



**University President Decision No. (4) of 2024 In Issuance of the  
Bylaw for the  
Awarding of the Bachelor's Degree at the University of Khorfakkan\***

We, Sultan bin Mohammed Al Qasimi, Ruler of the Emirate of Sharjah, President of the  
University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan and its executive bylaws;
  - Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan;
  - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Bylaw for the Awarding of the Bachelor's Degree at University of Khorfakkan.”

**Definitions**

**Article (2)**

In the Application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

The Country:	United Arab Emirates.
The University:	University of Khorfakkan.
The Board:	University Board of Trustees.
The Chancellor:	Chancellor of the University.
The Deans Council:	Deans Council at the University.
The Vice Chancellor:	Vice Chancellor for Academic Affairs.
The Department:	Concerned Academic Department.

**Article (3)**

This decision shall apply to students registered and enrolled in bachelor's degree at the University.

**Article (4)**

**Admissions Conditions and Regulations**

1. Students shall be admitted to bachelor's programs in the University colleges in accordance with the general policy approved by the Board.

\*This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

2. Prior to the start of each academic year and based upon the recommendation of the concerned college councils, the University Administration shall determine the admissions requirements and number of students that may be admitted to each program offered by the University.
3. Students may be admitted to the University for the fall or spring semester.
4. By decision of the Chancellor, based upon the recommendation of the Admissions Department, applications submitted after the specific deadlines may be considered, if there are vacant places.

#### **Article (5)**

1. Students shall be admitted to the University according to the following conditions:
  - a. The student must have obtained the Certificate of General Secondary Education (CGSE) or its equivalent recognized by the Country.
  - b. The CGSE the student holds must be of a type that qualifies him/her to join the college to which s/he has applied, provided that it meets the percentage required according to the admission procedures specified by the deans council.
  - c. The student must not have previously been expelled from the university or from another university, community college, or higher institute due to academic or disciplinary reasons.
  - d. The student must pass the required proficiency exams in English. This applies to new or transferred students enrolled in one of the departments using English as the medium of instruction.
2. Students who have obtained the Bridging Diploma may be admitted to a bachelor's degree program, according to the diploma specialization and bridging admission regulations set by the Deans Council.
3. Based upon the recommendation of the Deans Council, additional conditions or other examinations may be required for the admission of students to some University programs.

#### **Study Plans**

##### **Article (6)**

The Deans Council shall approve the study plans leading to the attainment of the bachelor's degree in the specializations offered by the University colleges, based upon the recommendations of the college and department councils.

#### **Language of Instruction**

##### **Article (7)**

1. Arabic and English are the two languages of instruction at the University. The Deans Council shall determine the language of instruction for each academic department.
2. In special cases, the Deans Council may approve the use of another language at the University if the nature of a course/s so requires.

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## **Academic System**

### **Article (8)**

1. The University follows the credit-hour system as the basis of its program offerings. Studies at the University are organized according to the semester system, and study plans are developed within this framework.
2. Credit hours for each course in the study plan are calculated on the basis that one weekly theoretical hour equals one credit hour and two practical hours equals at least one credit hour.
3. Studies are distributed across each academic year into two 16-week semesters.
4. Summer semesters may be scheduled across an eight-week period. Based upon the recommendation of the Deans Council, the Chancellor may shorten the semester, provided the total number of teaching hours for each credit hour is no less than 15 hours each semester. Periods of advising, registration, and examination are excluded from these calculations.

## **Minimum Requirements for the Bachelor's Degree**

### **Article (9)**

The minimum number of credit hours required to obtain the bachelor's degree for each of the specializations offered by the University colleges shall be determined by a decision from the Deans Council, according to accreditation regulations.

## **Distribution of Credit Hours**

### **Article (10)**

The number of credit hours required to obtain the bachelor's degree for each of the specializations offered by the University colleges is as follows, whether the program specialization includes a (major only) or a (major/minor):

1. University Requirements: 24 credit hours distributed as follows:
  - a. 15 compulsory credit hours.
  - b. 9 elective credit hours.
2. College Requirements: 15-50 credit hours.
3. Major Requirements: at least 55 credit hours distributed as follows:
  - a. Specialization including a (major only): the student is required to take all of the courses in the program study plan.
  - b. Specialization including a (major/minor): the student is required to take between 15-25 credit hours in the minor specialization.  
Specialization requirements are distributed across compulsory and elective requirements and remedial requirements (if any).
4. Free elective requirements (if any).
5. Internship/Practicum in case it is required in the study plan.

## **Course Outlines**

### **Article (11)**

1. The course outline sets the course objectives, content, and outcomes in line with the number of specialization credit hours assigned to the course.
2. Each course is assigned a unique number that signifies the college, department, level, field, and the course serial number.
3. The pre-requisites and co-requisites are as stated next to each course.
4. The number of theoretical, practical and credit hours is stated next to each course.
5. A student may not take any mandatory course before completing the corresponding pre-requisite. Otherwise, the Registration Department shall cancel the student's enrollment in the course. Upon the approval of the college dean and recommendation from the concerned department and academic advisor, a student may take a course and its pre-requisite concurrently in the same semester if his/her graduation depends upon such or if s/he took the prerequisite final exam and did not pass the course.
6. Courses in the study plan are classified into four or five levels, depending on the number of years to complete the program, in an ascending order.
7. Compulsory courses in study plan should be offered at least once each academic year.
8. Elective courses in the study plan should be offered at least once every four semesters.

## **Duration of Study and Study Load**

### **Article (12)**

The Deans Council shall determine the following:

1. The minimum and maximum duration of study permitted for attaining the bachelor's degree at the University.
2. The minimum and maximum study load for each semester.
3. The distribution of students registered for the bachelor's degree over four or five levels, depending on the requirements of the study plan for each specialization

## **Attendance**

### **Article (13)**

1. Student shall attend all theoretical lectures, laboratory hours and practical application sessions, participate in discussion/research sessions and take course exams.
2. Students will receive a first probation warning from their course instructor if they accumulate an absence of 10% or more of course contact hours and a final probation if they accumulate an absence of 15%.
3. If the absence rate reaches 20% of the total contact hours, the student will be prohibited from taking the final exam at the end of the semester and shall be considered as having failed the course(s). The student will not be permitted to withdraw from the course after recording a grade "F" due to absence. Students representing the UAE or the University in official events are permitted to be absent for up to 25%.

4. If the absence is due to sickness or a compelling reason accepted by the dean, the student may be considered withdrawn from the course/s, and his//her transcripts shall indicate a letter of (W). In all cases, the Registration Department shall be notified of the decision.
5. All absences, whether excused or unexcused, will count towards the overall percentage of absence permitted.

### **Teaching, Examinations, Marks and Grades Courses**

#### **Article (14)**

The course instructor is responsible for developing a detailed course outline (syllabus), including the course objectives, outcomes, content, teaching methodology, assessment, resources and required readings. The course outline is distributed to students at the beginning of the academic semester and is kept in the college course files. For multi-section courses or courses taught by more than one instructor, the Department Council shall appoint one of the course instructors as a course coordinator who shall develop the course outline and specify the exam dates in cooperation with the other course instructors.

#### **Exam Questions**

##### **Article (15)**

1. Exam questions are constructed according to the following guidelines:
  - a. Questions shall be aligned with the objectives and outcomes outlined in the course outline.
  - b. Questions shall be proportionate to the time allocated for the exam.
  - c. The instructor of the course, individually or in collaboration with the other instructors of the course in the case of courses taught by more than one instructor, shall prepare the questions clearly and identify the points assigned to each question.
  - d. Questions shall vary in number and type in order to measure a student's knowledge and his/her skills in recalling, comprehension, application, and analysis.
  - e. The language used for the exam questions and answers shall match the language of instruction for the course.
2. Based upon the recommendation of the colleges and academic departments, the Deans Council shall establish the regulations for documenting and filing the final exam answer booklets for a period of no less than four regular academic semesters, after which they shall be discarded under the supervision of a committee formed for this purpose by the College Council.

## **Students Absent from an Examination without an Excuse**

### **Article (16)**

If a student fails to take the final examination without an excuse accepted by the college dean, s/he shall be considered to have failed the course. If it is determined that the student missed the exam due to illness or a compelling reason accepted by the college dean, the student shall receive a grade of (incomplete). The dean shall inform the Registration Department, and the student will be required to remove the incomplete grade and take the final exam, according to instructions determined in a decision from the Chancellor.

## **Final Grades**

### **Article (17)**

1. The final grade of each course is calculated by adding the final exam grade to the other semester coursework grades. The general framework for exams is as follows:
  - a. Theoretical courses and theoretical courses that include a practical component:
    - 40% - 55% of the total grade is assigned to the final exam of the semester, provided it is a comprehensive written exam covering the content of a course and meeting the objectives and outcomes of the course and held as scheduled according to the academic calendar.
    - 45% - 60% of the total grade is assigned to the semester coursework, which shall include one or two written exams, reports, research work, quizzes and/or any other kind of assignment. The concerned department council shall determine the grade for each exam, report, research work or other type of assignment. The College Council shall approve the grade distribution.
  - b. Practical courses:

Upon the recommendation of the department councils, the College Council shall specify how the grades are distributed. Students and the Registration Department shall be informed of the distribution at the beginning of each semester.
2. Excluded from the above regulations are courses of a special nature, the assessment and nature of which shall be determined by the College Council, upon the recommendation of the concerned department council. The Chancellor shall be provided with the concerned college council decisions issued in this regard, including the rationale behind decisions.

## **Review of Answer Booklets**

### **Article (18)**

1. Within two weeks from the date that the exam results are announced, a student may submit to the concerned dean, through the Registration Department, a request to review of his/her answer booklet after paying the required fees.
2. If the request is approved, the answer booklet shall be reviewed by an examination committee. The review process shall be limited to verifying mistakes in calculating or copying the marks or missing the marking of a question or a part of it. If a mistake is confirmed, correction shall be made by the exams committee, and the corrected result shall be documented, according to the regulations in effect.

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## **Grades**

### **Article (19)**

1. The minimum passing grade in letters is (D).
2. Grades are recorded in letters according the points assigned to them in the table below. The letter “P” indicates a passing grade, and the letter “F” indicates a failing grade for pass/fail courses. Pass/Fail courses are not calculated towards the student’s cumulative grade point average (CGPA). The letter “I” is used for incomplete courses.

<b>Grade out of 100 %</b>	<b>Grade in Letters</b>	<b>Grade in Points</b>
90-100	A	4.0
85 to less than 90	B+	3.5
80 to less than 85	B	3.0
75 to less than 80	C+	2.5
70 to less than 75	C	2.0
65 to less than 70	D+	1.5
60 to less than 65	D	1.0
Less than 60	F	Zero

3. Grade points for the semester (GPA) and the CGPA will be assigned the ratings indicated as follows:

<b>Grade Point Average</b>	<b>Rating</b>
3.6 or above	Excellent
3.0 to less than 3.6	Very Good
2.5 to less than 3.0	Good
2.0 to less than 2.5	Satisfactory
Less than 2.0	Failing

4. A decision from the Deans Council shall specify how averages are calculated.

## **Academic probation**

### **Article (20)**

1. If a student’s CGPA falls below 1.0 after completing two regular academic semesters, s/he may be transferred automatically out of his/her major without the possibility of returning to the same major. Such a transfer may occur only once during a student’s study period at the University.

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2. The first academic probation will be issued to the student at the end of any semester for which the s/he receives a CGPA of below 2.0. The student will be required to clear the probation within the following two semesters.
3. Students on academic probation are subject to the following procedures:
  - a. The maximum study load for the student is 12 credit hours, which may be increased to 15 credit hours upon the recommendation of the concerned department and in coordination with the Registration Department if such action will enable the student to graduate at the end of the same semester. The maximum study load may also be increased to 13 credit hours if one of the courses taken is worth four (4) credit hours or is an approved one-credit laboratory hour.
  - b. Students are required to register through their academic advisor or according to procedures determined by the University.
  - c. Students are required to repeat failed courses within the period of two semesters. A student may be required to repeat a course for which s/he has received a grade of less than 'C' if the academic advisor recommends such.
  - d. Students may not register for a course(s) without first successfully completing its prerequisites.

### **Second Academic Probation**

#### **Article (21)**

Students will be issued a second academic probation if they fail to remove the first academic probation during the semester following that for which they received the probation. Students with two academic warnings have the two following options:

1. To continue studying in the same program, taking into consideration the provisions stated in Article (22) of this decision, in which case the student will be required to sign a pledge in this regard.
2. To transfer to a different specialization. The required courses will be specified and the CGPA of the student will be calculated at the end of his/her first semester in the new specialization.

### **Dismissal**

#### **Article (22)**

A student shall be dismissed from the University by a decision from the Deans Council in one of the following cases:

1. If s/he receives three consecutive academic probations while studying in the same program.
2. If s/he receives five separate academic probations throughout his/her study period at the University.



3. If s/he receives two academic probations in one program, and then transfers to another program and receives two additional academic probations in the new program directly after the transfer. In this case, the student will be prohibited from transferring to another specialization.
4. If the student's CGPA falls below 1.0 more than once throughout his/her study period at the University.

### **Summer Semester**

#### **Article (23)**

1. The summer semester is not calculated in terms of academic probation. If the student receives a CGPA of 2.0 or above at the end of a semester, his/her academic probations will no longer be considered consecutive.
2. The Registration Department is responsible for notifying the student and the concerned department of academic probations or a student's dismissal from the University and shall retain a copy of the decision in the student's personal file.
3. After completing 90 credit hours with a CGPA of 1.95 or higher, a student who receives a fifth academic probation will be permitted the opportunity to study for one additional semester to raise his/her CGPA to the required level.

### **Adding and Dropping Courses**

#### **Article (24)**

The Deans Council shall determine the following regulations:

1. Re-registration in the failed course/s.
2. Course withdrawal or adding a course or more upon the approval of the advisor.
3. Acceptance or deferment.
4. Discontinuing registration, deferment of studies and re-enrollment.

### **Transferring from a University or College Recognized by the University**

#### **Article (25)**

1. By decision of the Vice Chancellor, based upon the recommendation of the dean, a student may transfer from a university or college in accordance with the regulations and conditions set by the Deans Council.
2. Accepting the student requires the student to have been full-time at the university from which s/he is transferring and that the student was not expelled for academic or disciplinary reasons.
3. The student transferring from another university, higher institute or community college shall be considered a new student for the purposes of deferment, probation and dismissal.
4. A student transferred from another university, college or higher institute shall not benefit from his academic record if his/her study is interrupted for four regular semesters or more.

## **Requirements for Attaining the Bachelor's Degree**

### **Article (26)**

The Bachelor's Degree shall be conferred upon students after completion of the following requirements:

1. The student passes all the courses in the study plan required for graduation.
2. The student achieves a CGPA of no less than 2.0 and satisfies the other requirements of the study plan, pursuant to which the student may graduate.
3. The student satisfies the minimum duration and does not exceed the maximum duration for obtaining the bachelor's degree.
4. The decision for his/her graduation is issued by the concerned councils.

### **Final Provisions**

#### **Visiting, Auditing and Student Exchange**

### **Article (27)**

1. Students enrolled in other educational institutions or interested in taking summer courses at University are permitted to enroll as visiting students without receiving a degree.
2. Students who wish to audit a course are permitted to register if seats are available and they have paid the required fees. Attendance requirements shall apply to auditing students. Auditing students will not take examinations but will receive an attendance certificate.
3. Based upon the cooperation agreements between the University and other academic institutions calling for student exchange, concerned students may enroll during the period specified in the agreement. Such students will not receive a degree from the University. Likewise, students from the University may enroll as exchange students at other academic institutions with which the University has signed a cooperation agreement.

### **Article (28)**

The Deans Council shall decide on matters not stated in this decision or on any issues arising from its implementation.

### **Article (29)**

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

**Issued by us on:**

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024, AD

Sultan bin Mohammad Al Qasimi

Ruler of the Emirate of Sharjah

President of the university of Khorfakkan