

Student Manual

NATIONAL UNIVERSITY-SUDAN

2015

**[NUSU]
FOURTH Edition**

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Welcome Note by the President

Dear Students

We welcome you at the National University, Sudan for the academic year 2015-2016. This year we received Batch 11 in the disciplines of medicine, pharmacy, physiotherapy, Batch ten in dentistry, radiography and health computing and informatics, and Batch seven in nursing, medical laboratories, and administrative sciences. We aspire to add, next year, faculties of diplomatic & international studies, electrical and civil engineering and architecture. With these programmes NUSU is the first institution of higher education in Sudan to grow at such speed, and establish holistic disciplines in a record time. NUSU started as a college "National College for Medical and Technical Studies" in 2005, promoted to university in 2013. Its charter has been approved in 2015. It is the first and only ISO_9001 –certified higher education institution in Sudan, for quality of management of academic programmes.

We thank you all for selecting the National University, Sudan, which aspired to becoming another summit in higher education. Education in Sudan is reputable for excellence since the beginning of the last century, and the country still supplants the world with the best graduates in terms of knowledge, skills and attitudes. This university follows the path to produce the best graduates academically and ethically.

I have to remind new students that after secondary schooling, a student goes to a new educational and social pattern that needs some adaptation. Students used hitherto to rely on parents in the running of their affairs. Now they have to shoulder their own responsibilities. They used to be monitored day-and-night, and subject to intensive directives on behaving themselves and doing homework. The teachers used to designate some responsibilities to them, focused on specific pages and lessons, but are now expected to achieve unlimited success through diligence, research and verification. They were dependent on the teacher, textbooks and curriculum, and now on a multitude of references and unlimited options of resources. They have to be responsible for their own success or failure, and move out of limited patterns to the unlimited nature of university education, which is interaction, participation, differing scientific opinions, and appreciating the value of diligence in thinking and originality in creativity and meditation. The school has strived for them to excel and qualify for university. Their excelling in university means success in all aspects of their lives. In schools the grades of one year would end by the end of the said year, and did not affect their subsequent results. Now, the results are calculated as per a cumulative average, in which early-on results determine the basis of future competition in employ-

ment and assignments. Students are thus advised to take into account this difference between the two phases and get psychologically prepared for the new environment. They are to bear in mind that failure in the study of a single subject adversely affects the subsequent results, and excellence in individual subjects raises the averages to a percentage that increases with more diligence and perseverance.

In the University site (www.nu.edu.sd), and in the academic guide (the Prospectus) one can find further details about the mission and vision of the University, future aspirations, programs, and activities and mechanisms for the implementation of these programs. In this site, enrolled students can see study plans, curriculum details, lists of behavioural objectives for each course, and strategies for its implementation, and a lot of scientific articles and lectures published in the site. The site also provides the e-mail addresses for all teachers, staff and enrolled students. Through their e-mail, students may find out their results once released, as well as University news, calendars including examinations' dates, extracurricular activities and important links with other universities and institutions. In the introduction to each programme there is a "Career Advice" stating the various milestones of the employment track and other choices following graduation. Such descriptions will be displayed in posters and in the library.

In addition to the on-site and the prospectus, we have issued this general manual both in Arabic and English, as part of the Induction Pack, containing this welcome note, a summary of the basics, and a brief outline of the university, its faculties and programmes. This Guide starts with how to apply to the University, the registration steps, "Academic Regulations", "Code of Activity and Conduct", "Regulations on Tuition Fees", Learning, "Teaching and Assessment Policy", and samples of forms that the students need during the years of their study. We hope that our students will fulfill their desired mission of knowing their rights and responsibilities.

You will find that curricula mostly depend on courses lasting from two to more than ten weeks (an average of 4 to 6 weeks), to which competent teachers and instructors are solicited. They devote themselves to this purpose - inseparable from the students until the summative assessment at the end of the course; when students move on to another course. Thus, materials do not unnecessarily interfere, homework, lectures, and assignments do not accumulate until the end of the year, and those in charge of the educational process do know what they are doing. Formative assessments are mandatory. Prior to each exam, in the long courses in particular, students respond to a questionnaire where they list their impressions on the course, and count what they see as signs of strength or weakness, in content or implementation, without incurring due to such opinion, whatever the situation, any reprimand or rebuke. This is an essential part of mission-driven education aimed at rehabilitating the graduate inspired by their minds and values in the appreciation of convictions in search of the truth and the ideal. The student's opinion is taken into account even in evaluating the performance of a teacher, without questioning or brow-raising. There are other opportunities for inquiry and expression of an academic view through the academic supervisor in charge (see below: Academic Supervision).

You will find that the administrative and service systems are specified and organized enough to allow students to present their opinions on these and find out the goals and objectives behind them. The first thing we hope to achieve is to meet the requirements of overall administrative quality. This requires patience with the documentation and perfection even in the details, record-keeping, automation of systems, information and practice, and continuing review and taking into account the aspirations of the consumer: the larger community around us. This is not achieved by a blow of luck, but through collaboration, solidarity and perseverance on the part of management and students together. The students should be patient, because this policy is intended to prevent poor performance and dropout due to dismissal because of improper academic performance or ethical conduct, which becomes rampant when a university abandons its supervisory responsibilities, and turns into a body of pure evaluation - not rehabilitation. The National University- Sudan, is proud that such close supervision and strict regulations have helped achieve a high percentage in the academics, according to external-examiners' reports, and a poor percentage of dropout and academic backwardness which is probably the lowest percentage in the Sudanese institutions of higher education as a whole. The students are to bear up should they desire belonging to an institution characterized by excelling and perfection. These regulation, though may look tough, allow for a multitude of cultural, sports and social activities.

Our appreciation must be noted for the students of the first batches who beared with us through the expected troubled beginnings. We have been patient through the difficulties of founding this University, before we proceed on the path taken by the major universities before us, having more confidence and proved footsteps. The days will prove that the National University, Sudan, is leading the higher-education institutions in Sudan, and compete world-wide.

May God Bless and Help you all

PRESIDENT NUSU

2 - Applying for Admission

Application is done via the Directorate General of Admission in the Ministry of Higher Education and Scientific Research, to make sure that the secondary school certificate meets the requirements of university study and the specific requirements for the programme applied for. The Admission Directorate then nominates students who have selected the National University as one of their desires and who successfully competed for its admission. The National University - Sudan (NUSU) welcomes direct application in their offices or via the Internet, to fill vacancies. In these cases, the university applies to the Ministry on behalf of the student. Applying for NUSU means that the student learned about the programmes and procedures described in the Higher Education Admission Guide (online this year). It is also preferable that students look into the University Website, or visit NUSU. Applicants and their families are to read the Student Guide before signing in.

3 Nomination for Admission and Registration

The nomination of a student by the Ministry to the National University is consent, on the part of Ministry, to the admission qualifications. The University is not bound to enroll the student unless they complete registration procedures and pass the personal interview, and conform to health fitness tests. Admission is limited by the deadline announced.

3.1. Registration Requirements

- 2.1.1. Nomination by the Directorate General for Admission.
- 2.1.2. Presence of the student on the set day of registration. In very special circumstances, students from abroad can arrange an online interview (with voice and image, in the presence of a reliable representative of the University outside Sudan).
- 2.1.3. Provision of a certified identity document (passport for non-Sudanese, nationality or identity card for Sudanese nationals), in addition to the birth certificate - for Sudanese nationals.
- 2.1.4. Provision of six recent, colour photographs (passport size) of applicant.

3.2. Registration Procedures

- 2.2.1. Applicants are to make sure that the Admission Form was received (or retrieved online), and match ID documents data with what is stated in the Admission Form, and receive the registration form.
- 2.2.2. Fill out Registration Form, and affix photos.
- 2.2.3. Students receive and look into the Student Guide or read it from the NUSU website,, together with their guardians.

- 2.2.4. Students and the guardians sign on a specific document stating that they read the Guide, pledging to abide by the regulations contained.
- 2.2.5. First year fee paid in full via certified check, or show proof of such payment by deposit into NUSU's account with one of the accredited banks. (See 'tuition fee regulations' to learn about registration arrangements for subsequent years).
- 2.2.6. Receipt of notice for medical checkup from the Registrar.
- 2.2.7. Complete the medical checkup in the University Clinic on the date specified by the Registrar, and attend in date and place the personal interview in the Office of the Dean of the concerned faculty, or with whomever the Dean so authorizes.
- 3.2.8. Receive the University Card that grants students entry through faculty gate and the use of the lecture halls, laboratories and libraries.
- 3.2.9. Procure and use designated uniform, and comply with uniform rules from day one.

3.3. Registration Deferral

- 2.3.1. Registration is to be done on the day set, according to the announcement, and the grace period may be extended for three days for applicants whose excuses are accepted, with the consent of the Dean of the faculty concerned. A student who does not complete their registration procedures in the given period are deemed undesirous of enrollment in the University, and their forms are sent back to the admission Directorate. Their seats are deemed vacant for other applicants to compete for.
- 2.3.2. Students who fail to register on the first day lose the opportunity to free medical checkup, and have to bear the expenses of the medical checkup from accredited centers.

4. Programmes and Educational Systems

Programs offered in the first phase of the University [formerly: National College (NC)], when established in 2005, included Medicine & Surgery, Pharmacy, Physical Therapy, Computing and Health Informatics. NC added, in 2006, bachelor of Dental Medicine & Surgery, and Radiography & Diagnostic Imaging programs. In academic 2009-2010, it added programs of nursing and midwifery sciences, medical laboratory sciences, and administrative sciences (business management, marketing, accounting and management information systems). All programs adopt a system of credit hours, grade point average (GPA) and examinations at the end of course, whether during the semester or at the end of it. The cumulative grade point average (CGPA) of the results of the student is calculated at the end of each semester. Students can take all courses offered each semester unless the academic

supervisor sees otherwise in cases of students who fail in a considerable number of courses in the previous or a former semester (see details below in the Academic Regulations). In all programs students must attain a GPA of at least 1.5 in each semester, and upon graduation. Student's failure to obtain said average may be addressed by repeating some courses as a measure to get better grades. Students' delay in repeating any course entails paying the cost of the course and/or examination. Students can improve their CGPA each year by signing to optional (elective) courses run during the summer recess. Such options apply to those preferably not failing an obligatory course. The University advises students to repeat a year if their failure reaches a degree rendering them incapable of taking additional courses (such as failing 18 hours or more). Advice to repeat twice is considered a final academic warning.

You will find below, a "Career Advice" addressing the opportunities offered in each specialty. The NUSU has a committee (Career Advice Committee), accountable to the President, and gives assistance to all students on their future plans. The library contains valuable books and literature on career advice.

4.1. Faculty of Medicine and Surgery

Students log 200 credit hours spread over 10 semesters during 5 years. A semester ranges between 16 to 20 weeks, and its credit hours range between 16 to 20 hours. The period of study is divided into three overlapping phases: the first phase (the first semester) contains inductions and University requirements. The second phase (semesters two through six - overlapping with the first phase) includes basic skills and integrative sciences on organs/systems. Stage three (semesters seven to ten) includes clinical clerkship (apprenticeship) in clinical practice training centers in hospitals and other healthcare facilities; and common tracks related to professionalism and the legal aspects of practice in forensic medicine. There are also the summer courses, including practical skills, rural residence, and community participation, especially the leadership role of the physician within the healthcare team. Faculty laboratories include a modern anatomy dissection room, an anatomy museum, pathology, parasitology, demonstration of radiology and medical imaging, skills laboratory, and the multi-purpose laboratories. Students qualified with bachelor degree of medicine and surgery (MB BS) pass through the track designated by the Sudan Medical Council. They are temporarily registered with the Council as house-officers. After working for a period defined by the Federal Ministry of Health in each discipline/specialization, graduates sit for the licensing examination to obtain permanent registration with the Sudan Medical Council. Qualified graduates serve as medical officers in general practice in the public or private sector. They may upgrade to MD/PhD in basic sciences (anatomy, physiology, and biochemistry), fellowships in clinical sciences (medicine or its sub-disciplines, surgery or sub-disciplines, obstetrics and gynecology, paediatrics, and oncology). They may choose to study for a doctorate or fellowships in diagnostic sciences (pathology, immunology, microbiology, radiology and imaging), community medicine (community medicine and public health, health statistics) or forensic medicine to qualify as a consultant in any of the mentioned disciplines to work in the healthcare services, research institutes and/or in university teaching. The graduate may

be interested in managerial, commercial, industrial or charity career, related to one of the various specialties in the medical sciences, practice or research.

4.2. Faculty of Clinical and Industrial Pharmacy

Students study for 190 credit hours spanned over 10 semesters for five years, to graduate with the specializations of Clinical and Industrial Pharmacy. The study period is divided into three phases: the first stage (the first semester) includes inductions and University requirements, the second phase (semesters 2 to 6) overlaps with the first phase and covers pharmaceutical and pharmacological sciences. The third phase (Semesters 7 to 10) includes clinical and industrial clerkships (apprenticeship) in hospitals, health centers, pharmaceutical factories and departments specialized in pharmacy. Sequence of practical courses goes in accordance with the circumstances of training centers. There are shared courses such as ethics of pharmacy practice, professionalism and basic clinical prescription within the clinical ward round team. Faculty laboratories serve pharmaceutical chemistry, pharmaceutical manufacturing, multi purposes laboratory for medicinal plants/herbs, while students share with other faculties the anatomy, physiology, microbiology, and skills' laboratories. Students qualified with the bachelor degree of pharmacy (B. PHARM) pass through the track decreed by the Sudan Medical Council and are so 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. Pharmacy graduates may pursue master's and doctoral degrees in many disciplines of pharmacy to qualify for university teaching, join research institutes or work in pharmaceutical products, reagents or dyes. The graduates may be interested in managerial, commercial, industrial or charity career, related to one of the various specialties in the pharmacy research, practice or trade.

4.3. Faculty of Dental Medicine and Surgery

Students log about 190 hours spread over 10 semesters during five years, ranging between 15 to 20 weeks each semester. Credit hours vary accordingly. Curriculum is largely compatible with the rest of faculty programmes by adopting integration between core basic subjects and clinical ones, and early introduction of professional skills in the specialty of dentistry and oral health in the first and second phases, and all that qualifies for the clinical internship and community orientation in the third stage. This includes effective introduction to the understanding and development of primary healthcare, future functions of the dentist, in health centers, hospitals and private clinics, as well as professionalism and due knowledge of the law and the role of the dentist within the healthcare team. Dentistry laboratories include dental training clinics, phantom-head and dental materials laboratories. Faculty of Dentistry shares, with the Faculty of Medicine, the anatomy, physiology, skills, microbiology and histology laboratories, and the museum. Students qualified with the bachelor degree of dental medicine and surgery (B. DMS) 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 and 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. The graduate may be interested in managerial, commercial, industrial or charity career, related to one of the various specialties in the dental research and practice.

4.4. Faculty of Radiography and Medical Imaging Sciences

Students log about 160 credit hours spanned over eight semesters in four years. The curriculum includes university requirements, and basic science commonly shared with the programmes of medicine, pharmacy, dentistry, computing, and basic sciences specific to radiology technology: such as radiographic physics and radiological anatomy, and the specialized technical practical such as techniques in conventional radiography, ultrasound, computerized tomography (CT Scan), magnetic resonance (MR) and nuclear imaging. The last three semesters constitute the stage of professional clerkship/apprenticeship in various radiographical disciplines, and other aspects relating to the management of radiology departments, nursing in radiology and professional conduct. Faculty laboratories include radiography room with a dark room annexed thereto, ultrasound machines, and medical physics laboratory. The faculty shares, with medicine and dentistry, the laboratories of anatomy, physiology, pathology, and microbiology. Students qualified with the bachelor degree of radiography and medical imaging sciences (B. RAD) pass through a track decreed by the Health Professions Council. They are temporarily registered as radiology and diagnostic imaging technologists. Graduates may pursue master's and doctoral degrees in the fields of radiologic sciences and technology to qualify for university teaching. They may work for the industry, or in other specialized fields of maintenance. The graduate may be interested in managerial, commercial, industrial or charity career, related to one of the various specialties in the medical imaging practice, research, diagnostic and therapeutic services in the rapidly expanding imaging technology.

4.5. Faculty of Physiotherapy

A bachelor-degree student logs 150 credit hours in eight semesters spread over four years. These contain inductions and basic requirements obligatory to the faculty, and integrated courses of basic science and physiotherapy skills. The final two semesters (seven and eight) are devoted to professional clinical clerkship/apprenticeship in physiotherapy institutions and society at large, as well as the courses of professional conduct and the legal aspects thereof. The program has a specialized laboratory and a gym facility, and shares with the Faculty of Medicine the use of the dissection room, the museum and other laboratories. Students qualified with the bachelor degree of physiotherapy (B. PT) pass through a track decreed by the Medical and Health Professions Council. They practice as physiotherapy technologists, and may pursue postgraduate studies in the sub-specialties of the profession, or obtain master's degree or PhD to qualify for university teaching staff, in colleges of physical therapy and rehabilitation. Diploma students study six semesters (three years) an equivalent of 80-90 credit hours, sharing with Bachelor-track students the two phases of university requirements and clerkship. The phase of theoretical study of basic therapeutic science is limited to two semesters

only. Students qualified with this Diploma pass through a track decreed by the Health Professions Council, and are accredited as physiotherapy technicians. Graduates, from the bachelor degree or diploma, may be interested in managerial, commercial, industrial, research or charity career, related to one of the various specialties in the physiotherapy and rehabilitation services, practice, ad research.

4.6. Faculty of Computing and Health Informatics

Students log 150 credit hours in eight semesters in four years, which are divided in three phases: the first (semesters 1 and 2) includes introductions to mathematics and computing, as well as university requirements. The second phase (Semesters 3 to 5) includes in-depth studies in computer science with introductions in the health disciplines; such as disease classifications, statistics and health information systems. Phase three (Semesters 7 and 8) includes practical residency or clerkship in health institutions in the aspects of software programming, administration, management, documentation, archiving, telemedicine, as well as the legal aspects related to the safekeeping of information and archiving. Students use computer laboratories, and share other laboratories in common with other similar programs. Students qualified with the bachelor degree of health informatics (B. HI) pass through a track decreed by the Health Professions Council, and are registered as technologists in computer and health informatics. Graduates may be interested in managerial, commercial, research, industrial or charity career, related to one of the various specialties in the information technology, data management and the emerging cyber or electronic government.

4.7. Faculty of Nursing and Midwifery

Students log 160 credit hours (BSc honors) spread over eight semesters in four years, which include university requirements, basic science in common with the programs of medicine, pharmacy, dentistry, computing, and the basic science specific to nursing such as pathophysiology, nutrition, and nursing information systems, and the clinical sciences shared with Faculty of Medicine. The special subjects include as nursing practice in medical specialties (internal medicine, surgery, paramedics emergency, intensive care, obstetrics, gynecology, pediatrics, psychiatric disorders and evidence-based nursing). Some nursing courses are shared with community health, such as nursing in the community, rehabilitation, health promotion and health education. In terms of the facilities the Faculty of Nursing shares with other disciplines the anatomy, physiology, histology, pathology, microbiology, and skills laboratories. Students qualified with the bachelor degree of nursing (B. NUR) pass through a track decreed by the Health Professions Council, and are registered as junior nurses, 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, in the other programmes of health professionals. Graduates may be interested in managerial, commercial, research, industrial or charity career, related to one of the various specialties in the nursing and midwifery practice and research.

4.8. Faculty of Medical Laboratory Sciences (MLS)

Students log 160 credit hours (BSc honors) spread over eight semesters in four years, which include national requirements, basic science shared in common with the faculties of medicine, pharmacy, dentistry, computing, basic science specific to laboratory science and technology such as analytical chemistry, genetics, sterilization, infection prevention, laboratory information systems, and the laboratory sciences of clinical chemistry, general and special examinations in bacteriology, virology, mycology, parasitology, hematology, immunology, histopathology, and graduation projects. In the third year, students specialize in one of the following: (1) microbiology, immunology, parasitology and medical entomology, (2) hematology, (3) clinical chemistry and (4) cytology and histopathology. In terms of facilities, the MLS shares with medical and dental faculties the laboratories of anatomy, physiology, histology, pathology, and microbiology. Students qualified with the bachelor degree of medical laboratory sciences (B. MLS) pass through a track decreed by the Health Professions Council, and are registered as technology specialists. They may pursue graduate studies to obtain master's degree or PhD in the field of medical laboratories to qualify for a university teaching job, in programs of health professionals. Graduates may be interested in managerial, research, commercial, industrial or charity career, related to one of the various specialties in the laboratory discipline and equipment and laboratory consumable manufacturing, management or trade.

4.9. Faculty of Administrative Sciences

(Business Administration, Marketing, Accounting and Finance and Management Information Systems)

Students take 120 credit hours (BA General) spread over eight semesters in four years, and is divided into two phases: the first stage (first four semesters) is common. The second phase is composed of semesters 5-8. Students specialize in one of the following fields: business administration, human resources, marketing, accounting and finance, and management information systems (MIS). Common subjects include Arabic and English languages, computer, mathematics, introductions to management, principles of macroeconomic, microeconomic and international economics, statistics, Sudanese studies, sociology, the principles of accounting, marketing, labour organizations and the law, management of production processes, and money and banking.

The **Business Administration** and human resources track include human resources management, organizational behaviour, organizational design, communication at work, and perspective into international business, strategic management, organizational psychology and graduation research.

The 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 graduation research.

Accounting and finance specialization includes foundations of financial accounting, intermediate

accounting, advanced accounting, cost accounting, accounting information systems, capital budget, taxes, theory and practice of auditing, and graduation research project.

The Management Information Systems' (MIS) track includes the concepts of information databases at work, and management of information sources, communication technology, software engineering, management information technology, practical procedures in utilization of management information, and graduation research.

Graduates of these disciplines, obtaining high grades, serve in all areas related to business administration, employment, and in all ministries, international and non-governmental organizations, banks, factories, and private sector companies-particularly self-employment in business. The graduate may be interested in managerial, commercial, industrial or charity career, related to one of the various sub specialties in each major discipline. Here, opportunities are unlimited for business-driven graduates who establish their own business. Other students may opt to obtain higher degrees and go into research or university teaching.

5. Local and International Recognition

The University is licensed by the Sudan Ministry of Higher Education and Scientific Research, and is listed among universities recognized by the World Health Organization (WHO), and has 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, General Medical Council of the UK, and the American accreditation council for medical colleges. The University is a member of the Association of Arab Universities, the Association of African Universities, and the International Association of Universities. It is a member of the Global University Network of Innovation. The University has won the Award for Best Regional University from the European Business Assembly for Successful Business, in Oxford, UK. The University has ties of academic and research cooperation with Arab, Asian and European universities. The University has a peer-reviewed research journal, the Sudan Medical Monitor, listed in the register of health periodicals of the World Health Organization, with an ISBN, and Website on the Internet as a free, open source, for full articles- recently published by Wolters Kluwer-Health, and Medknow.

For quality of management of academic programmes the NUSU (National College, then) has satisfied and certified the standards of ISO-9001-2008 requirements, and certified as the first and only higher education institution in the Sudan to obtain this certificate. Because the university new, changed name and reviewing webpage and list of international contacts there will be sometime until it finds its way in World Ranking lists.

6. University Location (see location in Google map)

The University occupies an area of about 30,000 sq. meters in plots 397, 398, 399, 400, 413, 401,

414 and 415, in Alraqi District, South of the showroom of the Daihatsu Company and the head office of the Qatar Charity Society. The site is distinct in terms of excellent construction, quality and elegance of facilities, and may not be matched by any other Sudanese educational institution in the splendor and durability; and, inside, there is the finest collection of furniture and scientific instruments. Contributing to the identification, characterization and styling of the components of the premises were international houses of expertise with proven leadership, mastery, and excellence. It is, therefore, one of the first institutions that attach to their strong core of rules and regulations honoring environmental setup, of which its teachers and staff should be proud of, and its students and their guardians to be fully satisfied and delighted.

7. The Students of NUSN

NUSU though located in Khartoum- Sudan, has students from other continents especially African and Arab students as well as other nationalities. Most of student are below 20 years of age, but some of them are mature- students. The majority of the students in these recent years are females. Some of the students may have minor or major physical disability. The students also have different believes. The constructors -especially new ones- met with this diversity of learners should take account of all these issues while teaching. They should particular consideration to those who need extra help. The policy of NUSU is that there is no discrimination between students on any grounds. The students who need extra help have the right to receive such help as a basic service not as a charity. NUSU would take serious steps against those who practice any sort of discrimination or fail to give appropriate consideration to the background of the students (pls. see NUSU Policies and Procedures of Non-Discrimination Values).

7. Academic Supervision

For each student we assign a supervising teacher, they get introduced to each other and even their families may join such relation, as much as possible. The supervisor is to help the student in choosing semester mandatory and optional courses, learning, research, examinations, professional conduct, solving social problems in coordination with the Dean of Student Affairs. Therefore, mentoring becomes a sustainable process of guidance and close overseeing that lead to remedying any defect in student academic achievement early on and to overcome the obstacles that confront students as well as to improve on the present level. Directives assume that a supervisor arranges a specific time each week, and, in addition to that, students should not hesitate to consult their supervisors anytime convenient, when necessary, and not miss seeing him for more than a month, even if for the purpose of greetings and courtesy. Academic supervisors assign office hours, and other times, waiting for students availing themselves to give guidance and offer consultations.

8. International Students

NUSU has students from over 20 nationalities. New students will find someone from their countries who speaks their language and advices 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 include: (1) assigning an officer from the Deanship of Students Affairs (Mrs. Maha Bashir) to deal with their queries and offer advice, (3) issuing acceptance letter from the President’s Office to facilitate the visa and arrival in Sudan, (4) ensuring that someone from their own countries is following up and arranging for their reception and accommodation, (5) issuing residence application from the Academic Office (Mr. Elsammani) to the office of External Relations in the Ministry of Higher Education to arrange for residence permit and re-entry stamps, (6) provide help in residence permits for their parents attending with (or visiting) them, (7) communicate with their embassies for assigning an officer from their sides to respond to their urgent needs and support. They are advised to communicate with staff members from the “Officials List” to solve their problems.

9. Excerpts :

Assessment and Academic Performance (see “Learning, Teaching and Assessment Policy (LTAP)” in the attached Documents “Year Plans” and “Academic Calendar Form ACF”) in posters.

9.1.Evaluation Basics

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 single course or a single semester 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). The assessment approach is to assign a certain percentage of the grade to be calculated out 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 all added for the final results.

The university pays special attention to the best performers and talented in academics, in addition to ideal behaviour and role modelling. In a fair and transparent manner the university helps outstanding students to receive awards, monetary assistance, reduction in tuition fees (see tuition fee regulations), assistance in attending courses abroad, or in the announcement of students’ excellence and achievement at national and international levels. As mentioned above, this applies if the student maintains a conduct record void of warnings and violations.

9.2. Deferral of Academic Year

Each student enrolled for semester 4 or subsequent semesters is entitled to apply for deferral (see Deferral Form), and to obtain it, if they have justification that the academic regulations permit. Deferral

rals may not to exceed a period of four semesters successive or separate, with such deferral renewed each semester. They have to complete the procedures of cancelling deferrals as they desire, when reasons calling for deferral are no longer there.

9.3. Resignation, Dismissal and Suspension of Study

Registered students can voluntarily withdraw from study with the consent of the administration of the faculty concerned and the university (see Resignation Form). University may dismiss a student (compulsory withdrawal) for academic failure, absence without excuse for two semesters (Academic Regulations), or behavioral default (Code of Conduct & Activity). Students can voluntarily resign, to apply later for the resumption of study with the consent of the University, if they have been studying successfully for more than two semesters and absent themselves from class for less than two semesters. Penalties stipulated in the "Academic Regulations" and "Code of Activity and Conduct" include suspension of study for longer or shorter 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.

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

Academically dismissed students can apply for examinations as External Student, more than once, if they meet the academic requirements for that according to the regulation, and with the approval of the Academic Board, and payment of what the fees determined (see Tuition Fee Regulations).

Regulations in the Faculty of Medicine allow for transfer of academic records of different courses with a number of other universities e.g. El Jazeera, National Ribatt, El Zaeem El Azhari, and Africa Internationa,l so that students can sit for the examinations of the courses that they miss or do not pass at any of these universities. The results they get are accredited. Students from these universities can attend the National University courses or sit for exams, with the consent of the deans in the institutions concerned.

10. 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 & Scientific Research. The University complies with the Act and the Resolutions of the National Council for Higher Education, 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 (National University Charter), the University Council is responsible for the administrative and financial planning, final approval of programmes and ensuring that administrative conduct conforms with 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 output 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 at all levels. The Dean of each faculty oversees both the implementation of administrative and academic components, the latter being subject to the directives and resolutions of the Academic Council of the Faculty, which is responsible for the technical aspects of the academic process, the initial approval of the students' results and the requirements of standards. The result of this overlapping network of collective management leads to improved performance, and provides the requirements of verification, and re-check, of all steps and procedures with the intent of attaining justice and perfection.

The Dean represents the academic and administrative authority within the faculty. He/she heads the staff meetings, coordinates with other faculties in common courses and other university requirements, and addresses conflicts and contradictions that may be faced during the implementation of the teaching plans. Weekly and monthly meetings are arranged in each faculty to provide prompt resolution to emerging problems. Each course has a committee of teachers (plus one student) that plans the timetable, assigns premises, oversees the implementation, organizes assessment and evaluates the course. The Course Committee is headed by one main Course Coordinator. Evaluation aims at matching what was meant to happen and what actually happened during the implementation. This may require corrective and preventive actions and/or immediate remedy for emerging issues. Educational courses for staff and students are organized by the Centre for Professional Development, which responds to training needs of staff members to improve curriculum design, instruction and assessment.

11. Services and University Hospital

These include the following: (1) student affairs deanship to take care of student activity, (2) textbooks and reference, (3) photocopy and photography services, (4) laboratory coats (5) transportation to places of training, (6) Internet and e-mail services, (7) cafeteria, (8) a basketball/volleyball court, (9) a football ground, (10) Bodybuilding gym and physiotherapy hall (under construction), (11) female students restroom, (12) cabinets to keep personal effects, (13) clinic for simple, emergency cases, and (14) a 48-chair dental clinic, free for students and residents of the surrounding regions, (15) an ambulance for situations that require urgent transport to hospitals, (16) sport, cultural and artistic activity contests, (17) community service.

Construction is completed in the university teaching hospital, with a capacity of 300 beds, and will be opened soon. Thus the University becomes the first private national higher-education institution, to have its own hospital, and the first institution whose medical classes neighbor its healthcare services. Sudanese citizens shall find in this hospital high-level services and controlled systems.

12. Code of Activity and Conduct

The National University addresses the details of students' behavior. Any student joining NUSU should read the regulations many times to understand the meaning and message and remain safe from penalties for errors of commission or omission. The regulations emphasize respect for national

laws within and outside the University, and all restrictions stated by any institution or organization. Students should adopt civilized attitude and responsibility towards their teachers, colleagues, employees and contractors within the University. They should not appear unpolished or arrogant, irrespective of their social background, respond 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 (those who postpone assignments) and those who propagate disrespect for rules and systems. They should care for their own safety, safety of the others and the institution. They should take care of their belongings and guard against losing them. Although CCTV arrangements are covering most of the facility, yet utmost care is needed. Students should deal with rubbish properly, and not take any food or drink in the teaching premises, refrain from cigarette smoking and all types of tobacco and any substance 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 overwhelming 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.

13. Political Activity and the Like :

The NUSU founders chose the particular name 'National University' because they intended it to be a cradle of knowledge and research, where people do not exhibit hatred and where no tribal, political, and regional affiliations lead to difference and animosity. Accordingly, the NUSU respects the freedom of political affiliation of students and employees, without allowing the exercise of political activity, and prohibits any activity that would prevent a single student from studying for one minute of their entire time (see Code of Activity and Conduct). Political activity within the university is prohibited, in accordance with the following guidelines:

1. 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.
2. 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.

3. The university considers political parties' intervention in universities by proxy is exploitation of innocence, abusing impulsive youth, making them deviate from focusing on learning needs and would stand firm to prevent that.

University administration - or others upon its consent - 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 organized according to research and heuristics methods, and the politeness and culture of accepting differences.

The university is convinced that an undergraduate student enrolled 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 its commitment to achieving this noble goal, and 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 it does not allow such distractors to negatively impact its educational programmes and philosophy.

Conclusion :

Our sincere congratulations go to, wishing you find guidance to succeed. You will find that the National University's environment is better than you expected, and likewise its programmes, and you will find from officials of the University every assistance and keenness on your comfort, So you all assist each other to overcome the difficult beginnings and obstacles. We do apologize for the noise of construction activities going on this year.

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 questions 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 than 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 checkup and subsidized investigations, and shall have to bear expenses of such checkup at specified centers 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 checkup, 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 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 Exams & 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 excelling 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 entitled 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 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 programs 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.
- 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 Theft of Intellectual Property

- 12.1. Cases of fraud and theft of intellectual property 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 investigators 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.
- 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.

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 and up to 30	F	zero (re-sit exam)
Less than 30 to zero	FF	zero (re-do the course)

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)

- 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 they 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 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, 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, and may repeat any other year one time after fully paying tuition fee, 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, they shall have to pay the fee in full, at the new rate applied to the first year student .
- 15.16. A student who fails with 'FF' grades in any course shall have to repeat the course or re-sit the exam. Students with FF* or I* may register for a substitute course re-scheduled during a recess or Summer vacation, under the supervision of the Deans and teachers who so desire, and for a fee to be determined in a timely manner, 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.
- 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 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	General evaluation
	Diploma & Bachelor	Bachelor of Honor
3:50 points and above	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. 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.

- 17.7. 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 transferring 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 semesters; 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 program, 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) Examination Committee

1.1. 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.

(Signed)

President of NUSU, Chairman of the Academic Council

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:

Interpretation :

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 programs, which lead to the amendment in said programs 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 programs, 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 wrinkles, '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 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.

Article (3) Academic Conduct :

- 3.1. Students must persevere to attend the lessons and practical sessions, 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.

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 nuisance such as the use loudspeakers inside or around the University;
 - 5.1.3. Abuse and defamation of University 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.
 - 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.

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 not 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, Principal, Secretary of Academic Affairs, or Deans) in connection to a single violation of the provisions of Article 5.

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

- 7.4.7. Defending themselves before the Disciplinary panel, the accused student may enlist the help of one of their teachers, a student or their guardian.
- 7.5. 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 (Student`s Appeal) :

- 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.
- 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 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 :

Interpretation

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

University	National University- Sudan.
Charter	The National University Charter
University Council	The Council of the National University formed according to Article 8 (1) of the Charter.
President Vice-President	The Chief Executive Officer 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 credentials 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 intended to refer to male and female students.

University	National University- Sudan.
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.

Article (2) Terms of Tuition Fee Determination :

- 2.1 Tuition and registration fees are issued for each academic year by a resolution from the University Council, upon a recommendation from the Academic Council ..
- 2.2 Tuition 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 (see Para15-16 of Academic Regulations), or in accordance with punitive measures for stipulated violations (see Code of Activity and Conduct).
- 2.3 The approval of the University Council shall be required, upon the recommendation of the Committee on Scholarship and Fees, for any increase or reduction of fees not mentioned or detailed 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.

Article (4) Fee Recovery :

- 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 registration period announced, without University incurring bank transfer charges.
- 4-2 50% of the fees 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 80% of such shall be deducted if a full month has elapsed from the date of registration. No part of fees is reclaimed later than one month.
- 4-3 Students registered on the basis of acceptance of post-dated checks or a fixed-term pledge shall have their register canceled and files closed once said check 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

- 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.
- 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) upon presenting a certificate of such, and sitting for a test determined by the University. Such reduction shall apply from the second year and 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 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.
- 5-7 Outstanding students, receiving a cumulative average of about 3.5 or better, 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 exemption from payment of tuition fee for the next semesters. This shall be done through a resolution to this effect issued by the Board of Trustees upon the recommendation of the Academic Council, with a pledge by applicant to pay the remainder of the fees, all at once, in the first semester.
- 5-8 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.
- 5-9 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 Fees

- 6-1 a committee on fees shall be formed under the chairmanship of President and the membership of Principal, one of the Deans of faculties, the Dean of Student Affairs, the Secretary of Academic Affairs and the Financial Controller; to consider any aspects not addressed by the Regulations and take decisions in the light of what the Regulations' provisions may allow or to present recommendations thereupon through the University Board to the Board of Trustees.

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.
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.
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:

1. Conduct themselves in appropriate manner, in both attitude and. dress.
2. Seek guidance and support when needed, by contacting: student welfare office, registration office, academic adviser or dean office.
3. Learn how to study effectively.
4. Attend at least 80% of each taught course.
5. Submit requested course work on time.

6. Participate in class activities
7. Learn to be an independent learner
8. Acquire the skills of critical thinking, reasoning, problem solving and team work.
9. Make use of the learning opportunities provided by university.
10. Use learning resources within university appropriately.
11. Maintain good academic integrity in their work
12. . 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 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.

Enrollment Form

National University Enrollment Form

Enrollment Form No.: (for official use)

Admission Form No. (for official use)

(Student name:) as per admission form

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Student Tel :

Date of birth (D/M/Y)

Faculty

Med Pharm Dent Physiother Rad Heath IT Lab Nur Management

Family Permanent Residence

Parent 's Postal Address, Telephone and e-mail :

Address & Telephone # of next -of-kin (in Khartoum):

Tuition Fee paid (in SDG/USD)

Sum in words:

Receipt/deposit No.:

for University Administration 's use only

Medical Checkup Result: fit..... unfit.....

Personal Interview Outcome : admitted to be enrolled..... rejected, application form to be returned to admission office.....

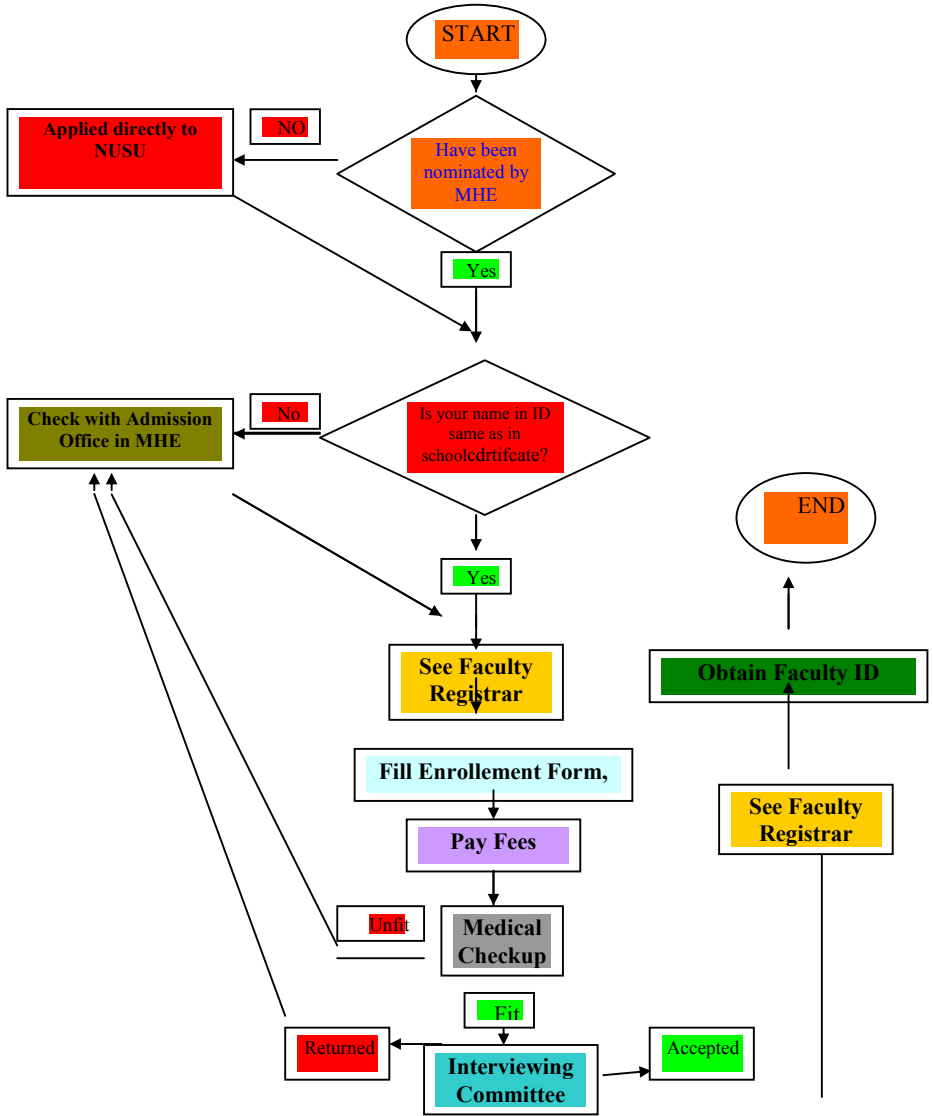
Registrar 's name:

Registrar 's signature and stamp :

Date:

NB: In case of direct admission, student 's enrollment is to be accepted only after approval of his/her admission by the General Directorate of Admissions in the Ministry of Higher Education.

Registration Procedure Flowchart



“Deferral/Deferral Cancellation/Withdrawal” Form

Student Enrollment No.: *(for official use)*

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Admission Form No.: *(for official use)*

Student name: *(as per admission form):*

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Telephone number:

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Date of birth: DD/MM/YY: / /

Faculty [tick where appropriate]

	Medicine	Pharmacy	Physiotherapy (Bachelor)	Physiotherapy (Diploma)	Computer and Health Informatics	
Faculty of:	Dentistry	Radiology & Medical Imagery (Bachelor)	Medical Laboratory Science (Bachelor)	Nursing & Midwifery (Bachelor)	Administrative Science (Bachelor)	

Semester [circle where appropriate] 1 2 3 4 5 6 7 8 9 10

I request a: Deferral Deferral Cancellation Withdrawal Student's Signature:

Explain circumstances *(if possible)*:

.....

.....

Academic Supervisor's:

I met with the student and discussed with him/her request and therefore I Approve Disapprove the request.

Name & signature of academic supervisor:.....

Faculty Registrar's :

Are there any obligations on student preventing approval of request? Yes No

Registrar's name : Signature

Dean Faculty's of: Approves Disapproves SignatureSeal:

Secretary of Academic Affairs: Approves Disapproves:

Signature:Date: .../ / .. Seal: .

NATIONAL UNIVERSITY

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