



Civil Engineering Department
College of Engineering



Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

Study and Examination Regulations

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

Table of Contents

Table of Contents.....	1
1 Introduction	2
2 Academic Definitions	2
3 Registration of Courses.....	5
3 Registration for the Summer Semester	6
4 Attendance.....	7
5 Absence from the Final Exam.....	7
6 Study Withdrawal	8
7 Study Postponement	9
8 Dropping out of University	11
9 Re-enrollment	12
10 Graduation	13
11 Dismissal from University	14
12 Transferring	16
13 Course Equivalency	17
14 Visiting Student	18
15 Examinations and Grades.....	21
16 Final Examinations Procedures	23
17 Cheating in Exams	27
17 Regulations of Study and Examinations at Shaqa University	28
18 Appendix: Investigation report (Exam cheating) and Violation report.....	29

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

1 Introduction

The student is responsible for understanding and adhering to academic rules and regulations, as well as graduation requirements. Academic advisors' advice and assistance do not absolve the student of this responsibility. As a result, every student should be intimately familiar with all academic regulations governing the awarding of academic degrees. The student should become acquainted with new academic regulations on a regular basis; in this regard, he may consult the department chairman or the academic advisor.

2 Academic Definitions

Academic Year: Two regular semesters and a summer semester, if any.

Academic Semester: A period of no less than fifteen weeks of instruction, not including the registration and final examinations periods.

Summer Semester: A period not exceeding eight weeks of instruction, not including the registration and final examinations periods. The duration of each course is twice its duration of a regular academic semester.

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

Academic Course: A subject of study for a specific level within an approved study plan of each specialization (program). Each course has a number, a code, a name, a detailed description of its content that distinguishes it from other courses, and a specific profile kept by the corresponding department for the purpose of following-up, evaluation and development. Some courses may have prerequisite or co-requisite requirement(s).

Credit Hour: A minimum of fifty-minute weekly theoretical lecture/ a clinical class, or a minimum of 100-minute weekly practical/ field class.

Academic Warning: A notification given to a student due to a drop in his Cumulative GPA below the minimum limit specified in this List of Regulations.

Semester Works Score: Grades given to a student indicating his/her achievement in tests, research papers, and educational activities related to the course during an academic semester.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

Final Examination: An examination held only once for each course by the end of each academic semester.

Final Examination Score: A score attained by a student in the final examination of each course in the academic semester.

Final Score: The total sum of the semester works scores plus the final examination score out of one hundred obtained by a student for each course

Grade: A description of the percentage or alphabetical letter for the final score obtained by a student in any course.

Incomplete Grade: A provisional grade assigned to each course in which a student is unable to complete its requirements on time, and coded in the academic record as (IC).

In-Progress Grade: A provisional grade assigned to each course which requires more than one semester to complete, and coded as (IP).

Semester GPA: The total points obtained by a student divided by the sum of assigned credit hours for all courses per any academic semester. The points are calculated by multiplying the credit hours by the grade weight a student obtained in each course (See Appendix B).

Cumulative GPA: The total points obtained by a student in all courses he/she has studied since enrollment at University divided by the total number of credit hours assigned for these courses (See Appendix B).

Overall Grade: A description of a student's academic achievement level throughout his/her study period at university.

Minimum Course Load: The minimum number of credit hours that a student should register in accordance with his/her Cumulative GPA and as decided by the University Council.

Major GPA: The average of grades earned in the major courses, as well as in the other accredited courses. The major GPA is computed on the basis of the last grade earned by the student in the course.

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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

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.

Summer Training: The students, according to their major, are required to spend 10 weeks of practical training (300 working hours) in their major field. The student should regularly be in touch with his/her academic advisor to discuss the co-operative program. The student should complete the program before his/her last year at the University.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

3 Registration of Courses

Students can change their registration by adding or deleting courses during the first week of the semester (or in the summer semester), or by deleting some courses according to the controls listed below:

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 are (12) credits and the maximum are (22) credits in proportion to the student's cumulative average attached (C).
7. With the approval of the department and college councils, the upper limit of the academic load for the student expected to graduate may be increased by no more than three credit hours above the student's workload, attached (C).
8. 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.
9. 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

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

study units, they will be satisfied with the study units that were available to them even if their number is less than the minimum.

10. The students are not allowed to delete any course from the zero level.
11. The number of levels allowed to be registered for courses at three consecutive levels of study.
12. Students of the preparatory year and first level in the rest of the faculties are not allowed to add or delete.
13. The student is transferred from his level to the next level if he successfully passes all the courses of that level.
14. To view the registration steps (deletion and addition) in the electronic system (the portal electronic) or scan the following code:



Deletion and addition through the
electronic portal

3 Registration for the Summer Semester

1. 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.
2. The upper limit of the number of academic credits allowed to be registered during the summer semester is (6) credit units and (9) credit hours for a student expected to graduate.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

4 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.

5 Absence from the Final Exam

The student will be executed for absent the final exam or one of his courses and will be allowed to take an alternative exam if the following conditions are met:

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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

- 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.

6 Study 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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

2. The number of academic credit hours remaining in the semester shall not be less than twelve credit hours.
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 or you can scan the following code:



To request to withdraw from a course



To request to withdraw from a semester

7 Study Postponement

It means the student is not registering courses for the semester to be postponed, at the request of the student. The postponement period is not counted within the regular period of graduation. The postponement controls as follows:

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

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

- 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. The student can request a study postponement through via scanning the following barcode service guide:

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.



To request a study postponement

8 Dropping out of University

If a regular student stops studying for four weeks after the semester begins without requesting a withdrawal from the university.

University Drooping out Service Guide

This service enables the student to submit a request to withdraw from the university.

Important notes:

1. A withdrawn student cannot apply to the university as a new student until two years have passed from the date of his withdrawal
2. A withdrawn student has the right to submit a request for re-admission at the university within 3 semesters for students of the Applied College and six semesters for the rest of the colleges from the date of his withdrawal, and based on the study and examination regulations, the student cannot be re-admitted until after one semester of the semester in which he applied for re-admission.

Example: A withdrawn/discontinued student who applied for reinstatement during the summer semester of 1442 AH and his request was approved, will not be re-enrolled until the second semester of 1443 AH.

To apply for the service, you can refer to the guide via scanning the following barcode:

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.



To submit a request to withdraw
from the university

9 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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

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.

10 Graduation

1. The student graduates after successfully completing graduation requirements according to the study plan, provided his cumulative average is not less than (2.75 out of 5) in (Faculties of Engineering, Computer and Information Technology) and (2.5 out of 5) in Faculties of Medicine, Pharmacy and Applied Medical Sciences for students of the year 1438/ 1437 AH and onward and whose university numbers start with 437 or higher.
2. The student graduates after successfully completing graduation requirements according to the study plan, provided that his cumulative average is not less than (2 out of 5) for the rest of the university's faculties.
3. The faculty council - or whoever it delegates - based on the recommendation of the relevant department council determines suitable courses for the student to study to raise his cumulative average, in case he succeeds in the courses and fails in the cumulative average.
4. The student is not considered a graduate until after the approval of the University Council to grant him the academic degree.
5. The student can request an electronic academic record or/and an electronic graduation certificate through scanning the following barcodes:



To request an electronic
academic record



To request an electronic
graduation certificate

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

11 Dismissal from University

First: The student is dismissed from university for the following causes:

1. If student receives three consecutive warnings at most for dropping his cumulative average from the minimum (2.75) and the department and college councils may give the student an opportunity for someone who can raise his/her cumulative average according to the following conditions:
 - 1) The reason for the stumbling should be acceptable to the college council based on the department council's recommendation.
 - 2) The student should be able to raise his cumulative GPA to (2.75) when student gets the opportunity.
 - 3) That there has been an improvement in the student's performance in the last two semesters and does not fall within that summer semester.

Second: If he does not complete the graduation requirements within a maximum period of half the period prescribed for his graduation in addition to the duration of the program, and the department and college councils may give an exceptional opportunity to the student to complete the graduation requirements with a maximum that does not exceed twice the original period specified for graduation in accordance with the conditions set forth in the first case.

Third (A): The rector of the university or his authorized representative, based on the recommendation of the department and college councils, may give students who have been dismissed due to the exhaustion of twice the duration of the program an opportunity that does not exceed two semesters at most, according to the conditions mentioned in the first, in addition to the fact that the student still has to graduate courses that can be passed in duration not to exceed two semesters.

Third (B): The Rector of the University or his authorized representative may give students dismissed due to warnings an opportunity not to exceed two semesters according to the following:

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

1. The student is given the first opportunity (first semester) based on the recommendation of the department and college councils and in accordance with the conditions set out in the first.
2. The student is given the second and last opportunity “Semester Two, based on the recommendation of the department and college councils and the approval of the Education Affairs Committee, and the approval of the person in authority, in accordance with the conditions set forth in firstly, in addition to the number of hours remaining in the student’s plan to graduate not exceeding (20) hours Accredited, and that re-enrollment should take place after a semester of submitting and approving his application.

Fourth: A health college student who is registered for courses in the annual system is dismissed if he is unable to raise his cumulative average to (2.50 out of 5) after being warned and given a full academic year.

Fifth: The summer semester is not counted among the semesters in which warnings are given to the student in the event of a drop in the average.

A student who has been dismissed from the university may apply for an additional opportunity, so that the application will be studied by the college, according to the following conditions:

1. No more than (4) semesters have passed since the student's absence/withdrawal.
2. Approval of the department and college council.
3. An additional opportunity is not granted to those who have received (6) warnings or more, and an additional opportunity cannot be granted to those who have received (5) warnings and have more than 20 hours left to graduate.

To request an additional opportunity through the online portal, or scan the following barcode:



To request an additional opportunity

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

12 Transferring

First: The student may, after the approval of the head of the department and the dean of the college to which the student wishes to transfer, accept his transfer from outside the university according to the following controls:

1. The student must have studied as a regular student at an accredited college or university, and must not be affiliated or distance studying.
2. The student must not be dismissed from the university he is transferring from for disciplinary or educational reasons.
3. The student must have spent at least two semesters at the university from which he wishes to transfer, provided that the number of academic units registered in his academic record for the two semesters shall not be less than (24) units.
4. The student must have passed the preparatory year for the majors that require the preparatory year.
5. The cumulative average of the student upon transfer must not be less than:
 - (4.50) out of (5.00) for the Faculty of Medicine.
 - **(4.00) out of (5.00) for the College of Engineering** or Pharmacy.
 - (4.00) out of (5.00) for the College of Applied Medical Sciences.
 - (3.75) out of (5.00) for the College of Computer and Information Technology.
 - (3.00) out of (5.00) for the Faculties of Sciences and Arts, Education, Sciences and Humanities, and Business Administration.
 - (2.00) out of (5.00) for Community College.
6. That the student's major is equivalent to the major into which he desires to transfer.
7. The student at Shaqra University must study at least 60% of the graduation requirements.
8. The student must submit a transfer request before the start of the semester in which he wishes to transfer, according to the academic calendar of the university.
9. Provides all documents to the new student, in addition to the original academic record of the student from the university from which he is transferred.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

10. Availability of vacant seats in the college to be transferred to, according to the capacity.
11. The transfer applicant must not have withdrawn, dropped out of studies, or been expelled for educational or disciplinary reasons at his university.
12. Any other conditions determined by the College Council or the Deanship of Admission and Registration.

To request a transfer to the university, please scan the following barcode:



To request a transfer from outside
to Shaqa University

13 Course Equivalency

The College Council will equalize the courses that the student has studied outside the university and transferred to Shaqa University based on the recommendations of the departments that offer these courses:

1. The student's average in the courses to be equivalent must be at least a good grade.
2. The number of hours in the course to be equivalent must be equal to or more than the number of hours of study at Shaqa University, and the college may consider exceptions to this condition, provided that the course is less than a maximum (one hour).
3. The course content to be equalized must be at least (70%) identical to the course content at Shaqa University.
4. The college may recommend evaluating the percentage of the course content as appropriate for the university.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

5. To request the equivalency of internal courses or external courses through the electronic portal, please scan the following code:



To request the equivalency of
internal courses



To request the equivalency of
external courses

Note: The student must coordinate with his academic advisor and department before submitting the equivalency request to find out the courses that can be equivalency and submit the request correctly to avoid not approving the request, while emphasizing that this service is for internal equivalencies only or equivalencies for courses that were studied outside the university (for transfer students or visitors) it has a separate service which is the external equation service.

14 Visiting Student

First: A Shaqra University student, who wishes to study as a visitor at another university during the first, second, or summer semester, must meet the following conditions:

1. The student must have spent at least one semester, and the number of credits registered in his academic record should not be less than (16) credits prior to his request to study as a visiting student.
2. The approval of the department and the college, to which the student belongs, and the Deanship of Admission and Registration to allow him to study as a visiting student with specifying the courses he will study. The college has the right to require obtaining a certain rate to equal the course, and the study is directed to the study by an official letter from the Deanship of Admission and Registration of the university to be studied.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

3. The courses to be studied outside the university are not available for registration in the same college as the student, with the exception of those who have an excuse accepted by the college council.
4. A preparatory year student may not study any preparatory year program course as a visiting student at any other university or branch of the university.
5. The maximum total of credits that can be calculated from outside the university is (25%) of the total graduation credits from Shaqa University.
6. The student must provide the Deanship of Admission and Registration with his results obtained immediately after the end of the exams and the issuance of the results. If he does not submit his results, he is considered suspended, with the exception of the summer semester.
7. The monthly stipend is paid to the visiting student, if he is entitled to it, after submitting his results to the college and equivalency of the courses he studied and submitting it to the Deanship of Admission and Registration.
8. The study should be at a recognized college or university.
9. To request a visit to other university, please scan the following barcode:



To request a visit to other
university

Second: A student from another university who wishes to study as a visiting student at Shaqa University:

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

1. The student must have spent at least one semester, and the number of credits registered in his academic record should not be less than (16) credits prior to studying as a visiting student.
2. That the student obtains a prior written approval from his university to study as a visiting student at Shaqra University, specifying the courses that the student will study at Shaqra University.
3. The student must obtain the approval of the Deanship of Admission and Registration and the college in which he wishes to study as a visitor at Shaqra University.
4. The maximum number of semesters that the student is allowed to study as a visitor (two terms), and the Dean of Admission and Registration may make an exception
5. The courses are registered to the student by the Deanship of Admission and Registration, taking into account all the registration controls for courses.
6. A visiting student is not entitled to request housing at Shaqra University.
7. No stipend is given to the visiting student from Shaqra University.
8. To request a visit from other university to Shaqra University, please scan the following barcode:



To request the equivalency of
external courses

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

15 Examinations 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 60	High Acceptable	D+	2.50
60 to less than 65	Acceptable	D	2.00
less than 60	Fail	F	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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

- (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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

16 Final Examinations Procedures

16.1 Procedures for Performance Exams, Practical, Oral Examinations, Research, and Project

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.
3. In clinical exams, oral exams and performance tests, an external examiner may be hired.

16.2 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. 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.

16.3 Examination Room Protocol

1. Invigilators must be at the examination room at least fifteen minutes prior to the start of the exam.
2. Students shall be present in the examination room, seated five minutes before the start of the exam.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

3. The invigilators should ensure that every student signs the examination attendance sheet upon arrival in the examination hall.
4. The invigilators are required to check the proof of identity of each student and ensure that the student is placed in his/her correct seat number.
5. An invigilator may ask a student to leave the examination hall if there is evidence of cheating, bad behavior (such as disturbing and distracting other students), or possession of unauthorized materials (e.g. course material, books, flash cards, mobile phones, electronic dictionaries, iPods, etc). The decision shall be taken by the supervisor of the examination hall together with the reporting invigilator. Details about the incidence shall be reported in the appropriate form. (Exam cheating form, appendix)
6. The invigilator should report the incidence with a copy of the completed form to the Assessment and Evaluation Center and a letter shall be issued to the vice dean to allocate a disciplinary committee to investigate the case and give recommendations as per university regulations.
7. At the beginning of the examination all students have to check their exam booklet and ensure that no page is missing. If there is any discrepancy or a missing page, the block chairman shall be informed and the exam material shall be replaced by a correct copy.
8. The supervisor of the invigilation team shall announce the start of the exam and the total time allowed for the examination. He shall also inform the students about the end of the exam, 10 minutes prior to the end and then the final conclusion of the exam as well.

16.5 Controls for Objection to the Final Exam 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,

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

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 Shaqra University).

16.6 Controls for Dealing with Denial of the Exam Cases

1. The student that is denied of the exam (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.

16.7 Controls for Handling Alternative Exam 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:

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

1. Different from the base exam (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 exam is not entitled to apply for another exam.

16.8 General Instructions for the Final Exams Committees and Their Terms of Reference

In each scientific department, a committee for the conduct of exams shall 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 exam 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 exams, 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 exam.
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.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

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 prevent students from cheating, and facilitates the task of observers.

17 Cheating in Exams

Cheating or attempting to take an exam or violating the instructions and rules of conducting the exam are matters for which the student is punished in accordance with the Student Disciplinary Regulations issued by the University Council.

Examination Cheating Committee Duties and Cheating Case Procedures:

1. Informing the investigation committee of the case of fraud and providing it with a record of the violation.
2. Call the student.
3. Call who set the case.
4. Filling out an investigation report (Exam cheating form), then asking the person who cheated several questions, recording the answer and signing it.
5. Based on the case, the committee recommends the punishment according to the regulations in education, and then it is submitted to the permanent investigation committee at the university.
6. In addition to the investigation report and attach the sealed academic record, along with a copy of the university card.
7. Then the response comes later, then the male or female student is summoned and informed of the final decision of the case and signs it.
8. Take a copy of each transaction before filing it, and keep it in a file for the outgoing disciplinary committee.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

17 Regulations of Study and Examinations at Shaqra University

Regulations of study and examinations, as well as their executive rules at Shaqra University are available by scanning the following barcode:



**Regulations of study and examinations and
their executive rules at Shaqra University**

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

18 Appendix: Investigation report (Exam cheating) and Violation report

الرقم:
التاريخ:
المشروعات:



المملكة العربية السعودية
وزارة التعليم العالي
جامعة شقراء
(045)

محضر تحقيق (غش في الاختبار)

في كلية .
منطقة:
محافظة:

أنه في يوم : الموافق: / 4 / 1441 هـ وفي تمام الساعة () تم
ضبط الطالب والمقيد/ة بقم:

المستوى: حالته /ا الدراسية: متلبس/ة بالغش في اختبار
مادة (.....) / الحمل / أعمال السنة
..... وعليه تم استجوابه /ا.

س: ما أداة الغش التي ضبطت معك؟
ج:

س: من الذي قام بضبط أداة الغش معك؟
ج:

س: ما السبب الذي دفعك للغش؟
ج:

س: ما حكم الغش في الشريعة الإسلامية؟
ج:

• ملاحظات عامة:

• توصية خاصة (2):

- (1) يكتب اسم الطالب/ة رباعياً وفقاً لما جاء في البطاقة الشخصية أو بطاقة العائلة.
- (2) مستجد، باقى/ة للإعادة، استثنائي، منتظم/ة، منتسب/ة.
- (3) في حالة كون القرار يؤثر على تخرجه/ا.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

تقرير أستاذة المادة:

1- مقدار المادة العلمية التي دخل بها الطالب / الطالبة:

كبيرة () متوسطة () صغيرة ()

2- مقدار استفادة الطالب/ة من أداة الغش في أداء الاختبار:

كبيرة () متوسطة () صغيرة ()

تقرير المشرف/ة على لجنة الاختبار:

1- هل استجاب/ت الطالب/ة في تسليم الأداة؟

.....
.....
.....
.....

التوقيع:

د. أحمد حسن توفيق المشرف على الاختبارات. ورئيس قسم إدارة الأعمال.

د. متولي السيد متولي المشرف على محاضر الغش. ورئيس قسم الإدارة المالية

د. عبد الله الحاج رئيس وحدة الاختبارات

2- هل أصدرت/ت الطالب/ة ما يعكس هدوء قاعة الاختبارات؟

.....
.....
.....
.....

- إذا أشتبته رئيس اللجنة في طالب أو طالبة فله الحق في تفتيشه/ها بضوابط تحددها الكلية.
- يدون الطالب/ة إجابته/ها ويوقع.

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

توصية اللجنة

بناءً على إثبات المخالفة بالأدلة، أو القرائن الواضحة في محضر ضبط حالة الغش المرفقة بالمحضر (رقم)
بضبطه/ها بحالة غش في مادة (.....) وعليه فإن
الطالب/ة:.....
قد قام/ت بالمخالفة المنصوص عليها بالمادة () بند () وعليه أوصت اللجنة:

توصي اللجنة:	
(رمز المقرر: اسم المقرر:)	()

استناداً للمادة رقم () بند () من لائحة تأديب الطلاب في جامعة شقراء.

أسماء أعضاء اللجنة:

م	الاسم	التكليف	التوقيع
1			
2			
3			
4			

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

KINGDOM OF SAUDI ARABIA
Ministry of Higher Education
SHAQRA University
The Students Disciplinary
Standing Committee



المملكة العربية السعودية
وزارة التعليم العالي
جامعة شقراء
اللجنة الدائمة لتأديب الطلاب

محضر ضبط مخالفة

العام الجامعي: الفصل الدراسي: الأول □ الثاني □ الصيفي □
المخالفة للمرة: □ الأولى □ الثانية □ □ نوع المخالفة: □ غش □ غير ذلك، حدد:

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

تاريخ وزمن ضبط المخالفة: اليوم:، تاريخ ، الساعة:

الوسيلة المستخدمة في المخالفة:

وقائع عملية المخالفة:

.....

رأي أستاذ المقرر

.....

.....

اسم المراقب	التوقيع
اسم أستاذ المقرر	التوقيع
عضو لجنة متابعة سير الاختبارات (في حالة الغش)	التوقيع

حضر المحضر بتاريخ:

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

KINGDOM OF SAUDI ARABIA
Ministry of Higher Education
SHAQRA University
The Students Disciplinary
Standing Committee



المملكة العربية السعودية
وزارة التعليم العالي
جامعة شقراء
اللجنة الدائمة لتأديب الطلاب والطالبات

نموذج إحالة للجنة التحقيق داخل الكلية

بيانات الطالب/ة:

اسم الطالب	الرقم الجامعي
الكلية	القسم
المستوي	رقم الهوية

وفقه الله

سعادة رئيس لجنة التحقيق الداخلية

السلام عليكم ورحمة الله وبركاته

نظراً لمخالفة الطالب /ة المذكورة بياناته أعلاه لأنظمة ولوائح الجامعة، نود من سعادتك إجراء اللازم وفقاً
للانحة تأديب الطلاب والطالبات وبناء على ما وردنا من نوع المخالفة بتاريخ

المستندات المرفقة:

السجل الأكاديمي.

محضر ضبط المخالفة.

أخرى:

عميد الكلية /ة وكيلة الكلية

التوقيع: