

**Ministry of Higher Education and Scientific Research**

**AL-MADAIN COLLEGE FOR MEDICAL SCIENCE& TECHNOLOGY**

**ACMST**



**ACADEMIC RULES AND REGULATIONS**

**ACADEMIC RULES AND REGULATIONS OF ALMADAIN COLLEGE FOR  
MEDICAL SCIENCE& TECHNOLOGY**

**Chapter (1)**

**Preliminary provisions**

### **Article (1): Title and Commencement:**

This Regulation shall be cited as (Academic Rules and Regulations of Al-Madain College for Medical Science, 2016), and shall come into force upon approval of the Senate and signing by Chairperson thereof.

### **Article (2): General Provisions:**

1/ This regulation is not inconsistent with the Law, Regulations and Rules of Higher Education 2006, or any other rules, provisions and regulations enacted by the Ministry of Higher Education and Scientific Research, provide that, in case of inconsistency, the provisions of the latter shall prevail to the extent of the inconsistency.

2/ Provisions of this Regulation shall apply to the programs of Bachelor of Medicine and Surgery, Bachelor of Dentistry, Bachelor (honor) of Medical Laboratory Science or any other programs approved by the Senate.

## **Chapter (2)**

### **Interpretation**

#### **Article (3) Interpretation:**

In this regulation, unless the context otherwise requires, words and phrases contained herein shall have the meaning cited hereunder:

**College:** Means Al-Madain College for Medical Science and Technology.

**Senate:** Means the scientific board of Al-Madain College for Medical Science and Technology.

**Dean:** Means the Dean of Al-Madain College for Medical Science and Technology.

**Vice Dean:** Means the Deputy Dean of Al-Madain College for Medical Science and Technology.

**Vice Chancellor:** means the Vice Chancellor of Al-Madain College for Medical Science and Technology.

**Program:** Means any scientific department specialized in one of the fields of teaching, training or scientific research provided by the college.

**Program Coordinator:** Means the person responsible for the specific program.

**Program Council:** Means the council concerned with the specific program, and shall be chaired by the coordinator of the program and membership of all academic staff.

**Section:** Means any independent scientific department that performs teaching, research or training at the college.

**Student:** Means any persons registered to study in the college, in order to obtain a scientific degree granted by the Senate.

**Academic Level:** Means the two first semesters of each academic year pursuant to the rules and regulations.

**Academic Year:** Means the term of study consists of two semesters in one academic level.

**Semester:** Means the term prescribed in the university calendar for study duration from 14 to 16 weeks and from 12 to 24 credit hours.

**Course:** Means the academic content with a specific symbol and a number, and specific credit hours.

**Higher Education Requirements:** Means the courses taught to all students in the various programs pursuant to the academic regulation.

**College Requirements:** Means compulsory or elective courses determined by the college.  
**Specialization Requirements:** Means the compulsory, elective or assistant courses determined by the relevant section within the same section or from other sections.

**Credit Hours:** Means the standard unit in which the course is determined and it is equivalent to one hour of theoretical lecturing, two hours of tutorial, three hours of practical study or five hours of field / clinical training.

**Grade Average:** Means the average grade that a student scores in one academic semester in all courses, determined by the summation of all grades divided by the number of credit hours studied by the student in the semester and approved in his result of one semester.

**Annual Average:** Means the total of all courses scored by the student in two academic semesters specified for a particular academic level, divided by the number of credit hours of these courses.

**Final Cumulative Average:** Means the total of all courses scored by the student in all academic levels, divided by the number of credit hours of these courses.

**Graduate:** Means the student who completed the requirements of graduation and is granted a scientific degree by the Senate.

## **Chapter (3)**

### **Admission Patterns and Requirements**

#### **Article (5) Admission Patterns:**

1. Students are admitted to the college pursuant to the following patterns:

General admission, admission of foreign students or any other pattern approved by the General Department of Admission and Certificate Evaluation and Registration department, in accordance with the national admission regulations and the college internal regulations.

#### **Article (6) Admission Requirements:**

Student admission to the college requires the following:

1. To meet the general admission conditions set by the Admission Committee of the Ministry of Higher Education and Scientific Research.
2. To meet any other conditions prescribed by the college admission committee.
3. To be medically fit.
4. To pass any acceptance test held by the college.

## **Chapter (4)**

### **Language of Teaching and Academic System**

#### **Article (7) Teaching language:**

English language shall be the teaching language in the college and Arabic language for specific courses pursuant to what prescribed by the Senate.

#### **Article (8) Academic System:**

The academic system based on annual semester system and credit hours.

## **Chapter (5)**

## **Registration and freezing**

### **Article (9) Registration:**

1. The person admitted in the college shall not be deemed a college student save after completion of registration procedures.
2. The student shall complete the registration procedures by him/herself within a week from the beginning of registration period.
3. The coordinator may register any student who was unable to register, within a week from the end of the registration period.
4. The Dean may register any student two weeks after the end of the registration period, after the Dean satisfied with the reasons prevented the student from registration at the time, and the Dean shall take the appropriate decision.
5. Registration procedures:
6. Passing the acceptance tests held by the college (for first year students).
7. Passing the medical examination (for first year students).
8. Payment of tuition fees, registration fees or any other fees determined by the college.
9. The academic year shall be freeze for the student who does not register for any academic year with an acceptable excuse.
10. Any student does not register for any academic year without an acceptable excuse, shall be dismissed and he shall have the opportunity to sit for an external exam as provided for in the regulation.

### **Article (10) Study Period:**

The study period for Bachelor's programs shall be double the study period maximum.

### **Article (11) Freeze and Resignation:**

1. The first level student is not allowed to freeze, save for compelling reasons pursuant to the recommendation of the program council and the approval of the Senate.
2. A student other than the first level is not allowed to freeze, save by giving convincing reasons to the program council.
3. Freeze shall be within the competence of the specific program council, after the first level.
4. The program council may assign its freeze powers to the specific program coordinator, save for the first year students who are under the competence of the Senate.
5. The freeze period shall not exceed two successive academic levels during the study period of the program, provided that it shall not exceed the maximum period of the study.
6. The application for freeze shall be within six (6) weeks maximum, from the beginning of the semester.

7. The period of freeze shall not be included in the maximum period of student stay in the college, set forth in the academic regulation "Higher Education".
8. Upon expiry of the freeze period, the student shall register in the manner prescribed, and the specified time for registration.
9. A student, who freezes the academic year, shall pay half of the tuition fees.
10. Freezing procedures:
  11. A student, who wishes to freeze, shall fill the form prepared for it.
  12. The form, after filling, shall be submitted to the college registrar, who delivers the same to the program coordinator to proceed.
  13. The student shall not leave the study, until he receives a written notice of freeze approval from the program council, signed by the council chairperson or his authorized representative.
  14. The program coordinator shall notify the Secretariat of the Scientific Affairs.
  15. Upon the expiry of freeze period, the student shall promptly commence the registration procedures as set forth in the regulation of tuition fees and registration fees.
16. Terms of resignation:
  17. The first level student who has completed registration procedures, may apply for resignation from college.
  18. Any student other than the first level may apply for resignation without completion of the registration procedures for the academic level.
  19. The student who resigns before completing the registration period, may recover the tuition fees but he may not recover the registration fees.
  20. The student, who resigns after the expiry of registration period, may not recover the registration fees nor the tuition fees.
  21. The resigned student shall be aware of the general admission regulations.
22. Resignation procedures:
  23. A student who wishes to resign shall fill the form specified for resignation.
  24. In case that the student is at the first level, he shall apply for resignation after filling the form, to the Secretary of Scientific Affairs before the expiry of registration period, and to the Dean after the expiry of registration period.
  25. In other cases, the program council or its authorized person shall have the right to accept the resignation.
  26. The form shall be delivered to the Secretariat of Scientific Affairs after resignation acceptance.
  27. The resigned student shall complete the clearance procedures from the program, the Deanship of student affairs, the libraries and the financial department. He shall deliver the identification cards and the clearance receipt to the Secretariat of Scientific Affairs.
  28. The Secretariat of Scientific Affairs shall provide a statement of resignation acceptance to the student and the academic record.
  29. The Secretariat of Scientific Affairs shall address the General department of Admission and Certificate Evaluation and Registration of the Ministry of Higher Education and Scientific Research to delist the student name from the sheets of the college students in the specific program.

## Chapter (6)

### Transfer

#### Article (12) Transfer from Other Universities:

1. A student in the first level may not be transferred.
2. The college may accept students transferred from national universities and private colleges or others, in accordance with the following conditions:
3. The transfer shall be at the beginning of the academic year.
4. The percentage of the student should not be less than the percentage accepted by the college in the year of admission, pursuant to the terms of the general admission.
5. The student shall meet all the conditions of admission to the college.
6. The student shall complete any other information required by the college.
7. The college shall determine the semester in which the transferred student is enrolled.
8. The student shall have the approval of the college from which he transferred.
9. The student shall deliver a certificate of good conduct from the university he transferred from.
10. The student should have successfully passed all the courses he has studied at the college from which he transferred.
11. The similar courses that the student studied at the college from which he transferred shall be calculated in his cumulative rate.
12. The period to be spent by the student shall not be less than 50 % of the period prescribed for the program.
13. The student should have a valid entry in the college he wishes to transfer from, to the date of acceptance of his application.
14. The student shall not be transferred, save after completion of the above mentioned procedures, and shall be approved by the Dean.

#### Article (13) Transfer within the college:

1. The student may be transferred from any academic program in the college to another, pursuant to the following conditions:
2. If there is an acceptable reason.
3. If the transfer is made at the beginning of the academic year.
4. If the percentage of the student is not be less than the percentage accepted by the college in the year of admission pursuant to the terms of the general admission.
5. If there is a similarity in both programs studied by the student.
6. The student shall complete any other requirements by the college.
7. The period to be spent by the student shall not be less than 50 % of the period prescribed for the program.
8. If the program coordinator accept the transfer.

9. The transfer shall not be valid save after the approval the General Department of Admission.

## **Chapter (7)**

### **Academic Advisory**

#### **Article (14): Academic Advisory:**

1. The academic departments of the college shall appoint an academic advisor from the academic staff in the section for each group of student, pursuant to the nature of the study.
2. The academic advisor task is to advise and guide the student, and follow up his academic achievements from the beginning of the study until graduation.

## **Chapter (7)**

### **Examinations and Academic Calendar**

#### **Article (15) Examination:**

1. The examination shall be held three times during the academic year, at the end of each semester (First round), and the second round ( Alternative and supplementary) at the end of the academic level.
2. The student shall have right to sit for any course exam, if he attended at least 75 % of the contact hours of such course.
3. If the period of student absence exceeded 15 %, he shall be noticed.
4. If the period of student absence exceeded 25 %, in any course, he shall not be permitted to sit for the exam of that course. If the absence is without excuse, the student shall be deemed failing in that course, after the approval of the council, and he shall be permitted to sit for the second round exams. If the absence is with an acceptable excuse, the student may sit for an alternative exam.
5. A student who misses any stated exam without an acceptable excuse, shall be deemed has failed the exam, unless the absence is with an acceptable excuse, the student may sit for an alternative exam.
6. If the student absence was due to illness, a medical certificate from the certified doctor shall be submitted to the Registrar within seven (7) days from the beginning of illness. The council may approve medical certificates issued by other medical bodies.
7. Absence of student from any part of the exam (written, oral, practical, field or any other form), shall be deemed a complete absence of the exam, with exception to other specific subjects in the different programs.

8. A student who is in a sick leave may not sit for any exam during the sick leave period, unless it is canceled.
9. In case of student failure in the alternative exam, he has the right to sit for a supplementary exam before the beginning of the next academic year.
10. The council shall be liable for conducting and managing the examination. The Dean may, in consultation with the council, form a committee for examination in or out the schedule.
11. The academic sections shall be liable for developing the examinations and their approval and delivery to the examination committee through the coordinator.
12. The academic sections shall discuss the results of the exams and their approval, and shall deliver the same to the council through the examination committee.
13. The examination committee shall prepare the final results of the exams and deliver the same to the council.
14. A student is not permitted to enter the examination room after 30 minutes from the beginning of the exam, and may not leave the room before half of the exam period passes.
15. A student may not enter any materials or tools into the exam room, except the necessary materials and tools for the exam (as determined by the examination committee).
16. No contact shall be permitted between the students inside the examination room.
17. The student is not allowed to leave the examination room temporarily, save in cases of emergency by permission from the chief observer.
18. The student who leaves the examination room shall not be allowed to enter it again, unless he was under continuous supervision of the observer during his absence.
19. The student is not allowed to write on any paper except the exam booklet.
20. The student shall stop writing and arrange his papers promptly after announcing the end of the exam period,
21. The student who has a particular need may request it from the observer, and he may not borrow anything from his colleagues or leave his place, save by observer permission.
22. The student shall follow the guidelines and timetables of the examinations.
23. Upon suspicion of cheating or disorder, the chief observer shall collect data on the case and allow the student to continue the exam. The chief observer shall submit a report of the relevant case to the examination committee by a form prepared for such cases.
24. Any case of cheating or disorder shall be investigated by a committee formed by the Dean, and shall submit its recommendations to the council.
25. When a case of cheating has been proved, the student shall be consider as he has failed the exam, and shall be subject to one or more of the following penalties which shall be stated on the notice board:
  26. Warning
  27. Notice
  28. Temporary suspension of the study.
  29. Final exclusion from college.
  30. Any other penalty considered by the council.

31. When the case of disorder is proved during the exam, the student shall be subject to one or more of the following penalties:
32. Warning
33. Notice
34. Temporary suspension of the study.
35. Final exclusion from college.
36. Any other penalty considered by the council.
37. The examiner, the head of the section, the program coordinator and the examination committee are all liable for the confidentiality of the examination, the safety of question sheets, answer booklets and grades.
38. The examiner shall deliver the answer booklets after correction to the program coordinator.
39. The answer booklets shall be kept in the examination office for six (6) months after the result announcement.
40. The student who has claim for his result, may apply to the council, requesting the re-correction of his exam papers within two weeks after the announcement of the result, after payment of the fees prescribed by the council. The council shall form a competent committee for revision.

#### Article (16) Examination Timetable

1. The examination timetable shall be announced at least two weeks before the beginning of the examinations
  1. No alterations shall be made into the final version of the examination timetable, after announcement to the students.
  2. The examination timetable shall describe the title of the course, and time and venue of the exam.

#### Article (17) the Examination Observers:

1. The chief examination observer shall be an academic staff member.
2. At least one observer from the academic staff shall be assigned to each examination room.
3. The observers shall be assigned as one per 50 students.
4. The chief observer shall receive the question and the answer booklets from the examination committee in sufficient time, prior to the commencement of the exam.
5. The chief observer shall clarify the actual time for commencement and expiration of the exam to the students.
6. The observers shall not discuss the questions with the students. The correction-if any shall be made by the examiner.
7. The observers shall collect all the examination papers, make sure they match the number of the attendance list, and deliver them to the examination committee.

8. The chief observer shall notify the student in the examination room at the lapse of half of the exam's time, 10 minutes prior to actual expiration time and at the expiration of the time of the exam.
9. The observers shall maintain order and quiet inside the examination room and prohibit any kind of contact between the students.
10. In the case of cheating or disorder, the chief observer shall confiscate the said document, attach the documents related to the case in question through the prescribed form, and write a detailed report to the examination committee.

**Article (18) The Academic Evaluation System:**

1. The course full degree is (100)
2. Semester works are calculated by specific percentage of the degree of the course.
3. The full grade shall be distributed according to the percentages specified in each course as described in the curriculum.
4. The evaluation of the second round exams depends only on the degree which the student scores at the second round examinations.

**Article (19) Academic Performance Assessment:**

1. The points system is used to assess the academic performance of the students and calculates the point score as follows :

The point score of the course = the student degree from 100/20

2. The assessment for the course shall be as follows:

To	From	The assessment in letters	The assessment
5	3.8	A	Excellent
3.79	3.50	B	Very Good
3.49	3.00	C	Good
2.99	2.50	D	Pass
2.49	Zero	F	Fail

**Course points = course point score x course credit hours**

3. **Student Semester Rate (SSR)**

**Semester Rate = total semester points of the semester/ total credit hours**

4. **Assessment for semester rate**

Points grade		The assessment
To	From	
5	3.8	Excellent
3.79	3.5	Very good
3.49	3.00	Good
2.99	2.5	Pass
2.49	Zero	Fail

### 5. **Academic Level Rate:**

1. Cumulative hours for the academic level are the total number of courses credit hours that the student has already studied at the academic level and sat their exams.
2. Cumulative points for the academic level are the sum of course points which the student has studied at the academic level and sat their exams.
3. The academic level rate calculated as follows:

**The academic level rate = level cumulative points/ level cumulative credit hours**

### 6. **The academic level rate assessment**

Points grade		The assessment
To	From	
5	3.8	Excellent
3.79	3.5	Very good
3.49	3.00	Good
2.99	2.5	Pass
2.49	Zero	Fail

### 7. **Final cumulative grade point average (CGPA)**

After successfully pass all the courses, a Bachelor's degree (five years) award depends on the final CGPA as shown in the following table:

Points grade		The Assessment
To	From	
5	3.8	First Class
3.79	3.5	Second-class: Upper division
3.49	3.00	Second-class: Lower division
2.99	2.5	Third-class

8. After successful pass of all courses of the Bachelor of Medicine and surgery program, dentistry surgery program, and obtaining CGPA of 2.5 or higher, the student shall be granted a Bachelor's degree without mentioning the assessment.

## **Chapter (9)**

### **Conditions of Success and Results of Examinations**

#### **Article (20) Conditions of Passing the exams:**

##### **20-1: First round examinations:**

1. A student is considered has successfully passed the course, if he obtained a point score not less than 2.5
2. The result of the first semester shall be announced to students; hence, the student shall be evaluated after the second semester.
3. If the student fails in one or more courses in the first round examinations for the academic level, and his GPA is not less than 2.5, he is allowed to sit for these courses in the second round exams.
4. If the GPA of the student is less than 2.5, the student shall repeat the academic level, if he has the right to repeat.

- **The second round exams and the examinations for Failure Elimination:**

1. A student who passes the second round exam (and/or) the examination for failure elimination, his degree shall be calculated in his CGPA.
2. In accordance with article (20-1-c), a student who sits for the second round exams, shall be transferred to the next level if he/she passes all the exams of the courses he sits for.
3. In accordance with article (20-1-c), a student who sits for the second round exam and fails one course or two of ( Arabic Language, Islamic Studies, Computer Science, or Sudanese studies), and his GPA is not below 2.5, he shall be allowed to sit for these courses examination in the examination for failure elimination.

4. In accordance with article (20-1-c), a student who sits for the second round exam and fails any courses other than (Arabic Language, Islamic Studies, Computer Science, or Sudanese studies), shall repeat the academic level.
5. Examination for failure elimination shall be held not later than four weeks from the beginning of the level
6. In accordance with article (20-2-c), a student who sits for the examination for failure elimination and pass all the courses, shall be allowed to transfer to the next level
7. A student, who fails the examination for failure elimination, shall repeat the academic level.
8. A student shall not be allowed to repeat one academic level for more than one time.
9. If a student repeat the academic level, he/she shall study and sit for the exams of all the courses, but the previous result of the level he/she has repeated, shall not be counted in his/her CGPA, and shall be appear in his/her academic records and shall be evaluated according to GPA of the repeated course.

#### Article (21) Dismissal:

1. If the student exceeds the maximum prescribed period to complete the courses.
2. If the student exceeds the allowed number of repetitions.
3. The council may grant the dismissed student another chance to sit an external exam.

#### Article (22) Alternative exams:

1. Evaluation of the alternative exam is similar to the evaluation of the first round exam in terms of grade.
2. The student performance is evaluated after sitting the alternative exam and calculating his/her GPA.
3. A student who fails the alternative exam, shall sit for the second round exam at the earliest opportunity, and shall not be transferred to the next level unless he/she passes the said course.

#### Article (23) External Examination:

1. The board may allow the student to sit for the external examination under the following conditions:
2. The student must be academically dismissed.
3. The external examination opportunities shall not exceed his/her maximum lifetime in college.
4. Applying for the external examination to the Dean of the college at least one month prior to the beginning of the exam, and obtaining the Dean's approval.
5. Pay the equivalent of 25% of the tuition fees prescribed for the specific program as external examination fees, in addition to registration fees.

6. Sitting for the exam of the first and second semester of the academic level shall be in the same year.
7. The examination grade is 100%.
8. The evaluation system applies to the student exams results.

**Article (24) Transfer to the next academic level:**

1. Passing of all the current academic level course is required in order to transfer to the next academic level.

## **Chapter (10)**

### **Levels and Degrees of Graduation**

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**Article (25) Graduation Requirements:**

1. The student becomes eligible for scientific award from college if the graduation requirements are completed successfully, according to the College regulations.

## **Chapter (11)**

### **Rewards**

**Article (26) Rewards:**

1. The council may award promotional rewards to the excellence students as set forth below:
  2. Student Excellence Award shall be awarded to the student who has the highest rating at any level of study for the first time, provided that he/she shall score an annual GPA not less than 3.80.
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1. Graduate Award shall be awarded to graduates with the highest grades, provided that their final cumulative GPA must be not less than 3.80 and meet the following conditions:
    1. Should not have failed any course during the period of study.
    2. Should not have studied any academic level more than once.
    3. Should not be an external student.

1. Project Award shall be awarded to a student or students who carry out a distinguished project, provided that the student's assessment of the project shall not be less than 3.80.

1. The competition for the awards shall be among the students of same program.

I hereby set my hand and seal on this \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_  
2017.

Dr. Abd Allah Hassan Ahmed Albashir

Chairperson of the Senate