Information System also depend on their positions and departments. Only the staff of Admissions and registration Department can access the printed records of previous and current students.

#### **References:**

- Royal Decree No. 60/2007 regarding the issue of the Documents and Archives Law.
- Royal Decree No. 69/2008 regarding the issue of the Electronic Transactions Law.
- Ministerial Resolution No. 23/2008 regarding the issue of the executive regulations of the Law of Documents and Archives.
- National Procedures Manual of the Management of Electronic Documents of the National Records and Archives Authority