

NATIONAL UNIVERSITY - SUDAN
STUDENT MANUAL

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5TH EDITION

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Welcome Note from NUSU President

- The National University-Sudan congratulates and welcomes with pleasure the student nominees for enrollment in various programmes offered for the academic years 2018-2019, 2019-2020 and 2020-2021.
 - The vision of NUSU is to assure most distinctive ever excelling excellence higher education services.
 - To realize its vision NUSU works hard, since its establishment in 2005, to guarantee and to maintain distinctive quality standard education through continuous internal and external assessment to secure sustainability and abidance to social responsibility.
 - NUSU provides and secures highly qualified staff and elegant environment (lecture rooms, to date laboratory facilities and equipment, paper and electronic libraries, rest rooms etc...) for convenient conveyance of the programmes.
 - NUSU is distinct not only by its infrastructures and landscape but by its widely open doors to people of different backgrounds and different experiences. Therefore, NUSU commitment to excellence depends on a commitment to inclusiveness.
 - What drives NUSU progress and sustains its vitality is the collective effort of all: academics, supporting staff, students, surrounding communities, and the regulators especially the General Directorates of the Ministry of Higher Education and Scientific Research.
 - NUSU abides by respect, ethics and professionalism and social responsibility to conserve the legal rights and privacies of the students, partents and guardians and other stakeholders.
 - In summary, I would like all student to read through the documents to know their rights and responsibilities listed in the regulations included in this manual, especially the clauses on the stages of the “**Appeal Procedure**”, the “**Scholarships and Refunds**” in the “Fees Regulations” and the “**Career Advice**” and opportunities suggested for each of their programme choices.
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About the National University

Establishment and Accreditation

NUSU is:

- Accredited by the Ministry of Higher Education and Scientific Research since its establishment as a college in 2005 and thence as a university in 2013
- The first and the only ISO-9001-certified higher education institution in Sudan, for its quality management of academic programmes.
- The first and the only higher education institution, in Sudan, to be accredited by the British Accreditation Council (BAC) as an international centre.
- Faculties of Medicine, dentistry and pharmacy are accredited by the Sudan Medical Council, and all accrediting organizations in UK, Europe and USA and where NUSU medical graduates are working in these regions and in Arab countries.
- Other paramdical faculties are recognised by the National Council for Medical and Health Specialties.

Programmes Offered by NUSU

1. Bachelor of Medicine and Surgery (MBBS)
 2. Bachelor of Pharmacy (B. Pharm.)
 3. Bachelor of Physiotherapy (B PT)
 4. Bachelor of Computer Science and Information Technology
 5. Bachelor of Dental Medicine and Surgery (B.D.M.S.)
 6. Bachelor of Radiography and Diagnostic Imaging (B.RAD)
 7. Bachelor of (Honors) Nursing and Midwifery Sciences (B.NUR)
 8. Bachelor of (Honors) Medical Laboratory Sciences (B.MLS)
 9. Bachelor of Administrative Sciences in:
 - 9.1 Business Administration (B.BBA)
 - 9.2 Marketing (B.MRKT)
 - 9.3 Accounting (B.ACC)
 - 9.4 Management Information Systems (B.MIS)
 10. Bachelor of Civil Engineering (B.CE)
 11. Bachelor of Electrical and Electronics (B.EEE)
 12. Bachelor of Architecture (B.ARCH)
 13. Bachelor of International Relations and Diplomatic Studies (B.IR-B.DS)
 14. Diploma of Physiotherapy (D PT)
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Students nominated for enrollment for the academic year 2018-2019 are welcome to join:

- Batch 14: Medicine, Pharmacy and Physiotherapy.
- Batch 13: Dentistry, Radiography and Computer Science and Informatics.
- Batch 10: Nursing, Medical Laboratories Sciences and Administrative Sciences.
- Batch 3: Engineering (Civil, Architecture, Electrical and Electronics)
- International Relations and Diplomatic Studies.

University Location



University Properties

- The University extends on 30 000 m² in plots 397, 398, 399, 400, 401, 413, 401, 414 and 415, in *Alraqi* Cartier, South to Daihatsu Company and Qatar Charity Society. The site is distinctly elegant and well designed and constructed for convenient conveyance of the various academic programmes.
- In *Al-Bagair*, 16 Km South of Khartoum, NUSU owns 35000 m² on part of which a rural teaching hospital is established.

Students' Orientation

It is here to remind students enrolled in NUSU that the university stage needs some adaptations where studen:

- Shoulder responsibility to run their affairs.
- Are expected to achieve unlimited success through diligence via research and verification.
- Rely on a multitude of references and unlimited sources of knowledge.
- Are responsible for their own success or failure
- Cope with the nature of university education vide interaction, participation, differing scientific opinions.
- Appreciate the value of diligence in thinking and originality in creativity and meditation.
- Should know that excelling in university means success in all aspects of their lives.
- Should bear in mind that failure in a single subject adversely affects their subsequent results.
- Should score high cumulative averages through the study course to compete for jobs.
- In the NUSU's website (www.nu.edu.sd), and the academic guide (Prospectus) more details about the mission and vision of the University, future aspirations, programmes, activities and mechanisms for the implementation of these programmes. In this site, enrolled students find study plans, curriculum details, lists of behavioural objectives for each course, and strategies for its implementation, besides a lot of scientific articles and lectures published in the site.
- The website also provides e-mails of staff and enrolled students.
- Through their e-mails, students can know about their results once released, University news, calendars (examinations timetables, extracurricular activities and links with other universities and institutions).
- In addition to the website and the Prospectus, NUSU has issued manuals in Arabic and English, providing information about:
 - The university, the faculties and the programmes offered.
 - Application, registration, academic regulations
 - Code of Activity and Conduct
 - Tuition Fees
 - Learning, Teaching and Assessment Policy
 - Appeal Procedure
 - Samples of forms that the students need during the study period.

Application and Admission

- Application to NUSU is done through the General Directorate of Admission (GDA) of the Ministry of Higher Education and Scientific Research (MHESR).
 - DGA makes sure that the secondary school certificates of the applicants, desiring to join
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NUSU, meet the specific requirements of programmes applied for.

- DGA sends the names of the successful applicants to NUSU.
- Students can apply for remaining vacancies to NUSU Academic Office, directly or via the Internet. In such cases, NUSU forwards, on behalf the students, the applications DGA.
- Applicant and their families are advised to visit the University or its website and to read the Student Manual-2018 [www.nu.edu.sd] to learn about the NUSU programmes, policies and procedures before submitting their applications.

Nomination and Registration

The University is not bound to enroll the applicants nominated by the MHESR unless:

- Each passes a personal interview
- Conform to health fitness tests.
- Agree to abide by the regulations, policies and procedures, especially
 - The academic and fees regulations
 - The code of activity and conduct
 - The deadline announced for registration and study
 - Complete the set registration procedures

Registration Requirements

- Nomination from the Directorate General for Admission (DGA).
- Presence of the student on the announced set day for registration.
- In very special circumstances, students from abroad can arrange an online interview (voice and image, in the presence of a representative of NUSU outside Sudan)
- Settle the full fees, and sign a pledge for no refund if the student did not arrive in person a week before the beginning of semester one.
- Submission of certified identity document:
 - Passport for non-Sudanese
 - Birth certificate and Nationality Document or Identity Card for Sudanese.
- Provision of six recent passport size coloured photographs of the applicant.

Registration Procedures

- Applicants have to make sure that their names are on the admission list received, online, from the GDA and that their names match their ID documents.
 - Complete the registration form, and affix photos.
 - Affirm consulted the Student Manual
 - Sign on a legal document stating pledging to abide by the NUSU regulations and policies
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contained in the Student Manual.

- Settle the full fees by a certified check or a proof of payment by deposit in NUSU's account in one of the accredited banks. (See 'tuition fee regulations' to learn about registration arrangements for subsequent years).
- Receipt of notice for medical checkup from the Registrar.
- Complete the medical checkup in the NUSU Clinic on the date specified by the Registrar.
- Be available on date and in place for the personal interview
- Receive the University ID that grants the students entry through university gates and use of lecture halls, laboratories and libraries.
- Abide, from day one, with NUSU uniform rules (Code of Activities and Conduct).

Registration Deferral

- Registration is to be completed on the fixed announced date.
- A grace period of three days may be allowed for applicants having accepted excuses subject the consent of the Dean of the concerned faculty.
- Students who do not complete the registration procedures within the fixed time are deemed not wishing to enroll in NUSU. The names of such applicants will be sent back to the GDA.
- Students missing the scheduled free medical checkup organized by NUSU have to bear the expenses of the medical checkup from other accredited centres.

Educational Systems

- All programmes adopt course unit system.
 - Examinations are run at the end of courses, whether during or at the end of the semester.
 - Students can take all courses offered each semester unless the academic supervisor sees otherwise. (See Academic Regulations).
 - Assessment follows Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
 - The CGPA of the student is calculated at the end of each semester.
 - In all programmes students must attain a GPA of at least 1.5 in each semester, and upon graduation.
 - Failure to attain the said GPA (1.5) may be rectified by repeating some courses to improve the GPA.
 - Repeating a course or examination, entails paying the cost of the course and/or examination.
 - Students can improve their CGPA each year by taking elective courses run during summer recess. Such option is limited to students not failing a compulsory course.
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- The University advises students to repeat a year if failing 15 hours or more. Such failure will not allow them taking additional courses. There are other indicators for repetition, depending on the college , and the pre-requisites for clerkships/
 - Repeating twice is considered final academic warning.
 - The career advice addresses the possible opportunities in each specialty and employment tracks.
 - NUSU Career Advice Committee provides assistance to all students on their future.
 - Career advices are displayed in posters and in many books available in the library.
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PROGRAMMES

Faculty of Medicine and Surgery

Degree: Bachelor of Medicine and Surgery (MBBS)

Duration of Study: Five years (10 semesters- 220 credit hours).

Programme Components

- Phase One: Reserved for inductions of University requirements during the first semester.
- Phase Two: For delivering basic skills and integrative sciences on organs and systems. (semesters 2 - 6 overlapping with phase one)
- Phase Three: For clinical clerkship (apprenticeship) in clinical practice training centres in hospitals and other healthcare facilities; and common tracks related to professionalism and the legal aspects of practice in forensic medicine (semesters 7-10).
- Summer courses, including practical skills, rural residence, and community participation, leadership role of physicians in healthcare teams.

Facilities Available

Faculty laboratories are equipped with modern anatomy dissection room, an anatomy museum, pathology, parasitology, demonstration of radiology and medical imaging, skills and multi-purpose laboratories, and hospitals and health centres for clerkship training.

Career Advice

- After successful completion of the study programme graduates with Bachelor of Medicine and Surgery (MBBS) are temporarily registered with the Council as house-officers.
- After spending a residence period, in a set of medical specializations, graduates sit for the licensing examination to obtain permanent registration with the Sudan Medical Council.
- Qualified graduates will be licensed as medical officers to work in public health sector or in private ones.
- Medical graduates can further their studies to a PhD level in basic sciences (anatomy, physiology, and biochemistry and their branches like genetics and molecular biology) or MD or fellowship to specialize in clinical sciences: medicine, surgery, obstetrics and gynecology, paediatrics, and oncology and their subspecialties.
- Medical graduates may qualify by doctorates or fellowships to be consultants in diagnostic sciences (pathology, immunology, microbiology, radiology and imaging) community medicine (community medicine and public health, health statistics) or in forensic medicine

to work in the healthcare services, research institutes and/or in universities.

- Medical graduates can be involved in managerial, commercial, industrial or NGOs career, related to one of the various specialties of medical sciences, practice or research.

Faculty of Clinical and Industrial Pharmacy

Degree: Bachelor of Pharmacy (B. Pharm.)

Duration of Study Five years (10 semesters/190 credit hours)

Programme Components

- Phase One: The first semester is reserved for University requirements
- Phase Two: Spreads over semesters 2 - 6 and overlaps with phase one to cater for pharmaceutical and pharmacological sciences
- Phase Three: Extends over semesters 7-10 to cover the clinical and industrial clerkships in hospitals, health centres, pharmaceutical factories and departments specialized in pharmacy.
- Sequence of practical courses goes in accordance with the circumstances of training centres.
- There are shared courses such as pharmacy ethics, pharmacy practice and pharmaceutical care, professionalism and involvement in basic clinical prescription within the clinical ward round team.

Facilities Available

- Faculty laboratories serve pharmaceutical chemistry, pharmaceutical manufacturing, multi purposes laboratory for medicinal plants/herbs.
- Pharmacy students share with other faculties the anatomy, chemistry physiology, microbiology, and skills' laboratories.
- Hospitals are used for training in clinical pharmacy, and pharmaceutical setups for industrial pharmacy.

Career Advice

- Graduates with the Bachelor of Pharmacy (B. Pharm.) pass through the track decreed by the Sudan Medical Council and are temporarily registered as pharmacists.
 - After working for a period specified by the Federal Ministry of Health in each specialty/discipline, students acquire a license of permanent registration with the Sudan Medical Council and may work in pharmacies or hospitals as administrative pharmacist, clinical pharmacist or work in the industry.
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- Pharmacy graduates may pursue master and doctoral degrees in the various disciplines of pharmacy to qualify for teaching in universities, research institutes or work in pharmaceutical products, reagents or dyes.
- The graduates may be interested in managerial, commercial, industrial or NGOs career, related to one of the various specialties in the pharmacy research, practice or trade.

Faculty of Dental Medicine and Surgery

Degree: B.Sc. Dental Medicine and Surgery (B.D.S)

Duration of Study: Five years (10 semesters, 15-20 weeks each, /190 credit hours)

Programme Components

- Phase One and Two: Semesters 1-6: for university requirements and basic sciences, and early introduction of professional skills in the specialty of dentistry and oral health.
- Phase Three: Semesters 6-10: For delivering all subjects qualifying for clinical internship and community orientation including effective introduction to the understanding and development of primary healthcare, future functions of the dentist, in health centres, hospitals and private clinics, as well as professionalism and due knowledge of the law and the role of the dentist in healthcare team.

Facilities Available

- Dentistry laboratories include: dental training clinics, phantom-head and dental materials.
- Faculty of Dentistry shares, with the Faculty of Medicine, the anatomy, physiology, skills, microbiology and histology laboratories, and the museum, and clinics.
- Frequent visits to health centres, villages and schools.

Career Advice

- Holders of Bachelor degree in dental medicine and surgery (B.D.S) pass through a track decreed by the Sudan Medical Council and are thus temporarily registered as dentists.
- After working for a period specified by the Federal Ministry of Health in each specialty/ discipline, graduates acquire a license of permanent registration with the Sudan Medical Council.
- A graduate may pursue master's and doctoral degrees or fellowship in any of the eight disciplines of dentistry or basic science to qualify for specialized practice as a consultant/ specialist. They may join research institutes or university teaching. Those who specialize in oral health work in health promotion in ministries of health or organizations
- The graduate may be interested in managerial, commercial, industrial or NGOs career, related to one of the various specialties in the dental research and practice. Trading in dental materials and appliances is a lucrative business, especially if the dentist is inter-

ested in import or manufacturing.

Faculty of Radiography and Medical Imaging Sciences

Degree: B.Sc. Radiography and Diagnostic Imaging

Duration of Study: Four years (8 semesters/160 credit hours).

Programme Components

- Phase One: Semesters 1- for university requirements
- Phase Two: Semesters 2-4: Basic sciences shared with other health science colleges with introductions to imaging and medical terminology.
- Phase Three: 5-6 Basic specific to radiology and imaging technology, including radiographic physics, techniques and radiological anatomy. It includes specialized technical practical: conventional radiography, medical ultrasonography, computerized tomography (CT Scan.), magnetic resonance imaging (MRI) and nuclear imaging (NM), as well as professional clerkship/apprenticeship in various radiographic disciplines, and other aspects relating to the management of radiology departments, nursing in radiology and professional conduct.

Facilities Available

- Faculty laboratories include radiography room, dark room, ultrasound machines, and medical physics imaging. The faculty shares, with the faculties of medicine and dentistry, the laboratories of anatomy, physiology and pathology, and imaging departments in hospitals.

Career Advice

- Holders of B.Sc. Radiography and Medical Imaging Sciences (B.RAD) should follow the track decreed by the National Council of Medical Health and Professionals. The graduate is licensed as technologist, a respectful status concerned with knowledge of imaging machines and techniques of taking, storing, archiving and retrieving images (they have no concern with diagnosis or writing reports)
- Graduates may pursue master and doctoral degrees in the fields of medical imaging sciences and technology to qualify for university teaching. They may work for the industry or in other specialized related fields.
- The graduates can also easily fit in managerial, commercial, industrial or NGOs careers, related to one of the various specialties in the medical imaging practice (research, diag-

nostic and therapeutic services) in the rapidly expanding imaging technology

Faculty of Physiotherapy

Degree: Bachelor of Physiotherapy (B.Sc. PT) and Diploma of Physiotherapy (Dip.PT)

Duration of Study

(a) Bachelor of Physiotherapy: Four years (8 semesters/150 credit hours)

(b) Diploma of Physiotherapy: Three years (6 semesters/90 credit hours)

Programme Components

Bachelor of Physiotherapy

- Semesters 1-6 reserved for basic requirements obligatory to the faculty, integrated courses of basic science and physiotherapy skills and services
- Semesters seven and eight are devoted to professional clinical clerkship/ apprenticeship in physiotherapy institutions and in the society at large, together with the courses of professional conduct and the legal aspects thereof.

Diploma of Physiotherapy

- Students of Diploma Physiotherapy and the Bachelor Physiotherapy share the two semesters of university requirements and clerkships.
- The phase of theoretical study of basic therapeutic science is limited to two semesters only.

Facilities Available

The programme has a specialized laboratory and a gymnastics (gym) facility, and shares with the Faculty of Medicine the dissection room, the museum and other laboratories. There are therapeutic equipments and facilities in the hospital for clerkship training.

Career Advice

- Graduates holding Bachelor of Physiotherapy (B.Sc.PT) pass through a track decreed by the Medical and Health Professions Council, to licensed as technologist (bachelor degree) or technician (diploma). They work in administration of a physiotherapy unit and operate the systems to treat the patients referred by the medical consultant who request certain techniques using common terminology understood by the physiotherapist.
- They practice as physiotherapy technologists, and may pursue postgraduate studies in the sub-specialties of the profession, or obtain a master or a PhD to qualify for university teaching staff, in colleges of physical therapy and rehabilitation.
- Graduates, from the bachelor degree or diploma, may be interested in managerial, com-

mercial, industrial, research or NGOs career, related to one of the various specialties in the physiotherapy, rehabilitation services, practice, and research.

Faculty of Computer Science and Information Technology

Degrees: B.Sc. Computer Science

B.Sc. Information Technology

B.Sc. Computing and Health Informatics

Duration of Study: Four years: (8 semesters: 166-172 credit hours)

Programmes Components

- Phase One : Semesters 1-2: reserved for introductions to mathematics and computing and university requirements.
- Phase Two: Semesters 3-5: for in-depth studies in computer science, introductions to disciplines in which computer technology is implemented, and all aspects of informatics including health information systems, engineering, industry, commerce and transport.
- Phase Three: (Semesters 7 and 8) for practical residency in university laboratories and institutions involved in software programming, administration, management, documentation, archiving, telemedicine, as well as the legal aspects related to the safe-keeping of information and archiving.

Available Facilities

- Students use computer laboratories, and share other laboratories with similar programmes of medical sciences, engineering and administrative sciences.

Career Advice

- Holders of Bachelor in Computer Science and Information Technology pass through a track decreed by the informatics professionals, and are registered as technologists in Computer Science and Informatics.
- A graduate may proceed to do MSc or PhD to qualify for teaching in universities or working in research
- Graduates may be interested to employ in managerial, commercial, research, industrial or NGO_s career, related to one of the various specialties in the information technology.
- The most successful graduates are those who become entrepreneurs and employ themselves and others in innovative hardware and programming activities in health, industry

and governance.

Faculty of Nursing and Midwifery Sciences

Degree: B.Sc. (Honors) Nursing and Midwifery

Duration of Study: Four years: (8 semesters/160 credit hours)

Programme Components

University requirements:

- Phase ONE: Semester 1: university requirements.
- Phase Two: Semesters 2-4: Basic sciences common with medicine, pharmacy, dental and IT: human body functions and structure, microbiology, basic biochemistry, and basic science specific to nursing such as pathophysiology, nutrition, and nursing information systems.
- Phase Three: clinical sciences: nursing practice subjects in medical specialties (internal medicine, surgery, paramedics emergency, intensive care, obstetrics, gynecology, pediatrics, psychiatric disorders and research methodology. Some nursing courses are shared with community health, such as nursing in the community, rehabilitation, health promotion and health education.

Available Facilities

- The Faculty of Nursing shares with other disciplines the laboratories of anatomy, physiology, histology, pathology, microbiology, and skills. Nursing training is mainly in hospitals and health centres.

Career

- Holders of Bachelor degree in nursing (B. NUR) pass through a track decreed by the Health Professions Council, where they are registered as nurse technologists, and may pursue postgraduate studies to obtain master's degree or PhD in the field of nursing to qualify for university teaching, in patient or community nursing, and in other related health professions programmes.
- Graduates may be interested in managerial, commercial, research, industrial or NGOs career, related to one of the various specialties in the nursing and midwifery practice and research.

Faculty of Medical Laboratory Sciences (MLS)

Degree: B.Sc. (Honors) Medical Laboratory Sciences (Five Specializations)

Duration of Study: Four years: (8 semesters/165 credit hours)

Programme Components

- Phase One: Semester 1: university requirements
- Phase Two: Semesters 2-4: human and laboratory sciences
- Phase Three: Semester 5-8: specializations and rotation
- In this phase students specialize in either of the following:
 - Microbiology and Immunology
 - Parasitology and Medical Entomology
 - Hematology and immunohaematology
 - Clinical chemistry
 - Histopathology and Cytology

This is in addition to graduation projects and courses related to professionalism and legal issues in laboratory sciences.

Facilities Available

- The MLS has histology, pathology, microbiology, clinical chemistry and shares with the medical faculties the laboratories of: physiology, biochemistry, and also with faculty of engineering in chemistry. And also in medical laboratories in hospitals and health centres.

Career Advice

- Graduates with the Bachelor (Honors): Medical Laboratory Sciences (B.Sc. Honors MLS) follow the track decreed by the National Council of Medical and Health Professions, are registered as MLS specialists.
 - They may pursue graduate studies to obtain Master or PhD in the field of medical laboratories to qualify for teaching in universities and in programmes of health professions.
 - Graduates may be interested in managerial, research, commercial, and industrial or NGOs career, related to one of the various MLS disciplines: equipment and laboratory consumables manufacturing, management or trade.
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Faculty of Administrative Sciences

Degrees: B.Sc. Administrative Sciences: Business Administration

B.Sc. Administrative Sciences: Accounting and Finance

B.Sc. Administrative Sciences: Management Information Systems

B.Sc. Administrative Sciences: Marketing

Duration of Study: Four years (8 semester/120 credit hours).

Programme Components

- Phase One: Semester 1: university requirements.
- Phase Two: Semesters 2-4: courses prior to specialization: common subjects include: Arabic and English languages, computer, mathematics, introductions to management, principles of macroeconomics, microeconomics, international Economics, statistics, Sudanese studies, sociology, principles of accounting, marketing, labour organizations and law, management of production processes, and money and banking.
- Phase Three: Semesters 5-8: for specialization in either of the following: Business Administration; Marketing; Accounting and Management Information Systems

Career Advice

- Business Administration and Human Resources track includes human resources management, organizational behaviour, organizational design, communication for business, and perspectives into international business, strategic management, organizational psychology.
- Marketing track includes analysis of consumer behavior, supply chain management, marketing research/survey, sales and sales management, marketing management, international and e-marketing, communication in integrated marketing and e-marketing, marketing analysis, advertising.
- Accounting and finance specialization includes foundations of financial accounting, intermediate accounting, advanced accounting, cost accounting, accounting information systems, capital budget, taxation, theory and practice of auditing, international accounting, e-accounting, investment and financial analysis.
- Management Information Systems' (MIS) track includes the concepts of information databases, management of information sources, communication technology, software engineering, computer programming, and graduation research project, web page management.
- Graduates of these specializations scoring high grades have the chance to work in public and private sectors (Sudanese ministries, international and non-governmental organiza-

tions, banks, factories, companies) or can choose to go for business self-employment.

- Graduates may opt to obtain higher degrees (M.Sc. and PhD) to involve in research or university teaching.
- The graduate may be interested in managerial, commercial, industrial or NGOs career, related to one of the various sub specialties in each major specialization. Opportunities are unlimited for business-driven graduates who establish their own business (entrepreneurs).

Faculty of Engineering

Degrees: Bachelor Civil Engineering (B.CE)
Bachelor Electrical and Electronics (B.EEE)
Bachelor Architecture (B.ARCH)

Duration of Study

- Bachelor Civil Engineering (B.CE): Five years (10 semesters / 190 credit hours)
- Bachelor Electrical and Electronics (B. EEE): Five years (10 semesters/183 credit hours)

Programmes Components

- Phase One: Semesters 1 and 2 in all departments (B.CE /B.EEE /B.ARCH) cover the university requirements and mathematics, physics, chemistry and computer science.
- Phase Two: Semesters 3 to 5 includes in-depth studies in computer science with introductions in disciplines-specific courses (drawing, mechanics, construction, concrete, electrical systems, electronic devices and circuits, power generation and transmission, architectural design, sustainable materials, codes and standards etc..)
- Phase Three: Semesters 6-10 cover engineering technology implementation on building economics, advanced structural systems, construction safety, highway and bridge construction, quantity surveying, hydrology, environmental engineering, soil properties, digital communications, signal processing, advanced electronic circuits, artificial intelligence, automation.

Career Advice

Civil Engineering

A graduate with B.Sc. in Civil Engineering (CE) should bear in mind that, Civil Engineering is

the oldest and one of the most important branches of engineering profession all over the world as it relates to almost all aspects of civilization. Many of the important things in our lives are the product of civil engineering.

The civil engineer

- Deals with a wide variety of engineering aspects such as designing, construction and maintenance of various structures (buildings, embankments, storage tanks, dams, roads, water and wastewater networks, irrigation and drainage networks etc).
 - Solves execution problems, managing engineering and construction projects etc...
 - Plans and manages transportation systems, traffic safety,
 - construction and development of water resources, treatment and reuse of wastewater etc...
- The civil engineer curriculum in NUSU is set to serve the broad range of activities of the profession. It is designed to fulfill the student's need of sufficient and balanced content of different civil engineering topics. The graduate can go in any of the fore mentioned areas, and be immediately enrolled in jobs. A graduate may choose to obtain masters and PhD in a subspecialty in civil engineering to teach in universities or work in research and consultation centres, private companies, international organizations, NGOs or as entrepreneurs in engineering business. International students are allowed to compete for engineering jobs in the Sudan.

Electrical and Electronics Engineers

- Graduates of B.EEE acquire a unique mix of electrical, electronics and computer-related subjects enabling them to take up a professional career /higher studies in any of many areas of the broad range of topics covered including: electrical circuits, electrical machines, control systems, measurements and instrumentation, power generation, distribution and transmission, analog and digital system design, power electronics, microprocessors, computer architecture, data structures, digital signal processing, communication systems, renewable energy systems and illumination technology etc...
- The graduates can perform quite well in any one of the fore mentioned areas, and can be easily and immediately enrolled in jobs. A graduate may choose to obtain a Master and Ph.D. in the subspecialties of the electrical and electronic engineering, to work in universities or research and consultation firms.
- The curriculum is updated periodically to cope with changes in the electrical and electronic engineering profession in consultation with experts from industries and other renowned academic institutions, who are also employers or consultants for employers in government and industry. International students are allowed to take electrical and electronic engineering jobs in the Sudan.

Architecture and Building Technology

- Graduates of Architecture and Building Technology will be able to investigate principles and applications of technology, arts, humanities, engineering, physical and social sciences, business and management. These qualities give the discipline a cultural prominence that few other professions enjoy. Architecture reflects the living values of a culture. It gives form, order and proportion to human activities.
- Graduates meet the requirements of professional practice in public and private companies or pursue their own business. The architect uses his knowledge and vision to produce his/her customer's ambitions entertaining complex interdisciplinary issues, that require collaboration and coordination with the variety of fields to achieve quality and beauty in houses, residential complexes, multipurpose buildings, shopping malls, educational institutions, companies, factories, according to their purposes, areas, surrounding environment, users, visitors, cultural background of users. The graduate can work with individuals, in private and public sectors, using communication skills that he/she learned at NUSU.
- A graduate may enroll into graduate education to obtain MSc and PhD to qualify for teaching in universities or in research and consultation, or in international organizations and NGOs.
- An architect may start his own business as an entrepreneur, alone or with friends or family, and uses all skills of leadership and management to achieve in trade, marketing or industry of engineering materials or building technology.

Faculty of International Relations and Diplomatic Studies

Degree: Bachelor (Honors) of Arts: International Relations and Diplomatic Studies (BA-RDS)

Duration of Study: Four years (8 semesters/170 credit hours)

Programme Components

- Phase One: Semester 1: reserved for university requirements.
- Phase Two: Semesters 2-5: faculty requirements (Politics and Government, Theories of Diplomacy, Research Methods in Social Studies, Conflict Resolution, International Law, International organizations).
- Phase Three: Semesters 6-8: specialization requirements (cultural diplomacy, international politics, African and foreign diplomacy, international relations, modern diplomacy, and foreign ministry internship).

Career Advice

- International Relations and Diplomatic Studies provide a wide spectrum of specialized
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career track for graduates including: Political Sciences, International Politics, Modern Diplomacy, International Security, Foreign Policy Analysis, International Economics, International Relations, International Law, Regional Integration, International Organizations, Migration and Refugees Issues, Ethics and Religion, Conflicts Resolution, Negotiations.

- The graduate applies for these specialties in the international organizations, especially the United Nations, regional organizations, NGOs, embassies, ministries of foreign affairs, ministry of internal affairs, ministries of international relations, armies, police and security, security companies, and permanent and ad-hoc committees of conflict resolution in border disputes, water shortage and pastureland disputes.

Local and International Recognition

- The National University-Sudan is licensed by the Sudan Ministry of Higher Education and Scientific Research
- Recognized by the World Health Organization (WHO), and in the World list of universities sponsored by UNESCO/Paris.
- Assumed a leading position, according to its fame, in the international network according to the Global Ranking www.4icu.org.
- The Bachelor of Medicine and Surgery and the Bachelor of Dental Medicine and Surgery are accredited by the Sudan Medical Council, UK General Medical Council, and the American Accreditation Council for Medical Colleges.
- NUSU is a member in Arab, African and International Universities Associations and in the Global University Network of Innovation.
- Received an award for the Best Regional University from the European Business Assembly for Successful Business, Oxford, UK.
- NUSU has academic and research cooperation with Arab, Asian and European Universities.
- NUSU publishes online full text open source Sudan Medical Monitor (ISBN) peer-review research journal.
- Sudan Medical Monitor journal is listed on health periodicals register of the World Health Organization.
- Sudan Medical Monitor was recently published by Wolters Kluwer-Health, and Medknow.
- In 2009 NUSU (National College, thence) has satisfied the ISO-9001-2008 standards, to be the first and only certified higher education institution in the Sudan to obtain ISO certificate for quality management of the academic programmes.
- Accredited in 2015, by the British Accreditation Council (BAC), UK, as an International Centre for Higher Education

NUSU Students

- NUSU has students from different nationalities, African and Arab and others.
- The policy of NUSU is that there is no discrimination between students on any grounds.
- The instructors in NUSU cater for the diversity of learners as due to: age, gender, disabilities, beliefs etc... while teaching. They give a particular consideration to those who need help as a right not as charity.
- NUSU takes actions against those who practice any sort of discrimination or fail to give apt consideration to the background of the students (See NUSU Policies and Procedures of Non-Discrimination Values).
- Open office policy allows students to reach any official for their complaints and appeals.

Academic and Social Supervision

- NUSU assigns supervising teachers to link with the students and smoothly guide them to achieve their goals.
- Students' families are most welcome to be part of such link.
- Supervisors, in coordination with the Dean of Student Affairs, help the students in choosing semester mandatory and optional courses, learning, research, examinations, professional conduct and solving social problems.
- Such monitoring is a sustainable guidance process for close overseeing for early remedying any defect in academic achievements of students by overcoming the obstacles confronting them.
- The set directives assume that a supervisor should schedule a specific time each week to meet his students.
- Students should not hesitate to consult their supervisors any time, if need be, and never miss seeing him for more than a month.
- Academic supervisors should assign office hours to offer consultations and guidance of the students.

International Students

- NUSU has students from over 20 nationalities.
- New students will find someone from their countries who speaks their language and ad-

vices them on the institution and Sudan.

- The University has an “International Students’ Welfare Committee” headed by the president.
- The committee draws policies and avails assistance for the non-Sudanese students.
- The services offered to the international students include:
 - Deanship of Students Affairs officer (Mrs. Maha Bashir) to deal with their queries and offer advice
 - Issuing of acceptance letter from the President’s Office to facilitate the entry visa and arrival in Sudan
 - Ensuring that someone from their own countries is following up and arranging for their reception and accommodation
 - Issuing residence application from the Academic Office (Mr. El-Sammani) to the Directorate External Relations in the Ministry of Higher Education to arrange for residence permit and re-entry
 - Provide help for residence permits for their parents accompanying or visiting them.
 - Communicate with their embassies for assigning an officer from their sides to respond to their urgent needs and support.

Excerpts

The following is a summary of the basic policies. An important summary academic performance is included in the “Learning, Teaching and Assessment Policy (LTAP)”.

Basics of Evaluation

- In all programmes, a student should attend a minimum of 80% of the instruction sessions, irrespective of their nature: lectures, laboratory practical, ward rounds, visits or field work etc...
 - The university adopts a system of continuous assessment, which tracks the path of the student during all semesters.
 - Failing a course or all semester courses may not have much effect on the student continuity with the university, because courses compensate for each other, unless they fail in courses essential for the student’s progression from one phase to another.
 - Students should pay attention to their problems early on, especially when student’s GPA dwindles.
 - There are numerous ways and forms of addressing failure (see Academic Regulations).
 - Assessment approach is to assign a certain percentage of the grade to be calculated out
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of the result of the final examination at the end of the course or semester.

- Attendance, participation, assignments, research and satisfactory skills gained in the field and training or social responsibility are integral parts of the final results.
- NUSU pays special attention to the best performers and talented students in academics, in addition to wise behaviour and role modeling.
- In a fair and transparent manner NUSU helps the outstanding students to receive awards, financial assistance, reduction in tuition fees (see tuition fee regulations), attending courses abroad, or in the announcement of students' excellence and achievement at national and international levels.
- The awards apply only if the student maintains a conduct record void of warnings and violations.

Deferral of Academic Year

- Each student enrolled in semester four or in subsequent semesters is entitled to deferral of an academic year (See Deferral Form) subject justifications and the academic regulations.
- Deferrals should exceed four successive or separate semesters.
- Deferral is to be renewed each semester.
- Students should follow the set procedures for cancelling the deferrals.

Resignation, Dismissal and Suspension of Study

- Registered students can voluntarily withdraw from study with the consent of the administration of the concerned faculty and the university (See Resignation Form).
- The University may dismiss a student (compulsory withdrawal) for academic failure, absence without reasons for two semesters (Academic Regulations), or for behavioural default (Code of Conduct and Activity).
- Students, studying successfully for more than two semesters, can voluntarily resign to absent themselves from study for no more than one semester.
- They should apply and have the consent of the University for resumption of study.
- Penalties stipulated in the "Academic Regulations" and "Code of Activity and Conduct" include suspension of study for long or short periods.
- According to the directives of the Ministry of Higher Education, students will not be given signed documents of academic details unless they resign, graduate or advised to withdraw. NUSU will help students to appeal to the Ministry to allow issuing details if other compelling circumstances are explained by the student.

Examinations from Without and Transfer of Academic Record (Transfer of Credits)

- Students dismissed for academic reasons can apply more than once to sit for examina-

tions as External Student if meeting the academic requirements, the regulations, and approved by the Academic Board, and settled the fees (See Tuition Fee Regulations).

- Regulations in the Faculty of Medicine allow for transfer of academic records of courses from a number universities including El Jazeera, National Ribatt, El Zaeem El Azhariand Africa International and that their results are accredited.
- Students from these universities can attend the National University courses or sit for examinations, with the consent of the deans in the institutions concerned.
- Students can sit for the examinations of the courses they missed or failed to pass at any of these universities.

University Administration Units and Functions

- NUSU has been established according to the approval of the National Council for Higher Education, and the Ministry of Higher Education and Scientific Research.
- The University complies with the Act and the Resolutions of the National Council for Higher Education and Scientific Research. The National University Charter has been approved by the National Assembly and signed by the Chairman of the Assembly, and the President of the Republic of Sudan. Based on the statute
- The University Council is responsible for the administrative and financial planning, final approval of programmes and ensuring that administrative conduct conforms to the requirements of the total quality management system adopted by the institution.
- The Academic Council (appointed by the President of the University according to the Charter) proposes academic plans, and oversees their implementation, issues awards and ensures quality of academic and research outputs as well as social accountability in academic activity.
- The various university committees ensure staff and students' welfare, standardize services and propose policies.
- Students are represented in all relevant university committees.
- The Dean of each faculty oversees the implementation of administrative and academic affairs, in his/her faculty.
- The academic affairs are subject to the directives and resolutions of the Academic Council of the Faculty and the technical aspects of the academic process, initial approval of the students' results and the standards requirements.
- The outcome of such overlapping collective management network improves performance,

through verification and re-checking for securing justice and perfection.

- Each dean of faculty represents the academic and administrative authority within the concerned faculty: heads staff meetings, coordinates with other faculties for university requirements and the common courses, addresses conflicts and contradictions that may be faced during the implementation of the teaching plans.
- Weekly and/or monthly meetings are arranged in each faculty to provide prompt resolution to emerging problems.
- Each course has a committee (staff members + one student) to plan timetables, assign premises, oversee the implementation, organize assessment and evaluate the course.
- The Course Committee is headed by one main Course Coordinator.
- Evaluation matches what was meant to happen and what actually happened during the implementation and defines the necessary preventive, corrective actions for immediate remedy of emerging issues.
- Educational courses for staff and students are organized by the Centre for Professional Development in response to training needs of staff members to improve curriculum design, instruction and assessment.

Services and University Hospital

Services include:

- Student affairs deanship to take care of student activity
- Textbooks and references
- Photocopy and photography services
- Laboratory coats
- Transportation to training sites
- Internet and e-mail services
- Cafeteria
- Basketball / football / volleyball court.
- Football ground.
- Bodybuilding gym and physiotherapy hall (under construction)
- Female students restroom
- Cabinets to keep personal effects clinic for simple, emergency cases
- Charge free dental clinic (48 chairs) for students and neighboring communities.
- Ambulance for urgent transport to hospitals

- Sport, cultural and artistic activity contests
- Community services.
- University teaching hospital (300 Beds)
- Thus the University is the first private national higher-education institution, to have its own hospitals, and that its medical classes adjacent to healthcare services. The hospital provides high-level services using controlled systems.
- Assuming that the delay in the inauguration of this hospital may continue, another hospital is being established in another state (Aljazeera) about 15 Km from the university, in *Al-Bagair* area. It will be open by April 2019, hopefully.

Code of Activity and Conduct

- The University addresses in details the students' behaviour.
 - NUSU students should read the regulations many times to avoid penalties for errors of commission or omission.
 - Regulations emphasize respect for national laws within and outside the University, and all restrictions stated by any institution or organization.
 - Students should show respect to their teachers, colleagues, employees and contractors within the University.
 - They should not show arrogance, irrespective of their social background, interact positively and politely with the Security Guards and staff of the Deanship of Students' Affairs, and show no resentment when given directives.
 - They should show respect to the other sex and behave with responsibility.
 - They should keep away from time-wasters, procrastinators and those who propagators of disrespect for rules and systems.
 - They should care for their own safety and safety of others and the institution.
 - Although most of the facility is covered by CCTV arrangement, yet students should take utmost care of their belongings so as not to lose them.
 - Students should deal with rubbish properly, and not take any food or drink in the teaching premises, refrain from smoking and all types of tobacco and any material that may affect the brain or conscious.
 - Part of the basics of the University approach is skills training in each discipline, which are gained in different training locations. Arrangements with these entities required that our students use a specific uniform, allowing them to take advantage of these facilities, and also assist the university administration to address many of the social and behavioural issues. Uniform helps employees of the university administration to contain the services provided by the university for students, and to fight any clutter that may result from over-
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whelming and crowding students for services.

- The uniform gives an impression of equality and fair treatment. This experience will be subject to evaluation from time to time by the university committees and boards and the students.
- Students, and their guardians or sponsors, find an open door policy, at all levels, to appeal for decisions taken, and reconsideration and re-investigation are possible. However, confirmed evidence of misconduct, especially cheating, plagiarism, disrespect and discrimination, are difficult to reconsider.

Political Activities

- The NUSU founders named the university 'National University' to be a cradle of knowledge, research and community service, where people do not exhibit hatred and where no tribal, political, and regional affiliations lead to difference and animosity.
- Accordingly, NUSU respects the freedom of political affiliation of students and employees, but does not allow exercising political activities, and prohibits any activity that would prevent a single student from studying even for one minute (See Code of Activity and Conduct). Political activities within the university are prohibited, in compliance with the following:
 - Exercising (or advertising) any political activity is not allowed within the university sites at all times. The Students' Affairs Deanship retains the right to determine the details of the concept of political activity.
 - This may include political party activity, regional or tribal activity. In order to ensure safety of employees and students, the University prohibits any riot-related chaos and conflict. The Ministry of Higher education is seeking to address these issues which lead to closure of many higher education institutions.
 - The ban includes the streets around the outside walls of the university, this includes the students and staff. Neither will the university defend (nor pardon) anyone belonging to university who carries out such activity, especially if it violates the reputation, activity, or instructions of any authority, or legal rights of others. This is for preserving the cohesion of the nation and its unity. Absence by a student due to such activity shall be deemed absence without excuse.
 - The university considers political parties' intervention in universities by proxy is exploitation of innocence, abusing impulsive youth, deviating them from focusing on learning.
 - In this respect the university stands firm to protect the students.
 - University administration or others, upon authorization, may invite academics, researchers or officials to talk on general topics affecting the nation and affecting its unity and well-being, which may include politics as a science and research, but are formally orga-

nized according to research and heuristics methods, and the politeness and culture of accepting differences.

- The university is convinced that an undergraduate student desires to get real qualification that will lift away from him ignorance and inertia, and hails their families, and leveraging society from poverty and suffering.
 - University confirms commitment to achieving these noble goals, in the time specified, and does not allow mixing cards. The overlapping of secondary goals, and fulfilling the dreams and goals of anyone other than the students and their families, has no place in the National University, and NUSU does not allow such distracters to negatively influence its educational programmes and upset its philosophy.
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Important Documents

ACADEMIC REGULATIONS

Pursuant to the provisions of Article 12 of Charter of the National University (formerly National College), the Academic Council issued the following Regulations:

Interpretation

The following words shall have the meanings listed opposite each, unless the context otherwise requires.

Minister	Minister of Higher Education and Scientific Research
University	The National University
Charter	The Law of the National University- Sudan
University Council	The Council formed in pursuant to Article 11 of the Charter.
Academic Council	The Council, composed pursuant to Article 20 of the Charter.
President	The Chief-Executive Officer of the National University, appointed in accordance with Article 17 (1) of the Charter
Faculty	Specialized unit that grants bachelors or diploma degree.
Dean	The official in charge of the faculty, which awards a Bachelor or Diploma in Specialization appointed in accordance with Article 18(1) of the Charter
:Faculty Board	The Board responsible for the academic and administrative aspects formed according to Article 28 of the Charter
Department	A scientific unit of the tasks of teaching and training and scientific research faculty
:(Student (Learner	Anyone registered in the university for a scientific degree granted by the academic Council
:Semester	.The period of study of a duration of at least 15 weeks
:Academic year	.The duration equal to two semesters of study
:Course	A learning unit which carries a title, number and a symbol and contains a specific number of credit hours and runs for a specific period of time
:Mandatory Course	Unit that has to be studied passed by students and his/her final success depends on it

:University requirements	Include subjects like Islamic studies, Arabic language , English language, principles of computer science and Sudanese studies, .imposed by the Ministry of Higher Education
:Elective (Optional) Course	Unit chosen by the student in addition to the mandatory, and he/ she is entitled to delete it, It is counted in the calculations of GPA
:Course Committee	An interdisciplinary faculty committee oversees the implementation .of a specific course
:Exam Paper	is the paper that includes questions of the examination, It can be .virtual run on a computer or online
:Answer Booklet	is the paper or papers in which the student answers the exam ques- .tions or a computer equivalent
:Credit Hour GPA	The unit of measuring the weight of the course calculated from total contact hours divided by weeks in a semester Grade point average is the score of student as calculated from their grades in all courses in a semester
:CGPA	Cumulative grade point average is the score of more that one semester
:Study Load	The number of credit hours (for mandatory or optional courses) .taken by the student in one semester
	Bottom of Form

Article (1): Educational Strategy :

(See “Learning, Teaching and Assessment Policy (LTAP))

- 1.1. The Council adopts credit hours’ system, Grade Point Average (GPA), semester instruction, clear behavioural objectives, detailed timetables, summative and formative assessment, and Cumulative GPA in evaluating the academic achievement. All details are guided by the “Teaching, Learning and Assessment Policy (TLAB)”-see below.
- 1.2. For each course, a multi-disciplinary committee is appointed to work on coordination and integration of scientific material and to oversee the implementation of the course up to evaluating the students, presenting results and evaluating the course.
- 1.3. Each faculty must develop internal systems and regulations for the work of the course committees in accordance with these regulations.
- 1.4. Each course has a list of objectives that should be achieved by the end of the duration of the course, and the committee is to set the means to achieve objectives, whether coverage is through teaching, assignments, or self-learning.
- 1.5. A prescribed proportion of grades (not less than 30% and not more than 50%) have to be designated to continuous evaluation (attendance, participation, midcourse examinations, assignments and the like) through the duration of the course>
- 1.6. The academic year begins on the first Sunday of the month of July each year and ends on

the third Saturday of the month of April, with the exception of first-year students whose admission may be delayed until August or beyond, according to the national admission procedures. First year students will start in September.

- 1.7. Regular study continues at the university for six days a week, from Saturday to Thursday, according to schedules set. Exceptional emergency notices of assignments, visits, and practical duties, may require calling on those concerned to report to office or class on Fridays and public holidays.

Article (2) Registration Requirements & Procedures

- 2.1. Nomination is done by the General Directorate of Admission and the admission form to be received, and no student shall be admitted unless he/she gets the approval of the General Directorate of Admission.
- 2.2. Students are to report physically for registration on the exact day of the registration, bringing with them the following supporting documents:
 - 2.2.1. Passports, (for non-Sudanese), Civil Rolls' National Number, nationality or identity card (for Sudanese nationals), in addition to the birth certificate.
 - 2.2.2. Six recent, colour photographs images (passport size).
 - 2.2.3. Matching data on identity papers with what is stated in the admission forms.
 - 2.2.4. Receipt (from the University) or deposit note (from the bank) to certify payment of tuition fees.
- 2.3. Proceedings shall be conducted according to the following order:
 - 2.3.1. Candidates are to check with Admission Department in case of non-arrival of the admission form.
 - 2.3.2. Students are to make sure that the names in the admission form match those in supporting documents.
 - 2.3.3. Candidates are to meet the faculty registrar to receive the registration form and fill it in. The registrar shall copy the admission number onto the registration form, in addition to the student's name (four names), academic year, the desired college, family's postal address and phone, address and phone of closest relatives in Khartoum.
 - 2.3.4. Payment of fees into the University's designated bank account, and presenting proof of such payment. Half the sum of fee may be accepted in cash and receive a check in lieu of outstanding half for registration purposes (see Tuition Fee Regulations).
 - 2.3.5. Candidates are to obtain notice of the medical checkup from the Registrar.
 - 2.3.6. Take the medical examination at the University, or in other places approved by the University.
 - 2.3.7. Show at the interview in the Dean's office or another office as determined in the

announcement.

- 2.3.8. The signature of the student and their guardian on the Code of Conduct & Activity.
 - 2.3.9. Receipt of the university ID card, which allows students to enter the university gate and use laboratories and libraries.
 - 2.3.10. Wear the prescribed uniform within a week from the date of the interview.
 - 2.4. The above procedures are subject to change depending on policies of the Ministry. These and the details of the announcements issued at the beginning of each year, constitute the current code for that year.
 - 2.5. Registration is done in the places and times specified in the announcement, and period may be extended, for tardiness with accepted excuses.
 - 2.6. A student who does not complete the registration procedures in the specified period is deemed unwilling to study at the university, and his/her Form shall be returned to the Admission Administration at the Ministry, and his place is announced vacant for other applicants.
 - 2.7. Students who fail to register on the first day lose the opportunity to of free medical check-up and subsidized investigations, and shall have to bear expenses of such checkup at specified centres accredited.
 - 2.8. A student who completes registration procedures then absent themselves from studies is not entitled for refund of the fees or any part of these fees.
 - 2.9. A student who fully registered but could not attend class for acceptable reasons of which the university is informed from day-one (e.g. being in hospital) could considered absent with acceptable reason, treated as deferral (see below) or allowed to freeze (repeat) the year.
 - 2.10. A student who is medically unfit, or who is rejected by the Interview Committee shall have her/ his form returned to the Admission Administration. Their fees will be returned to them.
 - 2.11. Students of subsequent semesters, after Semester one, are not subject to medical check-up, and are to directly meet the Registrar on the day announced for registration and start the proceedings. The registration of those shall only last one day after which studies start immediately. Students who are not registered shall have their names stricken off the list after three days of the day set for registration, and other applicants are considered to replace them.
 - 2.12. No student shall be entitled to enter the University nor attend lectures or other scholastic activities, inside or outside the University, nor use libraries unless after receiving their university card. Students must always carry the ID card with them, and must show it when requested to do so (see Code of Conduct & Behavior).
 - 2.13. A registered student should not allow others to carry or use his/her university ID card, for any purpose. He/she is subject to penalty against such conduct, if and when proven, and are brought for questioning that may lead to their dismissal. A student is not allowed to carry or use others IDs. The non-student impostor will be taken through law procedures to bear all consequences resultant thereof. In case of loss of the ID card, students must
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immediately report the matter to the police and the University, in order to cancel it and issue a replacement card.

Article (3) Withdrawals, Resignations and Deferrals

- 3.1. A student may withdraw from a particular course after less than half the duration of the course, dated from the end of the course registration procedure, provided they are to bear the burden of repeat registration and the study of the course in a subsequent period.
- 3.2. A registered students can voluntarily resign from study with the consent of the university administration (see Student Resignation Form), and subject to completing the procedures, after the approval, the Faculty concerned shall withdraw the student card and close his/her file.
- 3.3. A voluntarily resigning student can apply for the resumption of the study with the consent of the university, if he has studied successfully for more than two semesters before resigning, and was absent from classes for less than five years. This requires the Council's approval of the new registration procedures and the payment of special fees, as determined by the Council.
- 3.4. Each student registered for a specific semester is entitled to apply for deferral (see Deferral Form and complete the proceedings, if they present justification permissible by regulations, provided that such deferral period is not to exceed four academic semesters - combined or sporadic, with renewal of registration each semester without paying a fee if successive semesters are deferred, and payment of said fees if dispersed semesters are deferred. After approval, the student's file is archived and their card temporarily withdrawn.
- 3.5. Deferrals are not allowed in the first year, except in special cases approved by the university President.
- 3.6. Deferral requests are not accepted after more than a month from the beginning of the semester, or the date of registration of the student, except for compelling reasons as the university President may deem acceptable.
- 3.7. Students can cancel deferrals upon their own wish, within the period specified in the preceding (see Deferral Form in the), and shall have to complete the procedures during the registration period.

Article (4) Suspension of Academic Regulations

- 4.1. The President of the University may suspend the Regulations in whole or in part in emergency circumstances provided that she/he duly notifies the Council at the earliest meeting, which shall have to be done within one month.

Article (5) Means of Conducting Examinations

- 5.1. The final exams (if any) for students are done by means of written questions (multiple choice, short problems and short answers), practical laboratory tests, objective-structured

practical or clinical examinations (OSPE/OSCE), written and oral assignments, seminars, field work, research, or any combination of those, or otherwise as determined by the internal regulations of the faculties.

- 5.2. Long or short essays are to be used only within narrow limits, perhaps in the problem-solving questions, and are to be corrected by more than one teacher in accordance with a typical answer list agreed on (defined allotted marks) with the Course Committee.
- 5.3. Oral examinations are not to be used but to confirm failure or excellence of a particular student, or for other reasons submitted by the Faculty before the Board that approves it before the examination takes place. They can be part of a formative assessment.
- 5.4. Formative assessment is not included in the final results of the examinations.

Article (6) Dates of Holding Examination and Announcing Results

- 6.1. Examinations are held at the end of the block courses, longitudinal exams are conducted at the end of the semester. The dates of the mid-and end-of course examination should be specified in the Academic Calendar Form at the beginning of each year. Under exceptional circumstances, the concerned faculty can present a request to hold alternative exams within a period not less than three weeks prior to the date of the exam.
- 6.2. The examination date determined in the schedule of the block or longitudinal courses is sacred and not subject for change without the approval of the Secretary of Academic Affairs.
- 6.3. Timetables and schedules of courses are the responsibility of the Dean and the Coordinators of the courses. These are signed by the Secretary of Academic Affairs well before the start of the courses. A course beginning before the publication of its schedule is deemed a serious violation of quality of the institution, and offenders will be penalized.
- 6.4. The Board approves dates for each semester examinations in all faculties and are then declared, and may not be rescheduled. The Faculty Board approves all the results before being signed by the Secretary of Academic Affairs. The only results brought before the Academic Council are at the end of the year (student progression).
- 6.5. The results of each course are announced in a period not exceeding three weeks from the end of said course.
- 6.6. Index numbers are used in the announcement of the results, and may, in the case of excellent students, be announced by name. Students will receive results in their electronic mail .
- 6.7. Mid-term exam will be scheduled in about half the period of time specified for the course, and may not be left for the end of the period, whatever the circumstances.

Article (7) Conditions for Permission/Denial to Sit for the Exam

- 7.1. The course Committee in each Faculty lists the names of all faculty students who are enti-

tioned to sit for the exam at least two days before the end of the course, and publishes a list of students who are denied sitting for it.

- 7.2. The Committee may deprive a student who did not complete the registration procedures, who is absent for more than 20% of the duration of the study, including the practical and field studies, or is unable to meet the requirements of continuous evaluation through the course (sit for tests, do assignments, exercises, and the like), and based on the recommendation of the Committee the Faculty Council decides to consider the student failing the course.
- 7.3. Students may in specific cases, and by way of exception, be exempted from attending the course, so they sit directly for the exam.

Article (8) Examinations and Permissible Absence

- 8.1. Permissible absence from the tests includes the following cases: (a) disease, certified by a medical service unit approved by the Board, (b) the week following notification of the death of a relative of the first degree, (c) absence due to testifying before a court of law, and (d) any other reason approved by the Council.
- 8.2. Medical certificates are accepted only if issued by the health unit of the faculty or a medical facility approved by the said health unit.
- 8.3. The medical report should be brought to the attention of the course coordinator within 24 hours of the its issue which should be while or immediately after receiving the medical care
- 8.4. No medical certificates or any other documents, for any excuse, are accepted after the end of the exam.
- 8.5. Medical certificates and documents for any (legitimate or illegitimate) excuse, put before the Course Committee after the passage of half an hour of the exam start are not considered and shall be referred to the Council by the Dean of the Faculty.
- 8.6. In the case of legitimate absence only from exam (incomplete course) a student may be allowed to sit for the 'alternative' exam to complete the course.
- 8.7. In the case of legitimate absence from study for a period of more than 20% of the course duration, a student shall be deprived of sitting for the exam without being deemed failing. This is referred to as 'course deferral', and such student is allowed to repeat the course when offered, subject to payment of course fees in full.
- 8.8. In the case of legitimate absence from study for a long period of time that does not exceed 20% a semester of longitudinal courses, the student is allowed to sit for the exam or the 'alternative' exam.

Article (9) Exam Preparation & Examiners

- 9.1. The Course Committee transforms into the course-exam committee by adding a number of course teachers as committee members, the course coordinator becomes a chairman

of the Committee.

- 9.2. In the development of theoretical and practical exams, it shall be taken into account that the exam covers the objectives of the course, diversity of questions, the variety of assessment tools and its credibility in measuring student capabilities.
- 9.3. A course is not deemed complete unless exams are drafted and answers thereto graded. Part-time teachers' remuneration is deferred until the results of course exams are finalized.
- 9.4. Course Committee receives examination questions from their authors, and approves the paper a week before the scheduled end of the short courses (2-4 weeks) and two weeks before the end of longer courses (more than 4 weeks).
- 9.5. The Course Committee authorizes theoretical and practical examination papers, which should be drafted or reviewed by more than one examiner.
- 9.6. Examination papers must bear the following lines: (a) name of National University, (b) name of the faculty, (c) course name, code and number, (d) type or format of examination, (e) the semester in question, and (f) the date, time and duration of the exam.
- 9.7. Examiners and the Course Committee may, in their own discretion, increase the time of the exam, but may not shorten the time written on the exam paper.
- 9.8. The course Committee nominates (an) external examiner according to External Examiner Policy and Practice document. For external examiners specialty, the complementary nature of most of the courses of the University's programmes should be taken into account. Names of the examiners shall be referred by the university President to the Directorate General of National & Foreign Higher Education (DGNFHE).
- 9.9. In the case of the appointment of an external examiner the exam question papers may be referred to him/her to evaluate. He/she may recommend amendments in a manner not incompatible with achieving the objectives of the course, not in conflict with the philosophies of the university, and does not contradict with its strategies. The report of the external examiner should be itemized as stated in the External Examiner Policy.
- 9.10. Examination Course Committee selects a number of teachers and teaching assistants as invigilators to help the members of the Committee in proctoring, upon approval of the Secretary of Academic Affairs.

Article (10) Instructions for Examinees

- 10.1. Candidates are allowed to enter the exam room five minutes before the time announced for the beginning of the exam, if they present University ID and are part of the students allowed to sit for the examination.
 - 10.2. Candidates are not allowed to enter the examination hall after the passage of half an hour after the start of the exam, or half the exam time if the duration of the examination is less than an hour.
 - 10.3. Candidates are to comply with the directions of invigilators in the hall.
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- 10.4. Examinees are to read and follow the instructions on the outer cover of the answer booklet.
- 10.5. Inside the hall, examinees are allowed to drink water only.
- 10.6. No candidates are allowed to bring with them any book, paper (with writing thereon or otherwise), storage or communication devices, or the likes, into the exam room nor receive any of such inside the hall. Students are allowed to bring pens, pencils, eraser (rubber), and ruler, and other items required by the nature of the exam.
- 10.7. Should a candidate need anything from another student or others, they shall have to refer their request to the invigilators and are not allowed to receive or borrow such from their colleagues, nor offer them such items.
- 10.8. Candidates are not to leave their place without the permission of the proctors/invigilators, and are not allowed to leave the exam room and return but only with the consent of the Chair of the Course Exam Committee, and are to be accompanied by one of the invigilators for the duration of their stay outside the hall until they return to their seat.
- 10.9. Candidates are not allowed to provide or receive help, direct or indirect, from any other source.
- 10.10. Candidates are not to write answers in pencil unless instructed to do so.
- 10.11. Candidates are not allowed to hand in their answer papers and leave the examination hall unless after the passage of 60% of the time.
- 10.12. Candidates are not allowed to remove any sheet out of their answer booklets. Such removal will prevent the acceptance of the answer booklet for grading.

Article (11) Guidance for Invigilators

- 11.1. The Chairman of the Committee on the course exam shall prepare all that is required for the exam, keep the exam papers in sealed envelopes, inspect the examination room(s) at most a day before the date of the exam, and again right before the exam.
- 11.2. Invigilators shall have to be inside the examination hall half an hour before the time set for the beginning of the exam.
- 11.3. The Chair of the Committee and invigilators shall alert candidates to place their university ID on their tables, and to write down their names and index numbers and any other required information.
- 11.4. The Chair of the Committee and invigilators shall alert candidates about the time the exam is to begin, at half-time, passage of three-quarters of the time, a quarter of an hour before the end, and five minutes before the end of the exam.
- 11.5. The Chairman of the Committee and invigilators shall count present candidates after the passage of half an hour from the beginning of the exam, as well as duly inspecting the university ID and its validity. the Chair of the Committee is to divide responsibilities among invigilators inside the hall, and be responsible for the overall progress of the process, control the time, act when issues arise, collect answer booklets in the end, make sure that

the examinees filled out the required information, match the number of answer booklets with the number of those who sat the test, organize the exit of students out of the hall, and supervise the rearrangement of the hall.

- 11.6. Invigilators are not to discuss the exam questions with students, and, in the case of any doubt about any question, this shall be referred to the Chair of the Committee and Teacher concerned to act upon.
- 11.7. The Chair of the Committee invigilators are to impose calm and seriousness in the room, and they (and other employees) are not allowed to raise their voices, browse newspapers, magazines, or books, or get distracted, for any reason, from the duty of proctoring (e.g. use of cellphone, in particular). They must refrain from smoking, use of chewing tobacco, eating food or drinking - except for drinking water inside the hall.
- 11.8. If any candidate is caught cheating, offering or receiving help from another examinee, teacher, or invigilator, or committing any violation; the invigilators shall have to:
 - 11.1.1 Confiscate all the papers and items that have been used in the process of fraud or said violation and attach them to the answer booklet, which is immediately taken from offender, and use another invigilator as witness as much as possible;
 - 11.1.2 Write a report on the case and hand it over to the Chair of the Committee, or a proctor/invigilator that is academically higher ranking, together with the documents and answer booklet, for the chair/proctor to write another report on the case, to be added to the documents;
 - 11.1.3 Such candidate shall be allowed to continue the exam with a new answer booklet given to them, in which they complete the rest of the exam answers. This booklet is collected at the end of the exam together with documents and evidence described in sub-Para (a) and (b) above. They are also allowed to enter other following exams, until the case of cheating is decided on; and
 - 11.1.4 All documents and evidence on the violation or case of fraud are to be delivered to the dean of the concerned faculty. If the exam was of a course part of the university requirements, the case shall be raised to the Secretary of Academic Affairs

Article (12) Procedures for Cases of Fraud and Plagiarism

- 12.1. Cases of fraud and theft of intellectual property (plagiarism) include the following:
 - 12.1.1. Possession of any document, material or medium containing information relating to – directly or indirectly – the subject of the exam.
 - 12.1.2. Providing or receiving any help during the examination
 - 12.1.3. Collusion with another or others in any wrongdoing or violation.
 - 12.1.4. Impersonating another student or allowing a student to impersonate another during the examination, or not reporting them, the use of vocabulary or perceptions of the results of another person without reference to the source, or presenting academic work, completed as a requirement for one course to another course,

- or twisting, fabricating, or switching data from legitimate or illegitimate sources.
- 12.1.5. Hiding the answer booklet, or part thereof, and not handing it over to the invigilators at the end of the exam.
 - 12.1.6. The theft of text or written material or other theoretical or practical assignments, or the likes, and claiming them for themselves without adhering to principles of quotation.
- 12.2. The concerned Dean, or the university President, upon receipt of the documents and evidence, shall form a committee of inquiry of three members, one of whom is to be the Legal Advisor or a designee of him, to investigate and access documents and evidence and question the invigilators whose names are listed in the investigation, together with the student, and submit recommendations to the Dean or the President in a period not exceeding one week from the date of the incident of fraud or theft of intellectual property.
- 12.3. If there is evidence of a violation committed, the Dean or Secretary of Academic Affairs shall form, within two days of receipt of the recommendation, a disciplinary panel of two members of the teaching staff in addition to the legal adviser, to be headed by the most academically senior among members. The Committee shall look into the offense and provide its recommendations to the Dean, who in turn refers them to the Secretary of Academic Affairs for final decision. The student may be convicted of intellectual theft or plagiarism, even if charge is verified later, any time before his/her graduation.
- 12.4. A student accused of fraud or theft of intellectual property shall have to follow up daily on the bulletin board for news on investigation, which may be within just 24 hours from the date of the announcement. The student is deemed notified should they choose not to refer to the noticeboard, and may be sentenced in absentia.
- 12.5. in the case of student conviction, the Dean shall present a recommendation to the Secretary of Academic Affairs or President to impose one or more of the following penalties:
- 12.5.7. Warning the student and having him/her sign a pledge of non-repetition.
 - 12.5.8. The reduction of the grade he obtained in the examination.
 - 12.5.9. Cancelling the exam and considering the student failing (only) the exam in question.
 - 12.5.10. Suspending the student from study at the faculty for a period, suggested by the Secretary of Academic Affairs, and approved by the President of the University, which is not less than a full term of study, and the student shall have to bear additional expenses as the Board may determine.
 - 12.5.11. Dismissal of the student from the faculty and the removal of their name from faculty records, final decision of that is with the President.
 - 12.5.12. The imposing of any one or more than one of the foregoing.
 - 12.5.13. Announcing the offense attributed to the student and the penalty prescribed, in the official bulletin board if the President deems it appropriate.
- 1.2. Notifying the student's guardian of details of the violation.
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- 1.3. In case of clear violation admitted by the student(s), penalty is immediately imposed by the President and the Board is to be notified later.
- 1.4. A teacher or invigilator, proved to be involved with helping or covering up on a cheating student, the matter shall be immediately be raised to the President for the decision regarding dismissal.
- 1.5 For both teachers and students penalized for cheating, fraud or plagiarism, appeal is allowed in cases of doubtful evidence and accusation. If dissatisfied, the legal advisor will try to help explain all possible choices.

Article (13) Other Irregularities

- 13.1. No student is entitled to refrain from sitting for an exam for reasons other than those set forth in these Regulations, nor to incite others not to sit for the exam, or do any acts affecting the conduct of examinations, such as sit-ins, or the occupation of halls, buildings, or gateways.
- 13.2. In the case of any wrongdoing as per the previous Para, the Chair of the Course Committee Exam shall raise a memorandum to that effect to the Dean of the Faculty. The Dean shall then form a committee of inquiry to include the Dean of Student Affairs, the Legal Advisor, the Chair of the Committee of Course Examination, and the Dean of the Faculty, or a deputy thereof, on the same day the offense occurred.
- 13.3. The Committee of Inquiry is to investigate, look at the evidence, cross-examine witnesses and submit its recommendations to the Dean who passes them to the President with copy to the Secretary of Academic Affairs..
- 13.4. in the event of a violation, the University may impose one or more of the following penalties:
 - 13.4.1. Considering the student(s) failing the exam, and all of the course, if the exam was part thereof.
 - 13.4.2. Depriving the student (s) of sitting for any other exam, for a period to be determined, which shall not cover less than exams of a complete semester.
 - 13.4.3. Temporarily suspending students' study for a period to be specified by the Board for not less than a full semester. Such students shall have to bear extra tuition fee as the Board determines.
 - 13.4.4. Final dismissal from the university, in addition to any legal action in relation to any disruptive behavior associated with the violation (see Code of Conduct & Behavior).
- 13.5. The President of the University may, on behalf of the Board, inflict the appropriate punishment, which may extend to include dismissal; especially in cases of incitement to boycott exam, or premeditated annoyance during the exam sessions especially if delay in the penalty is likely to result in further damage. The President shall so notify the Board at the earliest meeting,

Article (14) Grading, Examiners' Reports & Results Approval

- 14.1. Examiners correct answer booklets, monitor other evaluation means (including the semester work) and review the results and agree thereupon on the final grade. In the case of disagreement, the opinion of the Chair of the Committee course and the external examiner (if any) shall prevail. In case of disagreement between these, the matter shall be referred to the Dean of the Faculty to take a decision.
- 14.2. The results of the course are to be prepared and approved by the Committee, and signed by Committee head, then referred to the Faculty Board, so the chair of the board recommends their being approved to the Secretary of Academic Affairs if delegated by the President.
- 14.3. Faculty Board is to take its decisions in the different cases of examination (e.g. excused or unexcused absence).
- 14.4. Results may be announced by use of index numbers, before their approval by the Academic Council, provided that such results are labeled 'preliminary results', signed by the Dean and Secretary of Academic Affairs and this is subject to the approval or disapproval.
- 14.5. Results are to be sent, signed by the Dean and the Registrar of the Faculty, to the Secretary of Academic Affairs and accompanied by external examiners reports (if any).
- 14.6. The external examiner's report should include the following; (a) the appropriateness of the exam and its tools to verifying the fulfillment of the objectives of the course, (b) students level in light of the reality of the result, (c) the overall level of students compared to other universities, (d) capacities available in the faculty running the course in question, and (e) any other matter related to the academic regulations and the running of examinations and any other points specified in the External Examiner Policy.
- 14.7. Answer booklets shall be kept for one semester by the Registrar, for reference when needed.
- 14.8. A student's answer booklet may be re-corrected at their request and such requested is to be treated in accordance with the following procedures:
 - 14.8.1. The student fills the re-correction request form and present to the Faculty Registrar within only two weeks of the announcement of the result. No requests shall be accepted after this date unless upon an excuse approved by the Dean.
 - 14.8.2. The student pays the fees prescribed for re-correction according to the instructions of the Registrar, and attaches the payment receipt together with the request form.
 - 14.8.3. The Dean forms a committee of three or more specialists in the subject matter of the course, which may include one person from outside the faculty to re-do the said grading review, without changing the grade distribution system set by the original examiner.
 - 14.8.4. in case changing the grades becomes imperative, even after their approval by the Academic Council, the Dean writes sufficient justification for such and submits it to the President to issue his/her decision, on behalf of the Board, on amending

results. The Council is to be notified of that at its earliest meeting.

- 14.8.5. A student who applies for re-correction for three times during their study without such re-correction affecting their results shall be denied submitting any more requests.

Article (15) Evaluating Student Performance in the Examination

- 15.1. Grades allocated for exam at the end of the course shall not exceed 70% nor fall short of 50%. the grades allocated for continuous assessment during the course shall not exceed 50% and not less than 30%, provided that dealing with grades shall be within the limits of these figures according to the Course Committee's opinion on course content. Academic assignments (outside the scope of lecture notes and textbooks) may be within the percentage allocated to continuous assessment.
- 15.2. Teachers must prepare model answers before or on the day of the exam and put these, together with the exam paper, in the course file in the Office of the Dean concerned.
- 15.3. Pass marks are calculated according to the minimum pass level (MPL), on the exam questions paper, before conducting the exam. In case it is not possible; correction is based on the assumption that the pass mark is 50%. The Dean of the Faculty and the Course Coordinator shall have to train teachers involved on how to calculate the MPL.
- 15.4. The Faculty Board may amend a student result from failure to pass, pass to excellent, if grades fall no more than two marks short of the average, if such student is punctual and actively participates, polite and disciplined. Those known to lack interest, are idle, and reckless when dealing with rules and staff are not given this privilege.
- 15.5. Grades are transformed into letter-values. Such letter values shall have the following weight, as per the Table below:

Grade Scored by Examinee	Letter Grade	Weight in Points
80 and above	A	4.00
Less than 80 and up to 75	B+	3.50
Less than 75 and up to 65	B	3.00
Less than 65 and up to 60	C+	2.50
Less than 60 and up to 50	C	2.00
Less than 50	F	Zero

- Absent from course without acceptable reason FF* zero (re-do the course)
- Absent from course with acceptable reason I* (re-do the course)
- Absent from exams with acceptable reason I (re-sit the exams)
- Absent from exams without acceptable reason F zero (re-do exams)

- 15.6. The Academic Council may modify the grades calibration any time if the Council deems it appropriate; and such amendment shall apply effective the following academic year.
- 15.7. Students result are announced at the end of each course in the form of letter-grades and index numbers. Semester and cumulative averages are calculated on the bases thereof. The Registrar shall keep the details of each student. Results may be delivered digitally via e-mail to each student or their guardian.
- 15.8. A student fails with an (F) letter grade in a mandatory course shall have to re-sit the course exam at the earliest date it is offered, even if the student's cumulative GPA is more than 1.50 points. In the case of passing, the last grade is granted to him/her without doubling the credit hours. This is done by including the letter (F) in detail certificate (Thus: F/+B).
- 15.9. Failure for the first or second time, failure to complete any course(s) with total hours exceeding 18 hours shall lead to a student shall have to repeat the academic year; without redoing the courses which he/she sat for and passed. A student failure for the third time in any mandatory course (8 credit hours or more) leads to the student repeating the year.
- 15.10. A student whose attendance was acceptable during one course or more, who did not sit for the exam because of legitimate excuse shall receive an assessment of 'Incomplete' (I) for the said course or courses. They are allowed to sit for an alternative exam the first opportunity such an exam is offered. The term (I*) is used for students transferring in the second year or later, whose attendance does not meet the required proportion of a particular course, or did not study, the courses that the University curricula are characterized by, such as behavioral sciences, introduction to medicine, professionalism and the like. In this case they have to do the course and the examination.
- 15.11. A student who did not pass an elective course may register for another alternative course, without their cumulative GPA being negatively affected. Passing the optional course shall be calculated towards the GPA, if the student so wishes.
- 15.12. A student who carries over four or more courses ('Failure' or 'Incomplete') is not entitled to register for new courses, unless their cumulative GPA is of 2.00 points or more, and none of the courses are required as a condition for the courses they so wish to be registered in. In this case, students shall have to repeat the exams or the courses they failed or whose grades they wish to modify.
- 15.13. No student shall be permitted to carry over a course or more, so as their total credit hours exceeds 8 hours after Semester VI. Students of the Faculty of Medicine (MB BS) are not to carry over any subject to the stage of clinical clerkship (apprenticeship) except for the university-required subjects. Such students, after successfully passing the courses of the third year, join their batch later.
- 15.14. A student who does not get a CGPA of 1.50 is to repeat the semester or the academic year. The same applies if course hours reach a ceiling of 18 credit hours of courses with F, FF*, I* or I results. Repeating is deemed a final academic warning. If the student failed to achieve 1.50 is dismissed from the University. Dismissed students may sit exams from the outside. The Academic Council may decide to allow such a student for the third or 4th

time if there are compelling reasons.

- 15.15. A student repeating for the first time shall have to pay half of the tuition fees of the cohort he/she joins, and may repeat any other year after fully paying tuition, at the rate which applies to the batch they are joining. If a student repeats a year for the third or fourth time at any level, he/she shall have to pay the fee in full, according to the batch he/she joins.
- 15.16. Student with 'FF*' grades in any course may sit for a substitute exam or do the course in any faculty with similar syllabi, upon the approval of the Deans. With the consent of the Dean, any student registered at another similar university may do the courses and sit for exams at a faculty of the University. Results of such students shall be sent, in due confidentiality, to the university concerned.
- 15.17. Students sitting for the alternative examination (with 'failure' or 'incomplete' grades) are not entitled to miss it unless per an excuse acceptable to the University.
- 15.18. A student may, with the consent of the Dean, sit more than once for an examination they have successfully passed, with the intent of uplifting their letter evaluation grade. Such Re-sit results, even if 'F', shall be the one to count. Promotion of such a student, with pass marks in exams taking the exam at another university, shall not be accepted, even if the said university has syllabi matching those of the National University.
- 15.19. A student is deemed failing a course, if:
 - 15.19.1. Refrained from attending the course, through strike or sit-in, for three days, be these successive or intermittent;
 - 15.19.2. suspended from study due to disgraceful conduct.
 - 15.19.3. Absent for a period equal to (or greater than) 25% of the duration of the course; or
 - 15.19.4. missed the exam with or without an acceptable excuse. (if the excuse found, after verification, to be falsified or fabricated, or present medical certificate with the intent of postponing the exam. In this case, in addition to listing them failing, they are subject to penalties stated in the Code of Activity and Conduct).

Article (16) Study Continuation, Warnings & Dismissals

- 16.1. A student must get a GPA of at least 1.50 points in order to continue in the study, after the second semester.
 - 16.2. A student is subject to a 'First Academic Warning' if their cumulative GPA drops to less than 1.50 points with the exception of the first semester. If they are unable to raise the cumulative GPA to the 1.50-point threshold in the next year, they are subject to a 'Second Academic Warning', and are dismissed if still unable to raise their average in the following year.
 - 16.3. Students are stricken off the warning list if they raise their cumulative GPA to 1.50 points, and are placed under warning in another later session that starts with the first warning if they fail once again to achieve the required minimum average.
 - 16.4. The academic supervisor shall have to focus on students receiving academic warnings and help them being removed from the warning list.
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- 16.5. For a student to re-do any course, due to (failure or illness), they shall have to pay an additional fee commensurate with the hours of the courses which they failed or were absent there from.
- 16.6. A student dismissed for academic causes may apply to externally sit for an exam in an appropriate semester. They are allowed to externally sit again if they fail the first time they re-sit, and may join the relevant class immediately after they pass. After joining, they are entitled to externally sit for exams if dismissed once again, provided that the duration of study at the University does not exceed double the period prescribed to get the degree in faculty concerned; and, in case such students reach their final year, their cases are to be referred to the Academic Board to decide upon.
- 16.7. A student who remains in repetition with the following batch of students, will be required to re-sit for courses which he/she passed previously, she/he can only sit for the courses in which he/she failed.
A student shall be dismissed from the University if he/she are absent for two consecutive semesters without an acceptable excuse.
- 16.8. A student guardian shall be informed of any warning, repeating or dismissal the student is subjected to.

Article (17) Bachelor Degree Classification & Credential Granting

- 17.1. Diploma and Bachelor's degrees, be they general or honors, are classified as shown in the table below:
- 17.2. Degrees are awarded as of the date of their approval by the Academic Council, or such other date as the Academic Council determines.

CGPA at Last Semester	Grade	General evaluation	Level
points and above 3:50	Excellent	First class honors	
less than 3.50 and down to 3.00	Very good	Second class honors – division I	
Less than 3.00-to-2.50	Good	Second class honors – division II	
Less than 2.50-to-1.50	Pass	Third class honors	

- 17.3. A student transferring from another institution shall have to spend a period of at least four semesters (two academic years) at the University in order to become eligible to obtain a Bachelor degree in a faculty thereof. They need to spend three semesters for a diploma degree.
- 17.4. A student who was awarded a degree shall have to fill out the 'Clearance' Form immediately after results are approved by the Council.

- 17.5. Students who pass their final exams shall receive certificates of degrees, bearing the University seal, during the month following the Academic Council meeting, unless there are legal issues preventing such delivery. A ceremony may be held for that, as appropriate. If a student does not attend the ceremony, they are to receive their certificates later from the Secretary of Academic Affairs, after being the graduation fees.
- 17.6. A graduating student should pay the graduation fees, even if he did not intend to be there. In this case she/he should pay both graduation and certificate fees which he/she applies for them.
- 17.7 The Council may modify the evaluation of a student who fails the exam of honors degree to the non-honors class credentials, according to the evaluation they are entitled to, after meeting conditions thereof.
- 17.8. The University prize or any other prizes or honorary awards shall be awarded to student (s) obtaining the highest cumulative average in their batch upon graduation, provided they do not breach any of the provisions of Regulations of Academic Activity, the Code of Conduct and Activity and the Tuition Fee Regulations, throughout their years of study. The Academic Council decision in this matter is final and is not subject to any appeal.

Article (18) External Transfers

- 18.1. External transfers' refers to the process of accommodating students transferred from other educational institutions or to such institutions.
- 18.2. For external transfers, students must have successfully completed two semesters. A student is deemed 'new' if they do not successfully complete two semesters in their original university. The President may relieve them of courses which they successfully passed (with a grade higher than 'pass' if the courses are found similar to those of the University, and accredit the letter-grade evaluation they obtained at their original institution, particularly with 'university requirements'.
- 18.3. A student may be transferred after successfully completing the second professional exam in the Faculty of Medicine or the equivalent in other faculties. In this case, they are enrolled in semester V (the beginning of the third year), and their cumulative GPA is calculated out of the courses they passed (even with a Pass mark). Their letter-grade evaluation shall be calculated according to their marks (in numerals), All the subjects students did not take in their original colleges, such as introductions to Pathology and Microbiology.. etc are to be addressed to. They are assigned an initial GPA set at 2.00 points for those who obtained a 'pass' mark 'acceptable', 2.50 for those scoring 'good'. No higher points are granted whatever results they obtain from the other institutions.
- 18.4. In case of applying for transfer to the University from another institution, students are to obtain preliminary approval from their institutions before receiving the 'External Transfer Form'. They are not to be registered until after the receipt of their file in full, including original documents, from the other institution. The approval of the university where they are transferring from is not required if a student transfers before completing the first two se-

mesters; so their registration shall be done on bases of their secondary school certificate.

- 18.5. In the case of applying to transfer from the university to another institution, applicants shall have to obtain the approval of the academic supervisor and the Dean of the faculty, according to the 'Form', with initial approval from the other institution, and 'Clearance' from the University.
- 18.6. It is permissible to consider and approve on the transfer of a student academically struggling in another institution, to first year class, on basis of their secondary school certificate.
- 18.7. A student who has a Bachelor degree in any discipline may apply for enrollment into another appropriate Bachelor programme, and to be exempt from first year study, as per the resolutions of the National Council for Higher Education.
- 18.8. Cases not stated here are subject addressing through a resolution from the Academic Council, upon recommendation from the Dean of the faculty concerned, in accordance with the following controls:
 - 18.8.1. A student enrolled at the National University at any level after the first year, are responsible for making up for what they missed of course material, and shall have to apply for an exemption or for the transfer of credits, to the President immediately after being registered. Any documents not submitted within the same academic year in which he/she joined the University shall not be accredited.
 - 18.8.3. Evaluation of the results of transferred students obtained in other institutions are accredited and entered into their academic file (see 18.2 and 18.3 above) and they are allowed to sit for the exam in any course at the earliest date such exams are offered.
 - 18.8.3. No student at the National University at a level higher than semester VI may be transferred, unless per the exception of the competent Committee of the Ministry, in their own discretion, and the approval of the Academic Council.

Article (19) Academic Appeals

- 19.1 Student academic complaints and appeals start from the respective dean of faculty. If no satisfaction, student may document the dean's response and raise his appeal to the Secretary of Academic Affairs, and the President of NUSU.

Article (20) Examination Committee

- 20.1 The Dean shall form a committee for final exams (for clinical clerkship courses) to be headed by himself and the membership of others, including the coordinators of the courses concerned; to for exam preparation, control and facilitating its procedures.

CODE OF ACTIVITY AND CONDUCT

Pursuant to the provisions of Article 9 (1) of the National University Charter the University Board of Trustees issued the following Code of Conduct and Activity:

Interpretations

The following words and phrases shall have the meanings ascribed thereto hereunder, unless the context indicates otherwise:

University	National University
Charter	The National University Charter
University Council	The Council of the National University, composed pursuant to Article 8 (1) of the Charter.
President	The Chief Executive Officer of the National University, appointed in accordance with Article 23 of the Charter
Dean of Student Affairs	A staff member appointed by the President to oversee the affairs of the students' affairs.
Faculty	Specialized unit granting Bachelors or diploma in a particular specialization
Dean	A staff member in charge of the Faculty appointed pursuant to Article 27 of the Charter.
Student (Learner)	Any person registered in the University to obtain an academic credentials granted by the Academic Council, the words student/learner refer to both male and female students.
Semester	The period of study, with a duration of a minimum of 15 weeks.
Academic Year	A duration equal to two semesters of study.

Introduction

The National University aims at becoming a peak in the realm of knowledge, research and creativity, not a haven for loitering, rebellion, wasting time, losing money and loosening values. Educational and academic activities at the University rely on group handling of this goal and creating a team spirit among specialized technical cadres, interaction between individuals, in a manner that qualifies students to lead professional teams of service, research or creative tasks. This is done through meetings and questionnaires distributed at the end of each activity and course; to reflect the views, suggestions and aspirations of the students. The University monitors predominant trends as an essential part of the assessment of programmes, which lead to the amendment in said programmes and their means, whenever such modification is

likely to shorten the distance to realize the objective. Therefore, there are many opportunities for students to express, in a more civilized manner, what matters to them in terms of the environment and programmes, in the same scientific method and discipline, which we look forward to be practiced by graduates of the University. Accordingly, sit-ins, strikes, protests and demonstrations have no place in this institution, so that study is not interrupted and do follow the consciously drafted timeframe, programmes are not to be interrupted, and academic years end timely. In order for a student to begin a serious, scientific life in a serious institution they have to be aware of the limits of their responsibilities, and will find that the regulations listed below are what their own right nature and proper upbringing. The University expects frequent visits from parents and/or guardians to check on the behavior of students, and to cooperate with the University in the early rectification of the products of negligence and idleness.

Article (1): Prevailing Laws and Regulations

- 1.1. Each student must adhere to the laws prevailing in the country, regulations of the University and the Faculty they are affiliated to, and regulations of the universities, faculties and other institutions that the University cooperates with for training and research purposes, and others, and the student shall not at any time or place mar the reputation of the country, University or faculty or other institutions or its employees.

Article (2) Discipline & General Behavior

- 2.1. The student behavior must be disciplined and benevolent at all times, all places and types of activity, with all employees of the University, and members of community, family and neighbors.
- 2.2. Students must respect the beliefs and religions and places of worship by refraining from saying or doing what would offend them.
- 2.3. Students must behave with respect and responsibility towards the teachers, staff, visitors and business associates, and not to object to any of the staff members, especially during the performance of their official duty.
- 2.4. The student relationship with fellow students must be based on tolerance and mutual respect, and to have a habit of pardon, forgiveness, finding excuses and accept the same. Threats, insults or beatings are prohibited at any time and place.
- 2.5. The student exhibits no attitude or behavior that would appear to threaten the security, health or safety of others, be they students or others.
- 2.6. Students are to comply with the uniform during formal times of study, which shall be clean and tidy all the time. The person in charge of study and training shall have powers to send away students not complying with prescribed attire, and to determine whether the uniform is clean and well-kept or otherwise. His discretion there and then shall be final.
- 2.7. Student must care for their appearance and comply with modest and decent attire in all university facilities, and in the exercise of any activity outside the official hours of study (scientific, cultural, sporting, social, or other activity) and the person responsible for that

activity (Guards, supervisors or teachers) shall have powers to determine whether the attire is modest and is appearance acceptable or not, and their decision, based on their own discretion, there and then shall be final.

- 2.8. The items below describe the specifications for the appearance of female students:
 - 2.8.1. The dress shall not be transparent, or sticks to body, or describe (simulate) the details of the body.
 - 2.8.2. The bottom piece (pants) is not to fall short of covering the ankle joint, and top piece (shirt or blouse) has to extend to below the knee region. Trousers are to be black, without frills or appendages, and the shirt to be long-sleeved, white without lines, no ornaments, mottled or embroidery, and with no zigzag cuttings.
 - 2.8.3. Shirts or petticoats with openings are not allowed, unless such openings start at the knee-level or below.
 - 2.8.4. A head cover is to cover hair, ears, and neck, and remains stable and does not fall nor recede. Head cover colour is black, non-perforated, nor lined, or embroidered, or mottled, nor serrated.
 - 2.8.5. Face veils (niqab) are prohibited during class hours, and so are gloves in practical lessons, as well as striking colors and fragrances.
 - 2.9. Male students are to comply with wearing black pants, short-sleeved white shirt, without lines, nor appendages, or embroidery. They shall avoid applying powders and ointments on their body and hair, and get used to combing head hair and not use creams and stabilizers for the purpose of effecting curlings, or 'Falfalah'. Students shall not get preoccupied with their appearance at the expense of their studies, and not to be addicted to attracting attention.
 - 2.10. Students are not to deal in, make, sell or keep any kind of intoxicating beverages or narcotic substances, at any time or place, inside or outside the University.
 - 2.11. Students are prohibited from bringing, or possessing, displaying, making, carrying, or concealing any kind of weapons of any description whatsoever, or any other materials and tools feared for their safety, the safety of others, or the safety of property, buildings, gardens, or the electrical installations while in the University premises.
 - 2.12. A student must have manners when dealing with their own sex or the other sex, and students are also prohibited from indulging in trivialities of expression, seduction, committing any obscenity or foul play.
 - 2.13. A student may not allow any person who is not a member of the University to enter, remain in, or take advantage of University facilities without written permission from the Dean of the faculty or whomever they so authorized. In which case the visitor shall be issued a visitor card, with all respect and appreciation due to guests.
 - 2.14. Fraud or manipulation of documents of the University or other institutions, such as records, certificates and official documents, is prohibited.
 - 2.15. Students shall have to pay full attention to University property and be keen to follow all regulations and instructions issued in their regard and to preserve them. Such show of
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care may include the following:

- 2.15.1 They are not allowed to write on walls, columns, ceilings or floors, nor fix posters, however insignificant it may be. Students are not allowed to stick such material in the university.
- 2.15.2. It is prohibited to tamper with electric or water connections with the intent of installing additional connections, as well as tinkering with gardens/parks and plants, at all times.
- 2.15.3. The misuse of Library and its contents, laboratories and their instruments is prohibited, and students are to ask for help if they fail to operate instruments, equipment or tools or deal with any materials.
- 2.15.4. It is not allowed to write or engrave on University furnishings. Furniture may not be moved outside where placed, for whatever reason, unless per a written permission from the Dean or authorized personnel.
- 2.16. Students are not to issue leaflets, or distribute the same, without informing the University and obtaining its approval of contents thereof. They are not entitled to raise funds, or obtain signatures, without obtaining the approval of the Dean of Student Affairs.
- 2.17. Smoking is strictly prohibited within boundaries of the University, according to World Health Organization's guidelines. It shall be deemed disgraceful if the University comes to learn of such acts.
- 2.18 Each student should take care of his/her own properties, and those of others and the university, and knows that he/she has to compensate any if he/she contributed to loss of any property.

Article (3) Academic Conduct

- 3.1. Students must persevere to attend the lessons and practical and discussion sessions, seminars, fieldwork, assignments, research all all academic profuilre announced by the college. Hanging around outside classrooms, libraries and museums during official study hours is strictly prohibited.
- 3.2. Students must always carry their University ID with them and present ID whenever requested to do so by an authorized individual, without showing discontent or bad manners with the one requesting.
- 3.3. Students leaving cell phones open and operative during lectures, or inside labs and the library, shall be deemed justifying a warning, warning twice is coupled with a fine. Afterwards, such phone shall be confiscated to be reclaimed upon graduation from University.
- 3.4. Fraud or initiation thereof, in relation to any test or procedure is prohibited. The same applies for fraud in reports and studies, research and academic projects.
- 3.5. Sitting for exams by a student in place of another, or entry by another in place of student is prohibited; whether such imposter belongs to the University or otherwise.

Article (4) Student Activity

- 4.1. Specialized scientific/academic societies may be established, as well as service-provision leagues, for the benefit of the students and the community, after University approval of such associations' regulations and objectives. The Dean of Student Affairs shall have the right to approve, or deny approval for any individual or association whose establishment may adversely impact the stability of the University or exert prejudice to the rights of others. In such matters, the students' Dean's decision shall be final.
- 4.2. Students are encouraged to engage in sporting activity, and University shall assist students in that regard as much as possible.
- 4.3. Students may be allowed to organize cultural or scientific/academic lectures under the supervision of a faculty teaching-staff member, and after obtaining written permission from the Dean of Student Affairs and upon approval of the University President.
- 4.4. Students, as individuals or groups, may be allowed to organize drawing or science exhibitions at the University, only during the annual 'Scientific/Academic Week' of the University, so such activity may not serve as a source of distraction from study.
- 4.5. Students, be they individuals or in groups, may not be allowed to issue bulletins, newspapers, posters or articles without the permission of the Dean of Student Affairs and the of the University. Approved material shall only be placed in specified locations, and on noticeboards dedicated to this purpose.
- 4.6. Political activity, of any colour and type, by students, visitors and University staff, is strongly prohibited. Debates and debating panels, whether of political content or otherwise, are not allowed within the University and its surroundings streets and squares.
- 4.7. The use of loudspeakers by students, for any purpose, is strictly prohibited inside or outside the lecture halls.
- 4.8. Students are prohibited to organize music concerts at the University or its surrounding streets, except after a written permission from the President or Dean of students' affairs.
- 4.9. It is strictly forbidden to hold graduation ceremony outside the university, other the official ceremony (as decreed by the Ministry of Higher Education), the sort of which is coordinated with external companies of private halls and limosines. Any graduate who contributes directly or indirectly to these parties will be penalized by delay of his/her issuance of his/her certificates or recommendation letters, or verification requests. Their services after graduation will not be given a priority.

Article (5) Types of Irregularities

- 5.1. Offenses by students, that are punishable, include:
 - 5.1.1. All grave offenses, according to the Laws of the Sudan, committed by a student, inside or outside the University, shall have to be referred to President through official legal entities, or by trusted employees of the university;
 - 5.1.2. Breaches of public order influencing or disrupting the course of study, or a public
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- nuisance such as the use loudspeakers inside or around the University;
- 5.1.3. Abuse and defamation of University, as an institution, leadership, teachers, other students, any of the employees of the University or citizens, orally or in writing. This shall include arrogance in dealing with, or ridicule or disregard of other members of staff, visitors, patients or co-patients. Students with grievances who decided to complain, if not committed to accuracy and truthfulness.
 - 5.1.4. The destruction of any of the property of the University, inside and outside its boundaries, or the property of its employees or property of students and staff. This includes defacing plastered walls and columns.
 - 5.1.5. All acts directly or indirectly related to weapons and materials and tools that are harmful, intoxicating or narcotic substances.
 - 5.1.6. All fraud, manipulation or alteration of documents of the University or other entities.
 - 5.1.7. The practice of politics, inside and around the University, and all that indicates an affiliation or call for tribal, regional or partisan bias.
 - 5.1.8. Strikes, picketing, demonstrating and mob-style protesting in and around the University.
 - 5.1.9. Non-compliance with the specified uniform within official hours of study.
 - 5.1.10. All that is agreed on as manifestations of loitering, bullying, slander, contempt, disregard for laws and the people, whether resulting in violence or otherwise.
 - 5.1.11. All that infringes on due decency in dealing with the opposite sex and what undermines chastity, in word and deed; whether perpetrated inside or outside the University.
 - 5.1.12. Violation of behavioral code in hostels and collective housing buildings, as well as exercise of bad manners dealing with those in charge thereof.
 - 5.1.13. Smoking and chewing tobacco within the confines of the University.
 - 5.1.14. Leaving cell phones open while attending lectures, in laboratories or in libraries.
 - 5.1.15. Delay in informing a Guardian of the University's desire to meet him/her to alert him/her to a disgraceful behavior. Failure to inform the guardian on dates of payment of tuition fee and registration and required steps towards all that, including the consequences of delay.
 - 5.1.16. Violations of Order issued by Minister of Higher Education and Scientific Research, concerning prohibition of holding graduation ceremonies outside the premises of their universities (before or after the official ceremony).

Article (6) Penalties

- 6.1. Concerned authorities may be informed in cases of violation of the laws prevailing in the country, or in cases of the rights of others from outside the University. The University

shall neither offer help or initiate disciplinary procedures in relation to violations attributed to students unless the concerned authorities have decided on the matter, except for the case of forgery of certificates qualifying for admission to the university. In the latter case, students in question shall immediately be dismissed, and the Directorate General of Admission duly notified.

- 6.2. The President of the university, wherever need requires in his/her own discretion, may order any student to temporarily leave the University, whenever the President believes the presence of said student(s) poses a risk to their health and safety, safety of their colleagues, the safety of the University or the health and safety of its employees. President shall be entitled to conduct necessary investigations and impose appropriate penalties, in agreement with such students' guardians, and by amicable means and forgiveness, as substitute for taking legal actions.
 - 6.3. In ordinary cases, penalties are to be suggested by a disciplinary panel formed by the Dean of Students' Affairs and appropriate penalty issued by the said panel through a decree thereof.
 - 6.4. In cases of simple irregularities, draw-of-attention, temporary/permanent deprivation of any privilege/specific-service provided by the University, payment of compensation for slight damage to property of the University or its employees or a do-good-to-environment type punishment –such as planting trees or tree hedges- may be considered. Management may not have to take disciplinary steps in all cases. In said simple cases, a point of 'disgraceful behavior' shall be filed against perpetrator and they shall be finally dismissed from the University if and when they have committed three such infractions.
 - 6.5. In cases of grave irregularities, one or more of the following penalties may be imposed, after the disciplinary panel issues a resolution and upon approval of the University President :
 - 6.5.1. Giving the offender a public warning, in front of students and in presence of the guardian, and the filing of a point of 'disgraceful behavior'.
 - 6.5.2. Payment of financial compensation for damage inflicted onto the property of the university or its employees, with said compensation sufficiently covering damage and disruption, and the filing of a point of 'disgraceful behavior'.
 - 6.5.3. Imposing a do-good-to-environment penalty such as funding, procuring and planting trees, civic-education service such as a literacy campaign to target specified location and volume, and the likes of other acts of charity.
 - 6.5.4. Suspension from classes for a period no less than one semester and not exceeding four semesters.
 - 6.5.5. Dismissal from the university.
 - 6.5.6. Dismissal may be instant and automatic against those who already had three points of 'disgraceful behavior' entered to file in connection to violations of the provisions of Article 5 and against those implicated as demagogue leaders or rioters (as eye-witnessed the university higher administration (President, Vice President,
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Principal, Secretary of Academic Affairs, or Deans) in connection to a single violation of the provisions of Article 5.

- 6.5.7 Delay in issuance of graduation certificates, or recommendation letters, or verification request by regulators , professional authorities or employers,

Article (7) Disciplinary Panel

- 7.1. The University President or faculty Dean shall, whenever he deems fit, issue a decision to form a Disciplinary Panel whenever a complaint is filed to him by the Dean of Student Affairs, or one of the teachers, students or employees, especially if such could initially be described as a major violation.
- 7.2. The President of the University may, in his/her own discretion, order the accused student to temporarily leave the university pending the Disciplinary Panel deciding on the said offense, if he deems the student's presence at the University in harmful to the integrity of the investigation or leading to complications and further damage, or adversely impacting the interests and reputation of the University.
- 7.3. The President of the University may request police or security protection for the University or its students and employees or the students accused pending disciplinary action.
- 7.4. A Disciplinary Panel of all or some of the following:
- 7.4.1. The Dean of Student Affairs or any other dean, chairing the panel, provided that they are not the violation under investigation.
 - 7.4.2. The academic supervisor of student concerned.
 - 7.4.3. A senior teacher of the faculty where the said student studies.
 - 7.4.4. The commander of the University Guards.
 - 7.4.5. A representative of the students.
 - 7.4.6. The Legal Advisor or his/her representative
- 7.5. Defending themselves before the Disciplinary panel, the accused student may enlist the help of one of their teachers, a student or their guardian.
- 7.6. The student shall be notified of the time set for disciplinary panel convening through the official board minimum of 24 hours before said Panel meeting. The Panel may decide on said violation in absentia in the case of the student's failure to present themselves before Panel. Said student's authorizing any other person to deputize for them shall not suffice.

Article (8) Action by Aggrieved Student (Please see Student`s Appeal Procedure poster)

- 8.1. A student harmed by the behavior of any of the University's students, workers, employees, teachers or decisions of the University, may write a complaint or a petition to the President of the University, only once, and wait for the answer and adjudication on the complaint without rushing the judgment. Reclaiming her/his right by violent means, may lead to

more violence and damage. The response of the university President to that incident shall be deemed final, within the university. It may also be challenged by writing to the British Accreditation Council (BAC) to www.the-bac.org, email: info@the-bac.org. (please see "Student Appeal Procedure"

- 8.2. A student harmed by the behavior of any of the members of the community, from outside the University, or from rules and regulations, may appeal to legal and administrative authorities, provided they notify the President of the University of so in writing and brief the academic supervisor and the Dean of Student Affairs, the Legal Advisor and their guardian, for the purpose of seeking advice, guidance and arranging the requirements of absence from study, and study the effect of all that, positively or negatively, on their own future and dignity. The student should not go along the street and fools, nor slide to lowly standards of behavior or violence, irrespective of the degree of provocation.
- 8.3. A student complained against by others, or summoned to testify before a judicial authority, shall have to notify the University and all those parties mentioned in Para 8.2 above, of such incident; with the intent of seeking the best outcome for them and their future.
- 8.4. A student may continue in his complaint, suit or testimony outside the university without notifying or engaging the University. However, their resultant absence, from study to follow-up on such suits or because of repercussions thereof, shall be considered absence without excuse.

These regulations were passed at the first meeting of the Board of the National College on April 16, 2005 AD and have gone into force effective the date they were passed, and edited and embraced by the National University upon promotion from the College status.

TUITION-FEE REGULATIONS

Pursuant to the provisions of Article 9 (1) of the National University Charter the University Board of Trustees issued the following Fee Regulations :

Interpretations

The following words shall have the meanings stated opposite each, unless the context otherwise requires:

University	.National University- Sudan
Charter	The National University Charter
Board of Trustees	The Council of the National University formed according to Article 8 (1) of the .Charter
President and Vice-President	The Chief Executive Officers of the National University appointed under Article 17 .(1) of the Charter (Replaces the President in his/her absence, appointed according to Article 19 (1
Secretary of Academic Affairs	.The senior officer concerned with academic affairs
Dean of Student Affairs	.A staff member appointed by the President to oversee the affairs of students
Faculty	.Specialized unit granting Bachelor or Diploma
Dean	A staff member in charge of the faculty which grants a Bachelor or Diploma degree .in a specific Specialization; appointed pursuant to Article 18 (1) of the Charter
Faculty Members	These are professors, associate professors, assistant professors, lecturers, teaching ;assistants, demonstrators, technical instructors and technicians
Quality Manager	.The officer responsible for total quality management of the University
Principal	.The officer responsible for the financial and administrative affairs
Financial Manager	.The officer responsible for the financial affairs, second to the Principal
Human Resource Manager	The officer responsible for employees' affairs
Other Categories	Employees and workers who are not members of Teaching Staff or their likes [see .[Appendix No. (1
Year	.Calendar year or twelve Gregorian calendar months
Academic Year	.Class year of ten months, or the equivalent of two semesters
(Student (Learner	Anyone registered with the University with the intent of obtaining academic creden- tials granted by the Academic Council. The term 'student' or 'learner' shall refer to .both male and female students
[Son[s	Siblings biologically attributable to someone, in a direct manner. The word is intend- ed to refer to male and female students

Semester	.(The period of study of a duration of at least 15 weeks (including exams thereof
Credit Hour	The time-based unit of study equivalent to 15 (theoretical) contact hours or 30 (practical) contact hours in a single semester
Contact Hour	An hour during which a student receives a theoretical or practical lesson under the supervision of any of the Faculty members
Tuition Fee	What each student/learner pays in a specific time period in exchange for a Normal or Additional contact hours

Preamble: The National University aims at be a summit in science, research, creativity and high quality in the selection of teachers and staff, and to fulfill its national and international obligations. That does not come handy unless it has potential of outstanding human resources, facilities and equipment. In turn, that requires an appropriate financial ability, leading staff and employees professionally satisfied, so the University can effect a desirable repute in its local and international environment, and help founders to recover some of what they salvaged for advancing higher education in Sudan. The University imposes tuition fees for college study which are precisely calculated, taking into account the difficult circumstances of Sudanese families. With such consideration paid, it is not expected that those who invested capital in the project will soon reap profit, especially in the first founding years. The University is aware that striking a balance between considering the hardship of some families and looking forward to attaining total quality management shall certainly pass through a thorny and curvy way, which cannot be rectified unless by developing rules that establish justice. The means to that takes the form of a set of provisions that preserve the rights of each party, affix to each service an appropriate value, and implement the financial regulations with fairness, firmness and equality.

Chapter 1: General Provisions

Article (1): Prevailing Laws, Regulations and Constants

- 1.1. In the case of conflict between this act and any regulations issued by the University Council or Academic Council, the latter shall prevail, unless an exception is stated therein.
- 1.2. Tuition fees do not include fees of registration, lodging, subsistence, transportation, residence procedures, university uniform, issuing of certificates or the cost of relocation and accommodation to perform academic field tasks (outside the University), nor the financial implications of penalties imposed for academic and behavioral violations.
- 1.3. Other fees are calculated by dividing the time and the approved annual fees over credit hours per year. This is used for the purpose of cases of academic failure and absenteeism and irregularities stipulated.
- 1.4. The compensation fee is an additional expense independent of the annual expenses, of which no student shall be relieved of, and which may be reduced in a percentage to be determined by the President.

- 1.5 A student repeating a year for the first time he/she pays 50% of that of the cohort joined. Repeating for the second or third time she/he has to pay the full fees of the group studying with.

Article (2) Terms of Tuition Fee Determination

- 2.1 Tuition and registration fees are issued for each academic year by a suggestion from the Scholarships and Fees' Committee (or subcommittee) and resolution from the Academic Council, that is approved by the Board of Trustees.
- 2.2 Tuition fees (but not the registration fees) are not to be increased for students after their admission in the first year, unless in exchange for hours or additional assessment resulting from absence, failing exams or repeating the year. Repeaters for the first time pay 50% of the fees subscribed for their new batch. Repeaters for the second time pay 100% of the fees subscribed for their new cohorts. Repeaters for the third time pay the fees subscribed for the freshmen in that year.
- 2.3 It requires the approval of the Board of Trustees to add or subtract any fees, not stated in these regulations.

Article (3) Fee Payment

- 3-1 The fees for every two semesters (one academic year) are paid once as a condition of registration. The payment of the prescribed fees for exams or additional hours are at the time fixed by the rules. The President may divide fees over two installments, one in each semester, in certain cases of exceptional circumstances.
- 3-2 It shall be permissible, even in the absence of exceptional circumstances, to collect fees in two installments after students concerned have studied for two years in University without facing academic hardship or fees problems.
- 3-3 Fee payment in cash, by certified check, or receipt of deposit into the University's bank account shall be accepted, provided that the University shall not bear any transfer charges.
- 3-4 In the case of the adoption of a two-installment plan, a student should pay the first installment before June 25 and the second before October 30 of each year. Students who have not paid the first installment by the end of June 25 shall be removed from installment-payment plan, and be required to pay the fee of a full year, in no later than the first of July.
- 3-5 Tuition-fee payment shall not be accepted after the expiration of the time of registration for first-year students. A student who is not registered shall be deemed unwilling to continue studies, and their cases are to be referred to the President in a period not exceeding a week to process their denial of access into campus, to permanently close their files and inform the Directorate General for Admission accordingly.
- 3-6 Payment of semester fees for (second year onwards) students paying after the day fixed for registration shall not be accepted. The President may extend the registration period for one day to three days. A student's failure to register until the third day indicates lack of desire to continue studies at the University, upon which steps to close their files shall commence and the vacancy created shall be filled with reserve students referred by the

office of the Directorate General for Admission. Suspended students may, in special cases, resign and receive the details of their academic performance with the intent of transfer to any other institution, after paying a quarter of the fees.

- 3-7 The following categories shall be excluded from the closure-of-file action, in accordance with Article 3-5: (1) students failing one or more of the exams on first-year who have register for these subjects only and wait for next batch and, (2) students with exceptional suspension of study, approved by the President.
- 3-8 In special cases and agreed circumstances, a student's late payment of tuition fee shall be accepted if they, together with their guardians, paid all the amount of fee until their graduation, in advance.
- 3-9 A student applying to study or sitting for exams, as a result of absence or failing exams, shall have to pay an amount (in exchange for the teaching, supervision, exam drafting or additional grading of exam answers) equivalent to accredited-hour costs, calculated out of full fees, provided compliance with the provisions of 1-4 above.
- 3-10 A student who has been classified as an A1 or A2 in English Language Test of the British Council shall have to bear the expenses of a course in English language studies towards obtaining the required level certified from the British Council, according to the European rankings of linguistic levels of at least B1.
- 3-11 A dismissed student applying to externally sit for exams shall have to pay half the amount of tuition fees determined for the year in which they sit for said exams. They shall not be entitled to attend classes, but may be allowed to use libraries, museums and hospitals, after the paying the fees.
- 3.12 A graduating student should be graduation fees, even if not intending to attend, and in this case he/she will pay the graduation fees with the certificate fees.
- 3.13 A student may pay all fees for the coming years, if she/he opted to do so. In this case he/she will be graduation fees, and a deposit to cover compensations for re-sit examination and repetition.

Article (4) Fee Refund

- 4-1 A new student may recover the fees paid, if they do not complete the registration procedures in full, and before the expiration of the admission period announced, without University incurring bank transfer charges.
- 4-2 25% of the total annual fees (not the installment paid) shall be deducted if such students complete the registration procedures, or if they apply later than the end of the date announced for registration process completion, while 50% of total annual fees shall be deducted if a full month has elapsed, and 80% if two months have elapsed, from the date of registration. No part of fees is reclaimed later than two and half months, or after the expiry of admission period announced by the Ministry
- 4-3 Students registered on the basis of acceptance of post-dated cheque or a fixed-term pledge shall have their register canceled and files closed once the said cheque bounces,

or if they fail to honor the pledge at the time set therefor. Checks are not accepted after the first year of study, unless per an exemption from the President.

Article (5) Partial/Full Exemption from Fee Payment (Scholarships)

- 5-1 No first-year student shall be exempt from full payment of full-year tuition fee, at the beginning or after transferring to the University in any year except per an exceptional resolution of the Board of Trustees.
- 5-2 Tuition fee payment shall be reduced by 40%, for the sons/daughters of the founders and members of the Board of Trustees, after the first year, or one year after they transfer to the University. Such reduction shall be cancelled upon end of entitling status or failure, on the part of beneficiary, to meet their obligations towards the University.
- 5-3 Sons/daughters of full-time faculty academic staff shall be exempt of payment of 40% of tuition fees. Percentage of reduction of fees to part-time staff depends on the load of teaching they take. Sons/daughters of part-time staff are exempted from 20%, if they work for 4 hours/week on average. This is continued as long as they maintain that. Otherwise it will be withdrawn and not returned with the return of their services.
- 5-4 No beneficiary may combine the benefits in Para 5-2 with any other Para or more.
- 5-5 Payment of tuition fees shall be reduced by 50% for a Hafiz (those who memorize the Holy Quran, or other Holy Book) upon presenting a certificate of such, and sitting for a test determined by the University. Such reduction shall apply from the second year onwards, and the fees paid in the first semester of each academic year. Beneficiaries who breach the Code of Conduct and Activity risk having the subsidy denied.
- 5-6 Fees are reduced from first year for students who achieved over 92% in the school certificate, and all will be competing for the 1% of the slots offered in each programme, on condition that they have chosen NUSU as their first and only choice. These scholarships are offered by the President, on site, at the time of proof of the documents.
- 5-7 The President of the University may, upon the approval of the University Board, reduce the fees for special circumstances that, in the President's own discretion, are permissible. Such consideration shall not serve as precedent nor shall it apply except for the year such fee-reduction takes place. This reduction shall apply after the first academic year, or a full year after the transfer of said student to the University. The percentage of students so exempted shall not exceed 2% of total in each batch, and applicable only for students who log a cumulative average of 3 points at minimum. This subsidy shall be denied in cases of conduct offenses, or delinquency in payment of tuition fees.
- 5-8 Outstanding students, receiving a cumulative average of about 3.5 or higher, may, by the end of the fourth semester (or the end of three semesters for those transferred, in any year), apply for a total or partial scholarship for the next semester. This shall be done through a resolution to this effect issued by the President on behalf of the Board of Trustees upon the recommendation of the Academic Council in its June meeting every year,

with a pledge by applicant to pay the remainder (if any) of the fees, all at once.

- 5-9 The President may approve one partial exemption each year, after the first academic year, in consideration for circumstances such as death or insolvency (occurring after students concerned have already registered at the University or at any other university). In cases of partial exemption, the payment of the outstanding fee for the 2nd year may be spread over following years in the form of installments. All said benefit granted shall be (fully or partially) cancelled if and when the cause for said insolvency ceases to exist or the student mal-conduct.
- 5-10 The University Rector/Chancellor shall not be entitled to grant any student an exception to payment of fees for repeating courses or exams, in situations not stated for in these regulations, unless per the permission of the Board of Trustees.

Article (6) Committee on Scholarship and Fees

- 6-1 A committee on fees shall be formed under the chairmanship of President as shown in the Committee Structure, Duties and Responsibilities document.

TEACHING, LEARNING AND ASSESSMENT POLICY (NUSU-TLAP)

1. Introduction

The National University-Sudan (NUSU) is committed to providing excellent teaching that introduces students to the latest development in their subjects and develops their skills of critical thinking and intellectual synthesis. The underlying strategy of the university undergraduate education is to give a learning experience that is informed and enhanced by the university's commitment to being a quality and research-led institution.

2. Policy Statement

The NUSU-TLAP highlights the need for the good quality of teaching and learning processes and outcomes. It incorporates the significance of ongoing scholarship as integral to the development of effective teaching and learning. It also promotes learning as a self-directed lifelong quest for professional skills, knowledge and wisdom.

3. Purpose of the policy

The purpose of this policy is to:

1. Outline methods used by the NUSU to achieve its goals
 2. Provide a framework within which the different faculties of the NUSU can develop their own teaching, learning and assessment policies and action plan.
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3. Outline the expectation of the university from both teachers and students.

4. Teaching

1. The University commitment to systematic and continuous review of its academic curriculum is a means of providing the highest quality education producing skillful, creative and capable graduates.
 2. Students' participation and representation in education committees ensure their input in planning, delivery and evaluation of the curriculum.
 3. Methods of instruction should cater for the diverse backgrounds of students.
 4. In their first year, students should be taught the required learning skills including communication skills, time management, the scope of problem solving, independent learning and IT skills.
 5. Course coordinators are responsible for alignment of course objectives with the instructional methods and assessment tasks.
 6. Teachers (both fulltime and part- time) should abide by course objectives when teaching NUSU students.
 7. Appropriate teaching and learning environment and requirements should be provided and maintained in all learning premises (inside or outside university grounds).
 8. Time tables should be clear for both students and teachers and available before the intended courses.
 9. There should be equal distribution of study material and assessment tasks for the students.
 10. Teaching should be consistently of high quality and encouraging the students to be active learners, critical thinkers and research oriented.
 11. Opportunities for independent learning and self-directed learning should be provided and clarified in timetables.
 12. Methods of instruction, assessment tasks and the marking system should be made explicitly clear to students at the beginning of each course.
 13. Teaching should provide an extensive knowledge base in subject areas and the skills needed for application of that knowledge.
 14. Teaching should include professional behavior guidance both in learning and work place.
 15. Learning resources should be available and readily accessible for students.
 16. Academic support should be available and accessible.
 17. Deans of faculties are responsible for supervision of the teaching process ensuring its application within the specific time frame.
 18. Deans, heads of departments and courses' committees are responsible for revising the quality and quantity of scientific material in each course, and the methods of teaching and assessment for that specific course.
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19. Students' feedback on teaching process is regularly collected and analyzed.
20. Opportunities for research-based continuous professional development will be provided regularly, to update and upgrade teaching performance.

5. Learning

Students are expected to:

4. Conduct themselves in appropriate manner, in both attitude and dress.
5. Seek guidance and support when needed, by contacting: student welfare office, registration office, academic adviser or dean office.
6. Learn how to study effectively.
7. Attend at least 80% of each taught course.
8. Submit requested course work on time.
9. Participate in class activities
10. Learn to be an independent learner
11. Acquire the skills of critical thinking, reasoning, problem solving and team work.
12. Make use of the learning opportunities provided by university.
13. Use learning resources within university appropriately.
14. Maintain good academic integrity in their work
15. Maintain good academic achievement.

6. Assessment

Assessment of student learning is the key to the quality of education. It ensures that the standards of qualifications planned by a university are achieved. However In the face of cultural, social and linguistic diversity, assessment has the potential both to challenge and maintain social structures. A university therefore takes the responsibility to ensure that its assessment is valid and consistent, that its assessment practices are transparent and that its assessors are qualified and accountable for the judgments they make.

Although assessment functions to measure learning, it can also be used to guide and develop that learning. This is especially the case when learning objectives and their associated assessment criteria are used as organizing principles in assessment design.

1. The Assessment Policy

- A. Course committees, course coordinators and teachers are responsible for:
 1. Providing learning objectives and outcomes for the courses taught.
 2. Developing the assessment criteria associated with those objectives
 3. Designing appropriate assessment tasks for the students to demonstrate their ability to
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meet the criteria

4. Using valid and reliable tools for assessment
5. Providing details of assessment criteria to students at the beginning of each course.
6. Using both formative and summative assessment tools
7. Including dates and type of assessment tasks within the timetable.
8. Providing formative feedback to students on their performance.
9. Liaising with other faculty members to ensure that assessment is consistent
10. Recording marks and assessment decisions accurately.
11. Reporting on course and student assessment to the dean.

B. Deans, heads of departments course committees and course coordinators are responsible for

1. Appraising the quality of student assessment
2. Ensuring appropriateness, fairness and validity of the assessment tasks.
3. Supervising provision of proper training for the assessors.
4. Ensuring that the choice of external assessors comply with policies.
5. Analyzing assessment results and using the details for further improvement of both teaching and assessment process.
6. Providing of assessment requirements and resources.
7. Utilizing the university educational and technological resources for the assessment process.
8. Keep records of all assessment decisions.
9. Using assessment results for follow up and provision of academic support for students.

POLICES AND PROCEDURES OF NON-DISCRIMINATION VALUES

1. OBJECTIVE

The ultimate goal of this document is to establish uniform concepts and activities, at the head-quarters and all peripherals that make the National University an example of equal opportunity, free of discrimination and all forms of harassment against any member of university, students, administrative staff, applicants for employment and community members.

2. DATE OF ISSUE:

This policy has been established for the first time in January, 2013

3. POLICY STATEMENT

The national university prohibits all forms of discrimination and harassment of any university member, employee, student, applicants for employment or study, and community, on the bases of age, sex, race, ethnic origin, nationality, colour, religion, or choice of thought or disability. These categories are hereby named: "protected groups". The university expects all concerned to uphold to this commitment, and contribute to witness, investigations and fact finding activities on allegations or claims filed by, or on behalf, of any member of the "protected groups".

4. DEFINITION OF DISCRIMINATION

This is arbitrary direct or implied preferential treatment or decision that can cause physical or psychological harm, and is based on the actual or imagined membership of a person to any of these "protected groups". Differences, conflicts, general mistreatment in response to poor performance of an employee or student, not related to targeting "protected groups" are usually employment or academic issues, not discriminatory matters. Because of the difficulty in discriminating non-discrimination from usual practice, investigations are necessary, and retaliations are prohibited against a person who files a complaint or witnesses against the institution.

5. PROCEDURES

5.1 Distribution of policy and procedures

1. This document should be printed on notice boards, mentioned in committee and university meetings and published propagated through media in the institution to ensure that each and every member is aware and responsible for its implementation.
2. A public lecture or workshop should be arranged every 1-2 years emphasizing the emerging concepts.

5.2. Establishment of an ethical committee

A committee on ethical issues called; "Ethical Committee" [EC] shall be established by the board of trustees. Its mandates will be worked out by a selected committee of the board.

5.3. Complaints, investigations and reviews

1. The EC shall design a form for filing a complaint, and assign an e-mail address to send it to, or name a member of the committee to receive such forms. The person, who filed the complaint, or those who witness with or against, should be retaliated against.
 2. The EC will investigate the allegation intensively, and issue its decision to be approved by the President. Repeated offenses from certain offenders, or against certain members of the "protected groups" requires more investigations on the sort of punishment, or the level of protection in the institution.
 3. Reviews and statistics on violations of this policy should be annually submitted to the Board of Trustees.
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5.4. Compensations and punishment

1. A member of the “protected groups who have been discriminated against investigation should be compensated reasonably, and his/her rights are preserved.
2. A discriminator will be warned, penalized or dismissed from the National University depending on the level of offense.
3. Disputes on whether the alleged discrimination act is a usual employment regulatory function are to be settled through the current “labour Law” version 1997.

5.5. Confidentiality

Individuals who file a complaint, witness in the investigations, or become involved in the act of discrimination may want to remain anonymous, and their contribution confidential.

1. The EC should make all possible effort to respect privacy, but all is balanced through the need to do the appropriate action that prevents the practice of discrimination..

6. REVIEW OF THIS POLICY

1. This policy is reviewed every 5 years depending on relevant statistics and records, comments, and reports.

PLAGIARISM POLICY

Introduction :

The National University-Sudan (NUSU) recognizes that plagiarism by academic staff or students in the preparation of assignments, practical reports and research projects is a longstanding problem. This problem has been aggravated by the ease of access to information from the Internet and by a lack of understanding of staff and/or students about the proper use of efforts of others in an academic context.

The National University-Sudan measures itself against the highest international standards of academic and professional practice. Therefore, the university is committed to developing high standards of academic integrity among its staff and students, and safeguarding the standards of its academic awards to individuals to meet the accepted international ethical and professional levels.

This policy is a statement clarifying the acceptable conduct in academic practice in the university according to the University Academic Regulation (No.12-1).

The policy applies to academic staff, undergraduate and postgraduate students at the university.

Objectives of the policy

This policy is intended to:

- Define plagiarism and other forms of acceptable academic conduct.
- State what is considered as plagiarism.
- Provide guidelines for penalties of plagiarism conducted by students.
- Establish a platform that faculties can use for teaching professional academic practice and encourage adoption of values of academic integrity.

The policy

1. Definitions

- 1.1 **Academic integrity:** a set of values which form the foundation of academic practice in the university. The core values of academic integrity include: honesty, respect, fairness and responsibility.
- 1.2 **Academic misconduct** means breaking the rules of academic integrity
- 1.3 **Plagiarism:** the presentation of ideas, material, or scholarship sourced from the work of another individual, group or entity - or from the student's own work previously submitted for assessment - without sufficient acknowledgement of the source. Plagiarism can be intentional or non intentional.
- 1.4 **Collusion:** the process whereby two or more students work together – without official approval – and share ideas, solutions or material in work submitted for assessment.
- 1.5 **Cheating:** failure to comply with the rules of closed assessments e.g. unauthorized access to materials in a closed assessment (exam/test settings).
- 1.6 **Commission and incorporation:** to include material in work submitted for assessment that has been improved by, or commissioned, purchased or obtained from, a third party e.g. family members, essay mills or other students not taking the same assessment.

According to the above, it is considered an offence for any individual (staff or student) to:

- a. Claim or submit the academic work of another as one's own.
 - b. Use unacknowledged information downloaded from the internet or other sources as one's own.
 - c. Complete or attempt to complete any assignment or examination for another individual without proper authorization.
 - d. Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
 - e. Fabricate or falsify data or results.
 - f. Alter, tamper with, destroy or otherwise interfere with the research, resources, or other academic work of another person.
 - g. Obtain, provide, accept or use any materials containing questions or answers to any ex-
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amination or assignment without proper authorization.

2. Role of faculties

Faculties and educational departments are required to:

- 2.1 Educate students –both undergraduates and postgraduates–about the principles of academic writing, the correct use of academic resources and citation. These should be explicitly included in each programme at different levels. Principles of academic integrity should be stressed. The nature of plagiarism should be explained together with the penalties for such an offence. In the first year, this can be included in courses teaching basic learning skills and basics of research. In the following years, the message can be re-enforced in every research course, professionalism courses and courses requiring submission of a thesis or report.
- 2.2 The student's guideline book should include clear information about plagiarism and the consequent disciplinary actions. Departments should make sure that students fully understand the seriousness of the issue.
- 2.3 Departments may wish to use a declaration form to be signed by the student stating that the submitted work is their own.
- 2.4 Departments and faculties may wish to agree on a chosen referencing and citation system for all required academic written work.
- 2.5 Instructors should receive training regarding teaching and guiding students to avoid plagiarism.
- 2.6 Instructors should be trained to recognize plagiarism and deal with the issue as stated in the university academic regulations and academic penalties.
- 2.7 The university would use reliable software for detection of plagiarism. Training for the use of such programme should be provided.
- 2.8 Posters explaining, to the students, the consequences of committing plagiarism would be placed in appropriate places. e.g library , reading rooms and departments.
- 2.9 Cases of plagiarism would be handled by a committee of experts as stated in the university academic regulations.

3. Penalties

After a hearing session, the designated committee can decide on the appropriate penalty for the individual who committed plagiarism or other forms of academic misconduct. According to the committed offence, penalties can be one or more of the following:

- A written warning that requires a signed statement by the student that he will refrain from such act in the future. This will be kept in the student's file.
 - Down grading the submitted work.
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- Failing the assignment or exam.
 - Suspension from the University for a Period decided by the academic council. In this case, a financial penalty may be added.
 - Expulsion from university.
 - The academic council should approve the punishment.
 - At the discretion of the academic council, the names of offending students and the disciplinary action may be announced on the main university board.
 - Members of staff who commit the act of plagiarism will stand before a disciplinary committee chaired by the vice-president of the university. Members of the committee include dean of the faculty, dean of research and graduate studies and the legal advisor.
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STUDENT APPEAL PROCEDURE

Fairness entitles that the other side may be right. If a student has in any affair thought that he/she was treated unfairly by any individual, committee or others in NUSU, he/she has the right to appeal against that in the following sequence:

A: In case of academic questions:

1. To appeal to the course coordinator
2. To appeal to the head of the department
3. To appeal to the faculty dean
4. To appeal to the university president

B: In case of actions taken in response to misconduct (review Code of Activity and Conduct in the Student Manual), the student may appeal to:

1. The dean of the students' affairs
2. The university president, if not satisfied at the level of the students' affairs dean.

C: In cases involving the administrators or other employees, the student may contact the principal directly, or via the dean of his/her faculty.

D: In cases involving discrimination, or racial or sexual insult or rights of the physically or mentally handicapped, the student or his guardian may contact the university president directly (review the "Non-discrimination Policy").

- All complains will be treated confidentially and solved in step-ladder fashion starting with simple steps and last may be taken to judiciary arena if necessary.
- Depending upon the magnitude and complexity of the problem, the one who received the complaint (s) may solve it himself/herself or decide to form a committee. If a committee is needed, the individual senior to him/her should be involved from the beginning and the resolutions discussed with the senior before they are released. A response to the student's complaints should not take more than a week maximally.

E: If a student or his/her representative has completed NUSU appeal procedure but still not satisfied, he/she may appeal to the BAC (Tel: 0044 2078323250, Email: info@the-bac.org) directly by submitting: (1) A detailed letter of complaint, (2) A signed statement authorizing the BAC to investigate and (3) Copies of supporting documents related to the complaint

Registration Procedure Flowchart