

**Rule of Study & Examinations of University Stage and
the Executive Basics Approved by the Senate of the
University on 13/8/1425H
Executive Basics of King Saud University**

Article 1:

Definitions:

Academic year:

Academic Semester:

Summer Semester:

ADMISSION OF PRELIM STUDENTS

Article 2:

The Senate of the University determines number of the students may be admitted the succeeding year, based on a proposal of the Senate of the Colleges and other related departments.

Article 3:

The following requirements have been stipulated for the admission of the new student:-

- a) Must obtain a secondary school certificate or equivalent from inside or outside the Kingdom of Saudi Arabia.
- b) The secondary school certificate should not be more than five years old and the Rector of the University may give exemption from this term if there are good reasons.
- c) Should be with good conduct and behavior
- d) Should successfully pass the interview conducted by the Senate
- e) Should be medically fit
- f) Should obtain approval from his employer allowing him to study if he is working at private or public sector.
- g) Should fulfill any other terms fixed by the Senate
- h) Must not be dismissed from another university for disciplinary or educational reasons.

Article 4:

The priority for applicants is for those students who comply with the all requirements according to their secondary school marks and interview level if required.

STUDY SYSTEM

Article 5:

Study system:

- a- Study system for the undergraduate program is on the basis of levels.**
- b- Bachelor degree at the university consists of 8 levels at least.**
- c- One level last for one academic semester.**
- d- A student**

Article 6:

The Study at some Colleges may be on the basis of the full academic year in accordance with the basics and procedures stated in this Rule after replacing the term “Academic Study” by

the term “Semester” wherever it has come in a way not to contradict with the following:

- a) The syllabuses are presented in the annual system throughout one academic year not less than (30) weeks excluding the registration and final examinations periods.
- b) After conducting the final examination for each syllabus by the end of the academic year, for the practical and clinical syllabuses with training nature, the final examination could be done at the end of the training period.
- c) Supplementary examination could be conducted prior the starting of the academic year by a period not less than two weeks. Those who fail in syllabuses whose nature and the aggregate of its units will be fixed by the Senate – should be allowed to write the supplementary examination. Those who pass the supplementary examinations would be given a grade (25) instead of the previous failure grade (E). (25: means with pass grade).
- d) The failing student in the first session of the first part of the final examination in the syllabuses more than the syllabuses fixed by the Senate of the College in the Clause (c) will not

be allowed to write the examination of the second session and he would remain at the same academic year and repeat the syllabuses in which he fails only.

- e) The failing student would remain in the second session or in the syllabuses that have no second session in the same year and to repeat the syllabuses that he has failed. The Senate of the College may allow him to study the syllabuses of the next year.
- f) The number of years in which the syllabuses could be registered for the student is two consecutive years.

Article 7:

Basis of Levels:

Article 8:

Principles Organizing the Transfer from one Level to another Level:

Article 8-1: The student will be transferred from his current level to the next level if he passes successfully all syllabuses of this level.

Article 8-2: Minimum academic burden of student is 12 academic units.

Article 8-3: If the student fails in one or more syllabuses he should study the syllabuses in accordance with the following restrictions:

- a) If the student fails in the minimum aggregate of the academic units or in more than the syllabuses of one level he should repeat studying only the syllabuses in which he fails at this level.
- b) If the student fails in less than the minimum academic units he should study the syllabuses in which he fails with additional syllabuses of the levels following his current level based on the following:-
 - 1- The registration should be made for the syllabuses in accordance with the restrictions of the academic plan and schedules.
 - 2- The academic burden of the student should be linked to his accumulative average that should not be less than the minimum.
 - 3- There should be no contradiction in the student's schedule

- 4- When unable to register the academic burden of the student in the syllabuses of the next level (due to contradiction or not fulfilling the previous requirement or finishing all syllabuses at this level) he should complete his academic burden in the syllabuses of the next levels. If he fails to complete his academic units after that the available academic units should be considered as sufficient even its number is less than the minimum limit.
- c) The number of the levels whose syllabuses are allowed to be registered is three consecutive academic levels.
- d) The registration process will be done automatically (without any need for requesting the student if there is no remark on him) and the academic schedules must be ready prior the starting date of the academic year.

ATTENDANCE AND APPROVED STUDY DEFERRING

Article 9:

The regular student should attend the lectures and practical courses. He would not be allowed to attend the final examination if his attendance percentage at the lectures and

practical courses or clinical courses related to each syllabus during the semester is less than (75%). The student who has not been allowed to attend the examinations due to the absence will be considered as failure in the syllabus and his class work grade will be recorded and should be described as deprived (DN). The list of deprived students will be recognized in the syllabuses presented by the College.

Article 10:

The Senate of the College (presenter of the syllabus) or the representative – exception – may lift the deprivation and allow the student to write the exams provided that the student must submit a reason acceptable to the Senate. The attendance percentage of the lectures and practical courses should not be less than 50%.

Article 11:

Article 12:

Article 13:

(13-1): The student may apologize for not continuing in any semester without being considered as failure if he submits a reason acceptable to the Dean of the College prior the start of the final examination at least by five weeks. The students of the colleges that apply the academic year system they can apologize prior the start of the final examinations at least by eight weeks. For the short sessions they may apologize prior the start of the examination by at least one third of the session period. The rector of the university – when necessary – may give exception from these periods and the grade of (W) will be estimated for the student. This semester will be considered as part of the period required for fulfilling the graduation requirements.

(13-2): The apology semesters should not be more than two consecutive semesters or three non-consecutive semesters. The students of the colleges applying the academic year system they are not allowed to apologize for two consecutive years and the total years of apology should not exceed two non-consecutive years throughout the stay of the student in the university and the Rector of the University may exempt the student from this matter.

(13-3): The Deanship of Admission and Registration Affairs may request for the approval of the female student's parents when apologizing for not attending the semester.

POSTPONEMENT AND SUSPENSION OF STUDY

Article 14:

The student will be entitled to apply for postponing the study prior the end of the first week of the study due a reason acceptable to the Dean of the College provided that the postponement period should not exceed two consecutive semesters or three non-consecutive semesters (for the students of the colleges applying the academic year system the postponement should not be for two consecutive years. Also the postponement period must not exceed two non-consecutive years) as maximum throughout his stay in the university and then his record would be closed after that. The Senate of the University when necessary may exempt the student from this matter and the postponement period must not be calculated as

part of the period required for fulfilling the graduation requirements.

Article 15:

Article 16:

RE-REGISTRATION

Article 17:

The student whose record has been closed may apply for the restoration of his record under the same number before the suspension as per the following restrictions:-

- a) Should submit the re-registration request during four semesters (or two academic years for the colleges applying the academic year system) as from the closing date of the record.
- b) The Senate of the respective college and respective parties should approve the re-registration request submitted by the student
- c) If more than four semesters pass after the closing of the student's record (or two academic years for the colleges

applying the academic year system) he can apply as new student without referring to his previous academic record provided that all admission terms must be applied on him and the Rector of the University may exempt him based on the following restrictions:-

- 1- Obtaining the approval of the College to which the student is affiliated – for re-registering the student after considering the reasons for suspension with the possibility of stipulating the repetition of studying some academic syllabuses which have already been studied by the student prior his suspension based on the recommendations of the respective department.
- 2- The suspension period must not exceed eight semesters unless the student submits evidence confirming his work or he is engaged in a study related to the nature of his specialization and to be acceptable to the Senate of the College.
- 3- The student should not have been warned academically
- 4- The student must fulfill at least 25% of the graduation requirements

- d) The re-registration should not be done more than once and the Rector – when necessary – may exempt from this matter.
- e) The re-registration will not be allowed for the student whose record has been closed due to disciplinary or educational reasons.

Article 18:

GRADUATION

Article 19:

19-1: The student will be graduated after fulfilling successfully the graduation requirements in accordance with the academic plan provided that the accumulative average must not be less than pass. The Senate of the College or its representative and based on the recommendations of the respective department – may determine suitable syllabuses to be studied by the student for promoting his accumulative average in case of passing the syllabuses and failing in the accumulative average.

19-2: The student will not be considered as graduated unless the approval of the Senate of the University has been issued granting him the scientific grade.

19-3: Graduation Periods:

a) The students obtaining incomplete grades or those who are allowed alternative examination in one or more syllabuses in the last academic level of the graduation program – separate graduation memos would be made upon fulfilling the requirements. The last semester in the student's record should be considered as the graduation semester.

b) The students whose plans require the fulfillment of the training requirements – their names will be sent to the Senate of the University seeking approval for granting them the grade by the end of the semester in which they have fulfilled the requirement. The Clause (student has fulfilled the practical training requirements during this semester) should be stated in the student's record.

DISMISSAL FROM THE UNIVERSITY

Article 20:

First: The student will be dismissed from the University in the following cases:-

a) If he receives three warnings and above for low accumulate average (2.00) and to be given the four chances for raising his accumulative average assuming that he has obtained (48 score out of 12 academic units) – this mater should be done automatically.

b) If has not fulfilled the graduation requirements within maximum half of the period fixed for his graduation in addition to the period of the program. The Senate of the College may give an exceptional chance to the student for fulfilling the graduation requirements maximum not exceeding the double of the original period fixed for the graduation based on the following terms:-

1- The delay reason should be acceptable to the Senate of the College

2- There should be an improvement on the performance of the student in the last two semesters – this matter is measured

by the following:- the result of dividing the aggregate of the scores of the two semesters over the number of the registered units should not be less than (2.00) out of (5.00) and this should not be part of the summer semester.

Secondly:- The Senate of the College may give the students who have been dismissed due to the exhaustion of the program period – a chance not exceeding two semesters based on the following conditions:-

- a) the delay reason must be acceptable to the Senate of the College
- b) The syllabuses that are left to be studied by the student for his graduation should be studied within a period not exceeding two semesters.
- c) There should be an improvement on the performance of the student in the last two semesters – this matter is measured by the following:- the result of dividing the aggregate of the scores of the two semesters over the number of the registered units should not be less than (2.00) out of (5.00) and this

should not be part of the summer semester and the Rector of the University may give exemption.

Thirdly:- The Senate of the College may give the students being dismissed due to warnings – a chance not exceeding two semesters based on the following terms:-

- a) the delay reason must be acceptable to the Senate of the College
- b) There should be an improvement on the performance of the student in the last two semesters – this matter is measured by the following:- the result of dividing the aggregate of the scores of the two semesters over the number of the registered units should not be less than (2.00) out of (5.00) and this should not be part of the summer semester and the Rector of the University may give exemption.
- c) The student should be able to raise his accumulative average to (2.00) when being granted a chance to be registered for the available syllabuses.

The Colleges should check all cases and present them to the Senates and convey the decision to the Deanship of

Admission & Registration Affairs prior the starting of the study at least by one week.

Article 21:

FINAL EXAMINATIONS

Article 22:

The Senate of the College will determine based on a proposal of the Section a grade for the semester works ranging between (40%) to (60%) of the final grade of the syllabus.

Article 23:

Article 24:

Article 25:

Article 26:

Article 27:

Article 28:

Article 29:

Article 30:

The first honor degree will be granted to the student scoring an accumulative average from (4.75) to (5.00) upon graduation. The second honor degree will be granted to the student scoring an accumulative average from (4.25) to less than (4.75) upon graduation.

To obtain the first or second honor degree the following should be provided:-

- a) The student must not fail in any syllabus that he has studied in the university or in other universities
- b) The student must have fulfilled the graduation requirements within a period maximum equal to the average of the period

- between the minimum and maximum limit for staying in his College.
- c) The student should have studied at King Saud University more than 60% of the graduation requirements.

FINAL EXAMINATION PROCEDURES

Article 39:

Restrictions for the Re-marking of Answer Papers of Examination

- 1- The applicant may submit a request to the section teaching the syllabus for re-marking the answer sheets and then the request would be referred to the Senate of the College. The request should be made within one month as from the end of the final examination period.
- 2- The student should not have been submitted a request for remarking before
- 3- The applicant should not submit a request for remarking the answer sheets of not more than one syllabus in the semester.
- 4- The duly form will be filled in the data stated in the Clauses (1,2,3) in addition to the other data containing (the name of

the student, university registry number, syllabus number and code and name, department number, semester, absence percentage, accumulative average, warnings, the teacher of the syllabus, date of examination, reasons for remarking request and an undertaking made by the student that the information are correct.

- 5- In case of approving the request for remarking the Senate of the College will form a committee of three members of teaching staff for remarking the answers sheets and the said committee will report on this matter to the Senate of the College for consideration and the decision of the Senate will be final.

Article 40:

Article 41:

TRANSFER

Article 42:

With the consent of the Dean of the College to which the student may be transferred the student can be transferred from outside the University based on the following restrictions:-

- a) The student should have been studied at a recognized university
- b) Should not be dismissed from the transferring university due to disciplinary or educational reasons.
- c) Should fulfill the transfer terms determined by the Senate of the College
- d) The number of the units that the transferred student will be required to study at King Saud University should be not less than (60%) of the number of the units required for obtaining the Bachelor Degree at the University.

Article 43:

Article 44:

If it appears after the transfer of the student that he has been dismissed before due to disciplinary or educational reasons then his registry will be cancelled as from the effective date of his transfer to the University.

Article 45:

Article 46:

With the consent of the two Deans of the respective Colleges the transfer from one college to another one may be done based on the terms determined by the Senate of the College to which the student will be transferred.

Article 47:

Article 48:

After obtaining the consent of the Dean of the College the student may be transferred from one specialization to another specialization inside the College as per the restrictions prepared by the Senate of the College.

Article 49:

VISITING STUDENT

Article 50:

The visiting student is the one who will study some syllabuses at other universities or at any branch of the university to which he is affiliated without being transferred and the syllabuses studied by him would be subject to equivalence based on the following restrictions:-

First:- King Saud University Student (in Riyadh or at any other branch) who wishes to study as a visitor in other university must fulfill the following requirements:-

- a) The student must have academic record (accumulative average) for at least two semesters in the College which he has joined before applying to study as a visiting student.
- b) A prior consent must be obtained from the student's College allowing him to study as a visiting student and to determine the syllabuses to be studied. The College may stipulate the issue of obtaining certain average for equalizing the syllabus. The student would be given official letter by the Deanship of Admission and Registration Affairs for starting the study.
- c) The study should be at a recognized College or University

- d) The syllabus studied by the ex-university student must be commensurate (equivalent) in terms of words. The number of academic units should not be less than any syllabus containing the graduation requirements.
- e) With the consideration of the Clause (d) of Article (42) the minimum aggregate of academic units should be (20%) of the aggregate of the graduation units at King Saud University.
- f) The syllabus averages that are equalized for the visiting student will not be calculated within his accumulate average and the syllabuses would be fixed in his academic record.
- g) The student should furnish the Deanship of Admission and Registration Affairs with the marks obtained by him within two weeks as from the starting date of the study in the first semester following his studying as a visiting student. If the student fails to submit his marks he will be considered as not attending these semesters (except the summer semesters) and will be handled in accordance with the Article (15).

Secondly:- King Saud University Student (in Riyadh or at any other branch) who wishes to study as a visiting student in Riyadh or at any of its branches must fulfill the following requirements:-

- a) The student must have academic record at least of one semester at the College which he has joined before applying to study as a visiting student.
- b) A prior consent must be obtained from the student's College allowing him to study as a visiting student and to determine the syllabuses to be studied. The College may stipulate the issue of obtaining certain average for equalizing the syllabus. The student would be given official letter by the Deanship of Admission and Registration Affairs for starting the study.
- c) The syllabus studied by the student must be commensurate (equivalent) in terms of words. The number of academic units should not be less than any syllabus containing the graduation requirements
- d) The syllabuses will be subject to equivalence in accordance with the Article (47).
- e) The maximum semesters allowed for the visiting student should be two semesters.

Thirdly:- The student from another university who wishes to study as a visiting student in King Saud University must fulfill the following requirements:-

- a) The student must have academic record (accumulative average) at least for two semesters from the University where he has been admitted.
- b) The student should not have been dismissed due to disciplinary or educational reasons.
- c) Should obtain a prior written consent from his university to study as a visiting student at King Saud University. He should mention in the letter the syllabuses that he will study at King Saud University.
- d) Should obtain a consent from the College where he wishes to study as a visiting student
- e) The maximum semesters allowed for the visiting student must be two semesters.
- f) The visiting student will not apply for getting accommodation at the University and he will not be paid any bursary by the King Saud University.
- g) The syllabuses will be recorded for the student by the university where he wishes to study with the consideration of all restrictions of the registration.

GENERAL PROVISIONS

Article 51:

Article 52:

Article 53: