

## **Academic Regulations (translated):**

### **Academic Regulations for B.Sc. program**

#### **Introduction:**

- University regulations are the academic foundations and laws that govern the relationship between the student and the University. The regulations of the Faculty of Natural Resources and environmental studies are governed by the statute of the University of Kordofan and its regulations, which are approved by the University Senate, and the University law prevails in case of conflict.
- The Faculty of Natural Resources and environmental studies, represented by the Faculty Board, reserves the right to amend these regulations, provided that the amendments are officially announced through the recognized university channels. The responsibility of familiarizing with these regulations lies on the student, and the Faculty of Natural Resources and environmental studies, in turn, must provide an advice and guidance system that helps the student to understand these regulations and comply with them .
- In rare exceptional circumstances, the Faculty of Natural Resources and environmental studies may be forced to abandon the Academic Regulations, and this is the responsibility of the Faculty Board after the approval of the University Senate.
- It may be necessary to abandon the Academic Regulations at the departmental level, and then the departments submit their requests for discussion by the Faculty Board before submitting them in writing to the University Senate.

#### **1 / Definitions of the terms used in this regulation:**

- ✓ University: University of Kordofan.
- ✓ Faculty: faculty of Natural Resources and environmental studies.
- ✓ Faculty Board: the Board of the Faculty of Natural Resources and environmental studies.
- ✓ The University Senate: the Senate of the University of Kordofan.
- ✓ Dean: dean of the Faculty of Natural Resources and environmental studies.

- ✓ Registrar: Registrar of the Faculty of Natural Resources and environmental studies.
- ✓ Department: a professional and scientific unit that performs teaching and Research tasks and gives academic consultations in its field of specialization.
- ✓ Student: means any person who has registered at the faculty for the purpose of obtaining a bachelor's degree granted by the Senate.
- ✓ Semester: a study period during which the student takes a certain academic load – and it is about (15) weeks.
- ✓ Academic load: means the total weekly credit hours for which the student registers in any semester.
- ✓ Course: educational content measured by the number of hours studied by the student in a semester and has a certain number of credit hours, not less than one credit hour.
- ✓ Credit hour: is the educational unit to express the time required to complete a course.
- ✓ Semester cycle: it is the time period determined by the faculty calendar for the semester during the succession of other semesters.
- ✓ Announced exam: means the Final Written Exam of the course, the practical performance exam, or any other form that follows the student's exam.
- ✓ Alternative exam: it is an exam that is held for a student who missed an announced exam with an excuse accepted by the faculty board.
- ✓ Supplementary exam: it is an exam that is held for a student who failed in a course of study as decided by the faculty board.
- ✓ Academic record: means a certificate of the details of the student's academic performance during his studies at the Faculty in accordance with the evaluation systems followed at the Faculty.

## **2 / Admission of students for the first semester:**

The nomination of students for the first semester in the faculty is the task of the General Administration for Admission, Ministry of Higher Education & Scientific Research.

**All candidates for admission to the faculty must meet the following condition**

- ✓ The minimum admission requirements for the faculty as decided by the General Administration for Admission.
- ✓ Admission of students nominated by the General Administration for Admission, for enrollment in the faculty depends on passing the interview and medical examination.

### **3 / Students Transfer to the Faculty from inside or outside the country**

3.1 Depending on the availability of vacant places, the faculty considers applications from students enrolled in similar faculty at other universities for admission to the faculty for semesters beyond the second semester.

3.2 The applicants must meet the minimum requirements for admission to the faculty.

3.3 Applications for transfer shall be submitted to the dean of the faculty by the Office of the secretary of scientific affairs of the University. The application must include the reasons for the transfer and be accompanied by an original copy of the secondary school certificate, the University academic record, a letter of approval for the transfer from the University from which the student is transferring in case of transfer from a National University and any other required documents.

3-4 Transfer applications must be submitted at least one month before the start of the semester.

3-5 The Faculty Board considers the transfer application and submits its recommendations to the secretariat of scientific affairs and notifies the student of the decision.

3-6 The student's registration depends on passing the medical examination.

3-7 In special exceptional cases, the faculty board considers transferring a student to another faculty within the University.

### **4 / Student registration**

- ✓ Each student must register personally at the faculty at the beginning of each semester, and the faculty may consider registering the student by authorization in special exceptional circumstances.
- ✓ The date of registration is determined according to the annual calendar issued by the faculty board.
- ✓ The student will not be registered for a particular semester unless he has successfully passed all the exams of the previous semester.
- ✓ After filling out the registration form, the registration procedure includes :

- Payment of registration fees and any other fees.
- Provide proof that the person is free of the library and any other university property.
- Bring photographs in the required size and number.
- Meet any of the other registration requirements that the faculty may decide.
- Each student must complete the registration procedure within two weeks of the commencement of the semester.
- ✓ The student may be allowed to enroll during the third week with the approval of the dean of the faculty.
- ✓ A student who has not registered for two consecutive semesters without an excuse accepted by the faculty board his name will be omitted from the faculty records.
- ✓ A student who has not registered for a semester without an acceptable excuse will be considered for that semester within the maximum period allowed for temporary withdrawal from study.
- ✓ The faculty sends a list of the names of the students who have been registered to the secretariat of scientific affairs and the deanship of students' affairs.

## **5 / Temporary withdrawal from the study**

- ✓ The student submits a request for temporary withdrawal from studying at the faculty if he cannot complete the semester due to health conditions, family or any other compelling reasons.
- ✓ The withdrawal request is submitted in the form provided for this to the dean of the Faculty, who in turn submits it to the Faculty Board and the decision of the board is considered final.
- ✓ No student has the right to withdraw from any semester after one month from the beginning of that semester.
- ✓ A student who withdraws from a semester loses his right to the approved points Earned during that semester.
- ✓ A student who is allowed to withdraw must hand over all university property in his possession.
- ✓ The withdrawal period and its date are indicated in the student's academic record.

- ✓ The student loses his right to continue at the faculty and then his name is removed from the faculty records if he withdraws without obtaining the approval of the faculty board.
- ✓ The student is granted one opportunity to withdraw from the study for the entire period of his studies at the faculty, and the faculty board may, under exceptional circumstances, grant the student more than one opportunity to withdraw from the study .
- ✓ The maximum period for withdrawal is usually four semesters, but the Faculty Board may allow withdrawal for a period longer than that in exceptional circumstances.

## **6 / System of study**

- ✓ Studying at the faculty proceeds by the semester system
- ✓ The period of study at the faculty is ten consecutive semesters during which the student receives a comprehensive compulsory curriculum approved by the University Senate.
- ✓ The various scientific degrees and specialties are governed by special regulations of the faculty and those regulations are approved by the University Senate.
- ✓ Work in the courses is calculated by the credit hours system.
- ✓ The credit hour represents one hour of lectures, two or more hours in the laboratory, fieldwork, private lessons or panel discussions per week per semester, as described in the faculty curriculum.
- ✓ The student's work in each course can be evaluated continuously through tests, reports, discussion panels, assignments, exams and any other means of evaluation .
- ✓ The student's performance in each course is evaluated according to the following system:
  - **A+: excellent with superiority**
  - **A: excellent**
  - **B: very good**

- **C: good**
- **D: acceptable**
- **F; failed**
- **D\*: success after failure**

**Literal estimates are as follows:**

- ✓ A+, A, B, C and D/D\* are converted to points while the estimate of the grade remains the same. The conversion of literal estimates into points is as follows :
  - A credit hour for the assessment of A+, A is equal to 4.0 points
  - A credit hour for the B assessment is equal to 3.0 points
  - A credit hour for C is worth two and a half points (2.5 pts).
  - A credit hour for the estimate D / D\* is equal to 2.0 points.
  - The course exam is evaluated by hundreds.
- ✓ Each course is self-contained and is based accordingly.
- ✓ The points for each course are calculated by multiplying the Grade Points by the number of credit hours for the course.
- ✓ The average quarterly points are calculated by dividing the total points earned by the student in the semester by the number of the total credit hours for that semester.
- ✓ The cumulative Grade Points Average (CGPA) calculated by dividing the total points earned by the student in all semesters spent at the faculty by the total credit hours for those semesters.
- ✓ At the end of each semester, the final grades for each course are given and those grades are included in the student's academic record.
- ✓ For a student transferred from another faculty, the estimates of the courses he studied at the transferred faculty are calculated as part of the graduation requirements, provided that these estimates are course to the assessment of the faculty.
- ✓ The dean of the faculty, after consultation with the heads of departments, distributes students to the various Departments of the faculty at the end of the fifth semester according to the wishes of the students and their academic performance.

## **7/ Examination regulations:**

- 7.1 The faculty board nominate a committee called the examinations and awards committee which is responsible for conducting and administering examinations and clarifying regulations for these examinations.
- 7.2 The student sits for a final exam in each course he has registered for, unless an exception is received for this from the Senate based on the recommendation of the faculty board.
- 7.3 The student's performance in each course taught in a certain period is evaluated by three final exams, the first of which is the final exam of any teaching of the course in question, the second in the period of substitution exams and the last in the period of supplementary exams.
- 7.4 Anyone who is absent without an acceptable excuse in more than 25% of the credit hours of the semester is deprived of sitting for the exam announced in that course and is considered a failure.
- 7.5 Those who are absent with an acceptable excuse for more than 25% and less than 50% of the credit hours of the course are allowed to withdraw from the course after submitting a withdrawal request.
- 7.6 Anyone who is absent with an acceptable excuse in more than 50% of the credit hours of the course is considered withdrawn from the course and is deprived of sitting for the exam, and he must study this course before sitting for its exam.
- 7.7 Anyone who misses an announced exam without an acceptable excuse is considered a failure in that exam.
- 7.8 Whoever missed an exam announced with an acceptable excuse sits for a substitute exam.
- 7.9 In case the student misses the announced exam due to illness, the registrar should receive a notarized medical certificate from the doctor accredited by the University. Medical certificates must arrive at the faculty within a maximum of one week from the onset of the disease.
- 7.10 A person who is granted sick leave is not allowed to sit for any announced exam during the period of validity of that rest recommended by the Attending Physician.
- 7.11 If any student is found in a case of cheating or obtaining or providing assistance to any other student during the exam, the chief supervisor should follow the following:

- 7.11.1 Prove the case and allow the student concerned to continue the exam.
- 7.11.2 Submit a detailed report in writing on the case to the dean of the faculty.
- 7.12 \If the faculty board decides that the student has violated Paragraph (7-11), the faculty board has the right to issue the following:
  - 7.12.1 Cancels the exam paper and the student is considered to have failed the course and to have the right to sit for the supplement exam in this semester.
  - 7.12.2 The student is deprived of studying for a period determined by the faculty board.
  - 7.12.3 Issues an order to permanently dismiss the student from the University.
  - 7.12.4 Applies any or all of the above.
- 7.13 The Final Written Exam of the course should not exceed 07% and not less than 50% of the final grade of the course.
- 7.14 The semester's work, which includes periodical tests, essays, research papers, and the practical performance exam of the course (if any), shall not be evaluated with grades not less than 30% and not exceeding 50% of the final grade of the course.
- 7.15 The passing score in any announced exam for the course is 50%. A student who fails in 75% or more of the credit hours for the semester is dismissed from the faculty regardless of his CGPA.
- 7.16 A student who fails in 50% or more than 50% and less than 75% of the credit hours of the semester is allowed to repeat the relevant semester.
- 7.17 A semester may not be repeated more than once.
- 7.18 A student who fails in less than half of the credit hours of the semester sits for the supplementary exams of in the courses in which he failed.
- 7.19 A student who fails in more than two courses in the supplementary exams must repeat the entire semester.
- 7.20 A student who fails in one or two in the supplementary exams is allowed to repeat the courses in which he failed in the semester in question.
- 7.21 A student who fails again in the repeated courses referred to in paragraphs (7-20, 7-21) is dismissed from the faculty.
- 7.22 A student sitting for the substitute exam is assessed as follows:



A - if he fails in 75% of the credit hours of the semester for which he sits in the substitute exams, he will be dismissed from the faculty.

B - if he fails in 50% or more than 50% and less than 75% of the credit hours of the semester for which the student is sitting in the substitute exams, he must repeat this semester.

C-if he fails in less than 50% of the credit hours of the semester for which he sits in the substitute exams; he must sit again for the exams of these credit hours in which he failed in the course of the semester in question, provided that he does not lose the opportunity to repeat again.

- 7.23 A student who has been dismissed from the faculty for academic reasons can submit an application to the faculty board by the dean of the faculty to sit for the exam as an external examinee, no later than the end of the first session of the semester in which he was dismissed, and the faculty board has the right to allow him to do so.
- 7.24 A student who is allowed to sit as an external examinee is not given more than two opportunities as an external examinee.
- 7.25 A student who is allowed to sit for the exam as an external examinee must pass all the exams of the relevant semester and if he fails in two or less courses he is allowed to sit for the supplementary exams in the relevant semester.
- 7.26 If he fails in any of the supplements exams, this failure is considered complete and he loses the first chance.
- 7.27 A student who is allowed to sit for the exam as an external examinee must pay any prescribed fees.
- 7.28 All grades, grades and points obtained by the student successfully or failing in all the courses for which he registered shall be included in his academic record.
- 7.29 A student who sits for a substitution exam for a course of study is his assessment is saved and according to the evaluation of the faculty.
- 7.30 The student's success in the supplementary exam is evaluated with an acceptable grade, regardless of the grade he has achieved, he must write

this grade in his academic record in this form (acceptable \*), where the mark (\*) indicates; passed the exam after the supplementary exam.

7.31 The grades for the examinee's courses are included by statistical evaluation excluding a failing grade as follows :

<b>A+</b>	Excellent with superiority (Mean+2SD )
<b>A</b>	Excellent (Mean+SD
<b>B</b>	Very good (Mean)
<b>C</b>	Good (mean +50)/2
<b>D</b>	Acceptable =50
<b>F</b>	Failure = less than50
<b>D*</b>	Pass after supplementary exam

7.38 Each grade for acceptable, Good, Very Good ratings is equivalent to (1/ range) while the grades for excellent ratings remain without an equivalent point.

The decision of the faculty board is final for rare exceptional cases.

## 8 / **academic supervision:**

The academic supervision of students aims to help students understand the Academic Regulations, guide them to the optimal ways to benefit from all the educational media offered by the faculty, encourage dialogue among them and contribute to building working groups of one specialization and help inquiries and solve academic problems facing them.

8.1 The dean of the faculty, with the cooperation of the heads of departments, appoints academic supervisors for students from the first semester to the fifth semester.

8.2 The responsibility of appointing academic supervisors for students from the sixth semester to the tenth semester is transferred to the department with the approval of the dean of the faculty.

8.3 The academic supervisor must be at least an assistant professor.

8.4 The academic supervision burden is calculated by three (3) credit hours per week for the professor, provided that it is not counted as part of the professor's teaching load.

## 9 / **graduation requirements:**

9.1 The minimum level of CGPA required for graduation is:

- Get 2.00 CGPA.
- Success in all courses of classes at the faculty.

9.2 The minimum period of time a student spends at the faculty to obtain a university degree is four semesters; two of those semesters should be immediately before graduation.

## 10 / **Faculty Degree estimates:**

10.1 The faculty's undergraduate degree estimates are as follows :

- **First class (honours):** CGPA 3.50 to 4.00.
- **Second class (honours) Division One:** CGPA 3.00 to 3.49
- **Second class (honours) Division Two:** CGPA 2.50 to 2.99
- **Third class (honours) :**CGPA 2.00 to 2.49

10.2 The undergraduate degree awarded to the students of the faculty is the **Bachelor of Science** (honors) in natural resources and Environmental Studies department ( the name of the department is indicated in parentheses).

## 11 / **Transcripts certificate**

11.1 Both the secretary of scientific affairs and the dean of the faculty keep a confidential scientific record of the performance of each student.

11.2 students can check their GPA/CGPA at the end of each semester.

11.3 the Faculty issues a Transcript for the graduate and the dismissed student after payment of the prescribed fees.

## **Academic assessment of students**

\* Evaluation of the student's performance in each course is carried out according to the following system :

- ✓ A +: excellent with superiority = arithmetic mean + 2 (standard deviation)
- ✓ A: excellent = arithmetic mean + standard deviation
- ✓ B: very good = arithmetic mean
- ✓ C: good = (arithmetic mean + 50 )/ 2
- ✓ D: Acceptable = 50
- ✓ F: Fail less than 50
- ✓ D\*: success after the supplementary exam

## **Scientific degrees awarded by the faculty:**

- ✓ 1 / First Class: CGPA =3.50 : 4.00
- ✓ 2 / Second class Division one: CGPA= 3.49 :3.00
- ✓ 3 / Second class Division two: CGPA = 2.99 :2.50
- ✓ 4 / Third class: CGPA =2.49 :2.00

\*\*\* The student's performance is evaluated according to the normal distribution.

## **Instructions for students**

### **Examinations**

- ✓ Entrance to the exam hall is allowed only after showing the University card
- ✓ Students must be present in the exam hall five minutes before the exam start time.
- ✓ Students are not allowed to enter the examination hall after half an hour has passed from the start of the exams, if the student is late less than half an hour from the exam, he is allowed to enter and additional time is granted after the end of the exam time.
- ✓ No student is allowed to leave the exam hall until half the time has passed from the start of the exam.

- ✓ Any student who leaves the examination hall is not allowed to re-enter it unless he leaves in exceptional cases and under the supervision of a faculty member or any other official.
- ✓ The student sits in the exam hall in the place assigned to him, in which his seating number is placed.
- ✓ No student is allowed to enter the examination hall with a book, papers or any other documents and may not receive them inside the examination hall from any other student.
- ✓ No student is allowed to provide or receive any assistance from or allow the use of any other student's paper
- ✓ The exchange of math tables or calculators between students is allowed only through the Observer.
- ✓ No student is allowed to take out any paper from the exam hall other than the question paper.
- ✓ No student is allowed to write in any paper other than the answer booklet.
- ✓ The student should familiarize himself with and adhere to the directions described in the answer booklet.
- ✓ No student is allowed to remove any paper from the answer booklet.
- ✓ If a student is caught cheating or helping or accepting help from any other student, the supervisor must write a note explaining this to the examiners and then allow the student to continue the exam .
- ✓ Medical certificates are not accepted unless they are issued by or approved by the medical and health unit of the University of Kordofan.
- ✓ The deadline for submitting sick certificates is a week after the date of the onset of the disease.
- ✓ Delivery of medical certificates is to the dean of the faculty.
- ✓ Upon receipt of the sick certificates, the student submits a statement stating this.
- ✓ The student is not allowed to enter the exam hall with a mobile phone and the faculty staff member is not responsible for safety of any mobile phone.