



Study Regulations and Tests Manual

Electrical Engineering Department
College of Engineering

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Academic Terminology

Academic year: There are two main semesters and a summer semester

Semester: A period of time not less than fifteen weeks during which the academic courses are studied, and the registration

Summer Term: A period of time that does not exceed eight weeks, and does not include the two registration periods and final exams, during which the period allotted for each course is doubled.

Academic level: This is the study stage, according to the approved study plans.

Course: A subject within the approved study plan in each major (program), and each course has a number, code, name, and detailed description of its vocabulary that distinguishes them in terms of content and level above other courses, and some courses may have a requirement, a competing requirement, or concurrent with it.

Study unit: The weekly theoretical lecture, which was less than fifty minutes, the clinical papers which were not shorter than fifty minutes, and the practical or field papers which were not less than 100 minutes.

Academic warning: The notice given to the student because his cumulative average is below the minimum set forth in these regulations.

Quarterly work Degree: The degree awarded to the work that shows the student's achievement during a semester in terms of tests, research and educational activities related to the course.

Final test: A test in the course is held once at the end of the semester.

Final exam score: The grade obtained by the student in each course in the final exam for the semester.

Final grade: The sum of the semester work scores plus the final exam score for each course, and the score is calculated out of one hundred.

Appreciation: A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.

Incomplete estimate: An estimate temporarily monitored for each course in which the student is unable to complete its requirements on the specified date and is symbolized in the academic record with the symbol (L) or (IC).

Continuous rating: A grade assigned temporarily for each course whose nature of study requires more than one semester to complete and is symbolized in the academic record with the symbol (m) or (IP).

Semester average: It is the result of dividing the total points obtained by the student by the total units assessed for all the courses he studied in any semester. Points are calculated by multiplying the unit assessed by the weight of the grade obtained by the student in each course he studied.

Cumulative average: It is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units prescribed for those courses.

Overall rating: A description of the student's level of educational attainment during his/her study at the university.

Study load: The total number of academic units that a student is allowed to register in a semester, and the upper and lower limits of the study load are determined according to the university's executive rules.

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.

Failing in the course: It means failure to pass the course due to failure, deprivation or interruption.

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.

Withdrawal for the study: It means that the student does not continue studying for the academic year or semester in which he registered with an acceptable excuse while counting the withdrawal period within the regular period of graduation.

Postponement the study: It means that the student does not register for courses for the year or semester in which the study is to be postponed at the request of the student, and the postponement period is not counted within the regular period of graduation.

Dropout of university: It means that the student does not register for any academic courses for any year or semester without notifying the university. Or his failure to attend academic lectures for a specific period determined by the college.

Registration Folding: It means the termination of the student's relationship with the university, whether through dismissal, withdrawal, or interruption.

Minimum course load: It is the minimum number of units of study that the student registers during the academic level.

Visiting student: A person who studies some courses at another university or in a branch of the university to which he belongs without being transferred.

Registration of courses

The students can amend their registration by adding or deleting courses during the first week of the semester (or in the summer term) or deleting some courses according to the following controls:

1. The course to be registered must be within the study plan or approved elective or free courses if any.
2. The course to be registered should not conflict with another course in the academic schedule or in the final exams schedule.
3. The course to be registered does not have a previous requirement.
4. Seats are available in the course section for which registration is required.
5. If the course to be deleted is an accompanying requirement with another course, the student is not entitled to delete it except by deleting the two courses together.
6. The minimum academic load for a student is (12) credits.

7. The registration process is done automatically without the need for a request from the students if they did not have notes before the beginning of the semester according to the ideal plan for the student's academic program, starting from the lowest levels of the study plan, as permitted by the students' academic status.
8. When it is not possible for the students to register for the academic load from the courses of the next level (due to a conflict or failure to finish the previous requirement or to finish all the courses of that level), the students are allowed to complete their study load from the courses of the following levels allowed, and the opportunity is opened for the students to register any courses in the study plan Considering the order of levels unless it requires the study of previous subjects that the students have not studied, and if it is not possible to complete their study units, they will be satisfied with the study units that were available to them even if their number is less than the minimum.
9. The students are not allowed to delete any course from the zero level.
10. The number of levels allowed to be registered for courses at three consecutive levels of study.
11. Students of the preparatory year and first level in the rest of the faculties are not allowed to add or delete.
12. The student is transferred from his level to the next level if he successfully passes all the courses of that level.
13. To view the registration steps (deletion and addition) in the electronic system (the portal electronic) <https://edugate.su.edu.sa/su/init>

Registration for the summer semester

The college council determines the courses that the college wishes to offer in the summer semester, provided that this is five weeks before the end of the second semester, and coordination is done with the Deanship of Admission and Registration in this regard.

Attendance

1. A regular student must attend lectures and practical lessons of all kinds, and he is denied entry to the final exam if his attendance rate is less than (75%) of the lectures and practical lessons of the types specified for each course during the semester or academic year for annual courses. Absence, a failure in the course, and the grade of the semester work is confirmed, and a deprived grade (H) or (DN) is noted for it.
2. The College Council may, on the recommendation of the department council to which the student belongs, or whomever he delegates, with exception, lift the deprivation and allow the student to enter the test, provided that the student provides an excuse accepted by the council, provided that attendance is not less than (50%) of the lectures and practical lessons specified for the course on the acceptable excuse must be presented before the start of the general preparation exams.
3. A student who is absent from the final exam will have a score of zero unless he presents an acceptable excuse and the College Council recommends his acceptance, and it is approved by the authorized person.

Absence from the final exam

The student shall be excused for absence in the final exam or in one of his courses and allowed to take an alternative exam according to the following:

1. To submit an excuse before the end of the last day of his course exams.
2. The college council accepts the excuse submitted by the student who fulfills the conditions.
3. The alternative test and its result will be monitored within the first two weeks of the beginning of the next semester as a maximum.
4. The student is given the grade he/she gets, including his/she grades in the semester work.
5. Compelling excuses and in the following cases of extreme necessity:

- A. Cases of death of relatives of the first, second and third degree for a period of five days from the date of death.
- B. Accidents and severe illness cases that require hospitalization.
- C. Birth and its rulings.
- D. Some other cases that the committee concerned with examining excuses in the college deems to be compulsive cases and do not fall under what was mentioned above and these cases must be sent to the Dean of Scientific Affairs.

Studying withdrawal

1. The student may withdraw from continuing to study a semester without being considered a failure, at least three weeks before the start of the final exams. As for the students of colleges that apply the school year system, they may withdraw for the school year before the end of the thirteenth week of the university year at least, taking into account the calculation of the results of the semester courses and the student succeeded in them, and the student is given a grade of (A) or (W), and the withdrawal period is calculated from the period required to complete the graduation requirements.
2. The student is allowed to fully withdrawal for the summer semester during the first three weeks from the beginning of the semester after submitting an acceptable excuse and the approval of the college and the Deanship of Admission and Registration.
3. The semesters of withdraw should not exceed two consecutive semesters or three non-consecutive semesters, as for students of faculties that apply the academic year system, it is not permissible to withdraw for two consecutive years, and the years of withdrawal should not exceed two non-consecutive academic years during the student's stay at the university and then his enrollment is folded after that. The Dean of Admission and Registration has an exception to this.

A student may withdraw from one or more courses in a semester without being considered a failure in accordance with the following controls:

1. student may withdrawal for a maximum of four academic courses during the period of his stay at the university.
2. The number of academic units remaining in the semester shall not be less than twelve.
3. To present an acceptable excuse at least three weeks before the start of the final exams.
4. Students of colleges that apply the academic year system may withdrawal for short courses before the start of exams equivalent to one-third of the course duration.
5. The Rector of the University or his authorized representative may make an exception in the event of extreme necessity, provided that the period for submitting the withdrawal request does not exceed the beginning of the final exams for general preparation courses, and the student is given a grade of (A) or (W) in the course from which he withdrew.
6. Students of the preparatory year may not withdrawal for a course throughout its study in the preparatory year.
7. To withdraw from a course or semester through the portal system:
<https://edugate.su.edu.sa/su/init>

Postponement

1. The student may submit a request to postpone the study before the start of the semester for an excuse accepted by the dean of the college to which the student belongs or his representative, provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters.
2. Students of faculties that apply the system of the academic year may not be postponed for two consecutive years, and the period of postponement may not

exceed a maximum of two non-consecutive years during his stay at the university and then his registration is folded after that.

3. The rector of the university or his authorized representative, in case of necessity, may make an exception from this. The postponement period shall not be counted within the period necessary to complete the graduation requirements.
4. Female students accompanying their husbands on scholarships outside the Kingdom and students accompanying their wives on scholarships outside the Kingdom. An exception is allowed for the male/student upon the approval of the College Council after the recommendation of the relevant department council to postpone the study for a maximum of five consecutive years, provided that the student submits this before the beginning of each semester according to for the academic evaluation, provided that evidence of the scholarship student's accompaniment from the official authorities is present. The student whose postponement period is more than five years due to the scholarship's escort is considered to have dropped out of the study, and the previous study units are not counted for him/her, and if he/she wishes to study, he applies to the university as a new student according to the admission requirements.
5. To request a study postponement through the online portal system:
<https://edugate.su.edu.sa/su/init>

Dropping out of university

If the regular student stops studying for a period of four weeks from the beginning of the semester without requesting a withdrawal from the university.

Re-enrollment

A student whose enrollment has been closed may apply to his college for re-enrollment with his number and record before the interruption, according to the following rules:

1. To apply for re-enrollment within four semesters (or two academic years for faculties that apply the academic year system) from the date of closing the

- enrollment, and the university director or whomever the delegates may make an exception if there are convincing reasons.
2. That the college council, based on the recommendation of the department council to which the student belongs, agree to re-enroll him/her.
 3. The student will be re-enrolled after one semester of submitting and approving his application.
 4. If four semesters or more have passed since the student's enrollment has been terminated (or two academic years for faculties that apply the academic year system), he can apply to the university as a "new student" without referring to his previous academic record, provided that he meets all the admission requirements announced at the time, and the University Council has the right to make an exception for that.
 5. A student whose registration has been folded may not be re-enrolled more than once, and the University Council may make an exception in case of necessity.
 6. The deadline for implementing re-enrollment is the end of the first week of the beginning of the semester.
 7. A student who withdraws from the university is treated as a student whose registration has been folded.

Transfer Students and Transfer Courses

The university has established clear guidelines governing the admission of transfer students and the acceptance of transfer coursework.

Transfer Students

Student transfer cases are classified into four categories: 1) transfer from other universities, 2) transfer between colleges within Shaqla University, 3) transfer between departments within the same college, and 4) transfer between majors within the same department.

Transfer from other Universities

A student may be accepted for transfer from outside the university in accordance with the following regulations:

1. The student must be enrolled in a recognized higher education institution.
2. The student must meet the admission requirements of the department he wishes to transfer into.
3. The student should not be separated from the University for Disciplinary Reasons.
4. The student must be registered at the university from which he is transferring.
5. The percentage of online learning in the program from which the student is transferring must not exceed that in the program to which he is transferring at Shaqla University.
6. The student's major must be similar to the major he requests to transfer into.
7. There must be available capacity in the desired academic program.
8. The student's GPA must meet the internal transfer GPA requirement for the previous semester of the transfer.
9. The student should study at Shaqla University at least 60% of the graduation requirements.
10. The student should meet any additional conditions set by the Deanship of Admission and Registration.
11. The Students' Academic Issues Committee at the University may waive some of the above conditions in exceptional cases.

Transferring from one college to another within the university, from one department to another within the college, or from one major to another within the same department:

The student may transfer from one college to another within the university, from one department to another within the college, or from one major to another within the same department, in accordance with the following regulations:

1. The student must have completed at least one semester in his current major before applying for transfer
2. The student must be enrolled at the time of submitting the transfer request.

3. Transfer is subject to the availability of capacity in the intended program.
4. The student's cumulative GPA at the time of transfer must not be less than 3.00 out of 5.00.
5. The student must meet any additional conditions or requirements set by the department and college for the intended program.
6. The Students' Academic Issues Committee at the University may waive some of the above conditions in exceptional cases.

Transfer Courses

The College Council, or its authorized representative, may approve the equivalency of a course or a group of courses previously completed by the student prior to admission to the university, based on the recommendation of the program offering the equivalent courses, and subject to the following conditions:

1. The transferred courses will not be included in the calculation of the student's cumulative GPA.
2. The transferred courses will be recorded in the student's academic transcript.
3. The content of the course to be transferred must be equivalent or substantially similar to the corresponding course at Shaqua University, with a minimum of 70% content alignment.
4. The student must complete at least 60% of the credit hours required by his study plan at Shaqua University.
5. All courses studied by the student transferred from one college to another within the university, from one department to another within the college, or from one major to another within the department, will be recorded and counted in the student's academic transcript.

Additionally, transfer credit may be granted for courses taken by visiting students. A visiting student is defined as a student who temporarily enrolls in courses at another university or at a different branch of the same university without formally transferring enrollment. The credit hours earned may be counted toward the degree requirements in accordance with the following regulations:

1. Visiting Another University:

- The courses taken will be recognized and recorded in the student's academic transcript, but they will not be included in the cumulative GPA.
- The content of the course to be recognized must be at least 70% equivalent to the corresponding course offered at Shaqla University.
- The percentage of online instruction in the course to be recognized must not exceed that of the equivalent course offered at Shaqla University.
- The student must complete a minimum of 60% of the total credit hours required by the study plan at Shaqla University.
- The student must submit the academic results obtained during the visit to the Deanship of Admission and Registration within two weeks from the beginning of the first semester following the visit, in accordance with the procedures established by the Deanship.
- Any other conditions set by the Deanship of Admission and Registration.

2. Visiting from Outside the University:

- The student must obtain prior official approval from their home university.
- The student's acceptance and registration procedures will be carried out according to the procedures followed at Shaqla University.

3. Visiting Within the University:

- The courses taken by the student as an internal visitor at the university will be included in the student's cumulative GPA.
- Internal visits are limited to exceptional circumstances determined by the Students' Academic Issues Committee at the University.

Graduation

1. After successfully completing the first two semesters (32 credit hours for the current plan and 36 credit hours for the developed plan) students must fulfill a total of 170 credit hours under the current study plan, or 167 credit hours under the developed study plan implemented starting from the academic year 2024/2025, to meet the graduation requirements for the B.Sc. degree in Electrical Engineering.
6. In the current plan, students are eligible to register for Senior Design Project 1 (SDP1) after completing 126 credit hours. In the developed plan, the requirement is reduced to 115 credit hours. SDP consists of two sequential courses, SDP1 and SDP2 (2 credit hours each), and both are offered only in the regular semesters (Fall and Spring). SDP2 requires successful completion of SDP1.
7. In the current plan, students must complete at least 100 credit hours (including the first year) before starting the 8-weeks Engineering Summer Training Program. In the developed plan, the requirement increases to 161 credit hours. The training takes place during Level 10 (the final semester) and is followed by the Engineering Summer Training Program, which must be completed in approved companies.
8. Upon fulfilling all academic requirements of the study plan, a student must have a cumulative GPA of no less than 2.75 out of 5 to be eligible for graduation.

Tests and Grades

The council of the faculty to which the course belongs, upon the proposal of the department council, determines a grade for the semester work between (40% to 60%) of the final grade of the course, and it includes any practical or oral exams or others.

The degree of the course's semester work is calculated in one of the following two ways:

- 1.The degree of the semester work of the course is calculated with two written tests, or at least one written test with an oral, practical, research or any other types of summer activities.
- 2.The council of the faculty to which the course is affiliated, upon the recommendation of the department council, may include the final exam in any course of practical or oral tests, provided that the practical and oral score does not exceed (50%) of the total marks of the final exam. The grades obtained by the student in each course are calculated. As follows:

Degree Centigrade	Appreciation	Appreciation symbol	Weight Estimation of (5)
95 to 100	High Excellent	A+	5.00
90 to less than 95	excellent	A	4.75
85 to less than 90	High very good	B+	4.50
80 to less than 85	very good	B	4.00
75 to less than 80	High good	C+	3.50
70 to less than 75	good	C	3.00
65 to less than 70	High acceptable	D+	2.50
60 to less than 65	acceptable	D	2.00
less than 60	fail	H	1.00

The general estimate of the cumulative GPA upon graduation is based on his cumulative GPA out of (5.00) according to the following:

- (Excellent): If the cumulative GPA is not less than 4.50.
- (Very good): If the cumulative GPA is from 3.75 to less than 4.5
- (Good): If the GPA is from 2.75 to less than 3.7.
- (Acceptable): If the cumulative GPA is from 2.00 to less than 2.75

The student may submit to the department a request to re-mark his paper, and the college council that teaches the course may, in cases of necessity, approve the re-marking of the answer papers according to the following rules:

1. The student submits a request to re-mark the answer papers to the department that studies the course with a mention of the justifications for the request for re-correction, and then submits the request to the College Council, provided that the request does not exceed one month from the end of the final exams period for the semester in which the student wishes to review the answer papers of one of his courses.
2. The student must not have previously applied for re-marking one of the tests, and his request was proven to be invalid.
3. A student may not submit a request to re-score more than one course in the semester, and three courses throughout his study period.
4. In the event of approval of the re-correction, the college council forms a committee of at least three members of the faculty to re-mark the answer sheets, and the committee submits a report to the college council for decision, and the council's decision is considered final.

Final Examination Procedures

Procedures for performance tests, practical, oral examinations, research and projects

1. The department constitutes a discussion committee that distributes tasks, defines groups and discusses for each group, and a day is set for the discussion of projects and research.
2. Practical tests must be subject to the group test system and the test is carried out in the relevant laboratory for each course, and 2 to 3 observers are assigned in addition to the scientific course teacher.

Procedures followed (during the final exam)

1. It is forbidden to let any student who is late to enter after the start of the exam (half an hour), and no student is allowed to leave before (half of time) from the start of the exam, and the late student is not granted any additional time than the rest of the students.
2. Any real attempt to cheat or attempted cheating must be detected inside the examination hall, making sure to attach the evidence of cheating, if any, and to write a report to that case (see the appendixes). In the absence of a presumption of cheating, the attempt to cheat must be clearly confirmed by a number of at least (two observers) and fill out the necessary report for that. In this case, the student is summoned by the disciplinary committee to investigate him and take the necessary action.
3. A multiplicity of question forms must be worked on to reduce cheating, in addition to verifying the students' identity before entering the test.

Controls for objection to the final test score and re-marking

1. The student submits a request to object to the final exam score to the department submitted for a course through the university system and fill out the required form within a period not exceeding (two weeks) from the date of the announcement of the results, and no request will be accepted after that.

2. A student may not submit a request to object to the final exam score in more than one course during the semester and no more than (3 times) during the entire undergraduate studies, unless one of his previous requests is proven correct, and he is given an opportunity in return (and a special database is created at the level of colleges and departments).
3. A form is prepared that includes the following basic data (student name, university number, course number, code and name, section number, semester, percentage of absence, cumulative average, warnings, name of the course instructor, test date, justifications for re-correction, and the number of times it is submitted, it is subject to a previous objection and its status, whether by acceptance or rejection, and an undertaking by the student that the information he provided is correct).
4. The student may not see the final exam paper, and the process of remarking the exam papers for any course (in case one of the requests for objection to the grade and re-correction is approved, or if there is a necessity, is justified by the head of the department submitting the course) through a committee from three specialized members, not including the professor of the course, it is formed by the head of the department, within a period not exceeding (two weeks) and the committee submits a report to the head of the department for decision, and the committee's opinion is considered final (see the regulations of studying and exams at Shaqua University).

Controls for dealing with denial of the test cases

1. The student that is denied of the test (at the end of the last term day) before the final exams cannot enter the exam in the denied course and he is not entitled to demand that.
2. The course professor must work to remove the denial of accepted students with their excuses before the final examination of his course, and he bears the responsibility for that.

Controls for handling alternative test requests

Students who have acceptable excuses that prevented them from entering the basic final exam are entitled to apply for an alternative exam whose date is set by the department presenting the course, within a period not exceeding (two weeks) from the date of holding the final exam, and the date of the alternative exam is announced on (website

of the university, the university system, the college building and the department). The alternative test must be:

1. Different from the base test (different model).
2. Equal to the basic test in terms of coefficient of ease and difficulty.
3. A student who is absent from the alternative test is not entitled to apply for another test.

General instructions for the final exam's committees and their terms of reference

In each scientific department, a committee for the conduct of exams shall be constitute under the chairmanship of the department head. One of its general tasks is to ensure the regularity of the conduct of exams, and to provide the appropriate atmosphere for students to perform exams easily. Its functions are as follows:

1. Receiving the backup question papers from faculty members at least three days before the test date.
2. Preparing a table for observers and ensuring that an appropriate number is available in each committee according to these regulations.
3. Informing the faculty members of the rules of the examinations clearly and well in advance.
4. Preparing an attendance sheet for the observers in each committee; to sign it and make sure they are regular.
5. Preparing lists of the names of the students who took the tests, and making sure that the attending students sign them.
6. Preparing a report on the performance of each exam committee, and sending a copy of it to the college's exams unit.
7. Preparing forms for the delivery of answer sheets, which the course professor signs, indicating that they have been received immediately after completing the test.
8. Preparing a statement for replacement of controls; this is to be used in the event that there is replacement between observers to ensure the presence of a sufficient number of observers in each committee, and to inform the Chairman of that replacement.

9. Provide a statement of cheating cases, to be filled in by the observer and the head of the committee, in the event of cheating in the committee.
10. Ensure the availability of a sufficient number of seats in each examination committee according to the number of students, as well as to ensure that there are sufficient distances between seats, which prevents students from cheating, and facilitates the task of observers.