

## **Executive Bylaws of the Study System of General Biology Program**

**Important Definitions :** ([الدليل الإرشادي لطلاب المنح الدراسية باللغة العربية, دليل الطالب بجامعة الطائف](#))

- 1 - School year : two main semesters and one summer semester, if applicable
- 2 - semester : a period of at least 15 weeks does not include registration periods and final exams
- 3 - Summer semester : a period not exceeding eight weeks and not including the registration and final examination periods.
- 4 - level of education : indicates the stage of study in accordance with the approved study plans
- 5 - Study Plan: is a set of compulsory, optional and free courses, whose total units are the graduation requirements that a student must successfully pass to obtain the degree in the selected discipline.
- 6- Course : A course within the school plan adopted in each discipline (program), each course has a symbol, name and detailed description of its terms, which distinguishes it in terms of content and level from other courses. A special file is maintained by the Section for the purpose of follow-up, evaluation and development. Some decisions may have a prior or simultaneous requirement.
- 7- Study Unit : Weekly theoretical lecture of at least 50 minutes or practical or field lesson of at least 100 minutes.
- 8- Academic warning : Notification to the student due to a decrease in the cumulative rate below the minimum set out in this bylaws
- 9 - Quarterly working Degree : The degree granted to the work that shows the student's achievement during a semester of exams, research and educational activities related to the course.
10. Final Exam : A course exam held once at the end of the class
- 11 - Final exam score : the degree obtained by the student in each course in the final exam for the semester
- 12 - Final Degree : The sum of the quarterly grades, in addition to the final exam score for each course, and the score is calculated from one hundred.
13. Grade: A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course
14. Incomplete grade : A grade that is temporarily monitored for each course that the student is unable to complete his / her requirements on the specified date and is indicated in the academic record with the letter (L).

15. Continuous Assessment : An assessment that is temporarily monitored for each course required by the nature of the study by more than one semester completed, and is symbolized by the symbol (m).

16 - Quarterly average : The sum of the points earned by the student by the total units for all the courses studied in any semester, and the points are calculated by multiplying by the unit assessed by the estimate weight obtained in each student's course.

17- Cumulative rate: The sum of the points earned by the student in all the courses that she has studied since joining the university is divided by the total units assessed for those courses.

18 - General Assessment : Description of the level of educational attainment of the student during the period of study at the University

19- Study load : The total number of units in which a student is allowed to register in a semester. The maximum and minimum academic load is determined by the University's bylaws.

20 -Overburden : it is exceeded the number of study hours allowed for the student (e)

21- Lower burden : Student registration is less than the number of hours allowed

22. Prerequisite : A preliminary course to be studied before the next course

23 - Elective course : is the study of an elective course from outside the department or college

24 - free course : is the study of an optional course from within the department

25 -The section's withholding : Freezing the effectiveness of the section and not ready for registration until it is needed or canceled.

26 - Faculty Coordinator : A staff member nominated by the faculty to coordinate and follow up its academic schedules with the Admission and Registration Deanship.

## **General Biology Bachelor**

The executive bylaws of the department (according to the list of the Faculty of Science) depends on the unified list of studies and exams for the university stage in the college that emanates from the executive bylaws of the Saudi universities and its most prominent features :

### **First: Study Guide and Exams**

a – the study is proceeding at the university level system, consisting of at least eight levels, and the duration of the study level is classroom. ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية](#))  
([والقواعد التنفيذية لجامعة الطائف](#))

b. The distribution of courses for each discipline at the levels, and the number of units per level is determined as required by the planned study plans ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

c- The number of teaching hours in each level between 15-18 hours ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

d. The Department allows its expected students to graduate a summer class with a maximum of 10 hours of instruction ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

e- The Department provide its students with laboratory teaching hours

f. The department provides students with field training

g- The department offers students the courses of graduation projects designed and implemented by students under the supervision of staff members.

h. Students who have not failed due to failure in the courses are enrolled in the level courses gradually starting from the lower levels, according to the approved study plans.

i. Students who are failed are enrolled in the courses so as to ensure that they have the minimum study load in each semester provided that the following points are taken into consideration :

1. Do not conflict in the study table.

2. Meet the previous requirements of the course (s) to be registered.

3 - not allowed to take courses from the following levels only to complete the minimum study load.

### **Registration**

The tables are recorded automatically before the beginning of each semester for all students of the college according to the student's level and the cumulative average. Study Bylaws and exams for Undergraduate and Executive Rules of Taif University (Article 8)

### **Apology for study class**

The student may apologize for continuing to study a class without being considered as a gain if he gives an acceptable excuse to his college, where the student applies for an electronic apology through the student's page on the university site and then is electronically decided upon by the college by accepting or rejecting it according to the bylaws. This is at least five weeks prior to the start of the final tests, the student is given an excuse rating (P) in all the course of the class if his application is accepted, and this semester is calculated from the regular period of completion of the graduation requirements. The period of the apology do not exceed two consecutive or three non-consecutive classes, and the student is then re-enrolled

immediately after the completion of the undergraduate class ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

### **The postponed study**

The student may apply for postponement of the study for an excuse accepted by the University Council provided that the duration of the postponement does not exceed a maximum of two consecutive semesters or three non-consecutive semesters during his stay in the university and then folds his enrollment thereafter. The period of postponement do not shall be calculated as part of the period required for the completion of the graduation requirements ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

### **Collapse constraint**

If the student is suspended from studying for a semester without requesting a postponement, the university council has to fold the student's registration if the student has dropped out of school for a shorter period, and the student is not considered to be suspended from studying for classes taught by a visitor at another university ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

### **Restriction controls**

- To apply for reinstatement within four classes from the date of receipt.
- He must not have been dismissed from the university for educational or disciplinary reasons or from another university for disciplinary reasons.If it becomes clear after his re-entry, his enrollment shall be deemed canceled from the date of re-entry.
- The student may not be re-enrolled if he is an academic.
- The student is not entitled to re-enroll more than once. ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#))

## **Re-enrollment**

The student can apply for his or her re-education and pre-break status according to the following bylaws ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)):

- a- To apply for re-enrollment within four semesters of the date of accession.
- b- the relevant College Board and relevant parties agree to reinstate the student's enrollment.
- c- If the student has been enrolled for four semesters or more, he / she can apply to the University for a new student without reference to his / her previous academic record, and all of the conditions for admission declared at the time apply.
- d- The student may not be re-enrolled more than once.
- e- A student whose registration has been folded may not be re-enrolled if he is an academic.

The student shall be informed of the decision electronically.

## **Dismissal from the University** ([دليل الطالب بجامعة الطائف](#))

The student shall be dismissed from the university in the following cases :

- a- If he obtains at most three consecutive warnings of a cumulative decrease of 1.0 from of 4, and the University Council, based on the recommendation of the College Council, he or she will be given a fourth opportunity to raise his cumulative rate by studying the available courses ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).
- b- If he does not complete the graduation requirements within a maximum period of half of the prescribed period of graduation in addition to the duration of the program.
- c- The University Council may, in exceptional cases, address the conditions of the students to whom the provisions of the two preceding paragraphs apply, by giving them an exceptional opportunity not exceeding two semesters at most ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).
- d- The student shall be deprived of the reward in the case of receiving an academic warning ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

## **Visiting student**

The visiting student is the one who studies some courses at another university or in a branch of the university to which he belongs without converting it, and draws the materials he studied according to the following bylaws ([دليل اللائحة الدراسة والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)):

- consent of the college in which he or she is studying in advance.
- The study should be in a recognized college or university.
- The course taught by the student outside the university should be equivalent in its vocabulary to course contained in the graduation requirements.

- If the visiting student is studying in a branch of the university to which the student belongs, the transaction will be made in accordance with Article (47).
- The University Council determines the maximum percentage of units of study that can be calculated from outside the University for the visiting student.
- The courses that are equivalent to the visiting student from the other university shall not be counted in his cumulative average, and the courses shall be recorded in his academic record.
- Any other conditions set by the University Council.

#### **Study assistance and attendance** ([دليل الطالب بجامعة الطائف](#))

- A regular student must attend lectures and practical lessons, and is prohibited from entering the final exam if the attendance rate is less than the rate determined by the University Council, but not less than 75% of the lectures and practical lessons specified for each course during the semester (ie, not more than three weeks), A student who has been deprived of taking the exam because of his absence is considered a failure in the course, and a deprived grade (H) is set ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

- The college council or its delegate may - Exception – may lift the disadvantage and allow the student to enter the exam provided that the student provides an accepted excuse by the Board. The University Council determines the attendance rate, but not less than 50% of the lectures and practical lessons specified for the course ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

#### **Final exam procedures**

The student is not allowed to enter the final exam 30 minutes after the beginning of the exam, and is not allowed to leave the exam 30 minutes before ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

Fraud in the exam or attempted on its, or the contration of instructions and the rules of exam conducting is punishable by the student in accordance with the disciplinary bylaws issued by the University Council ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

If the student is unable to attend the final exam in any of the compulsory excuses for the semester, the faculty board may, in extreme cases, accept his excuse and allow him to take an alternative exam within a period not later than the end of the next semester. The estimate obtained after performing the alternative exam is given.

#### **Estimates** ([دليل الطالب بجامعة الطائف](#))

The student's grades in each course are calculated as follows ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف](#)).

Percentile grade	Appreciation	Recognition index	Estimate weight
95 – 100	Excellent +	A+	4.0
90 to less than 95	Excellent	A	3.75
85 to less than 90	very good ++	B+	3.5
80 to less than 85	Very good +	B	3.0
75 to less than 80	Very good	C+	2.5
70 to less than 75	Good	C	2.0
65 to less than 70	Pass +	D+	1.5
60 to less than 65	Pass	D	1.0
less than 65	Fail	F	0

### **How to Calculate estimate :**

The overall estimate of the cumulative rate at the student's graduation based on its cumulative rate is as follows ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية لجامعة الطائف- المادة](#)) (الثلاثون):

- \* (excellent): If the cumulative rate is at least 3.5 from 4.0.
- \* (very good): If the cumulative rate is 2.75 to less than 3.5 from 4.0.
- \* (good): If the cumulative rate is 1.75 to less than 2.75 from 4.0.
- \* (acceptable) if the cumulative rate is 1.0 to less than 1.75 of 4.0.

### **Honor rank**

The first honors are awarded to a student with a cumulative rate of 3.75 to 4.0 from 4.0 upon graduation, and the second honors are awarded to a student with a cumulative rate of 3.25 to less than 3.75 from 4.0 at graduation ([دليل اللائحة الدراسية والاختبارات للمرحلة الجامعية والقواعد التنفيذية](#)) (لجامعة الطائف).

### **Change from one faculty to another within the university** ([دليل الطالب بجامعة الطائف](#))

The student may be transferred from one faculty to another within the University in accordance with the rules approved by the University Council.

### **Change from one specialty to another within the College** ([دليل الطالب بجامعة الطائف](#))

- The student may, after the approval of the Dean of the College transfer from one speciality to another within the College in accordance with the rules set by the University Council.
- The department determines its conversion controls and the number of remittances
- The transfer conditions specified by the transfer department shall apply to the student
- The remaining period of his university should be sufficient to complete the graduation requirements in the new department
- The transfer must be the end of each semester

- The transfer file must be requested during the first four semesters since the student joined the university
- The student may transfer from one specialty to another within the college only once, and the University Council or his representative may, in case of necessity, the exception in that.
- All the subjects that have been studied shall be recorded in the academic record of the student transferred from one major to another.

All the subjects that have been studied shall be recorded in the academic record of the student transferred from one major to another, in accordance with Article 49 of the Bylaws for the Study and Examinations for Undergraduate Students.

### **Acadimec registration**

It is a statement indicating the student's course of study. It includes the courses he teaches in each semester with its symbols and numbers, the units number, the grades obtained, and the symbols of the general appreciation, in addition to the courses from which the transferred student was exempted ([دليل الطالب بجامعة الطائف](#)).

Example of calculating the average and cumulative average :

<b>Courses</b>	<b>Units number</b>	<b>Percentile grade</b>	<b>Recognition index</b>	<b>Estimate weight</b>	<b>Points</b>
2-101101		85	B <sup>+</sup>	5,3	7
3-203101		70	C	0,2	6
3- 204101		92	A	75,3	25,11
4- 206201		80	B	0,3	12
<b>Total</b>		-	-	-	25,36

- Average of the first semester = total points (36,25) ÷ total units (12) = 3,02