

National University-Sudan
Faculty of Graduate Studies Scientific Research



General Regulations of Graduate Studies
2020

*National University-Sudan
Faculty of Graduate Studies and Scientific Research
General Regulations of Graduate Studies*

Chapter One

Preliminary Provisions

Pursuant to the provisions of Article 12 (1) of the Law of the National University (2015), the Scientific Council has issued, in its meeting () on (), the following regulations:

1. Name and Date

The General Regulations for Graduate Studies; National University-Sudan for the year 2020 and shall be effective at the day of its approval by the Scientific Council

2. Revocation and Exemption

The General Regulations of Graduate Studies for the year 2018 shall be revoked provided that all decisions issued under its provisions remain in effect until amended or revoked

3. Scope of the Regulations

The General Regulations for Graduate Studies, National University-Sudan 2020 shall apply to all graduate Programmes offered by the University

4. Definitions

In these regulations, unless the context requires, the words and terms whenever mentioned shall have the meanings respectively assigned to them:

Ministry: The Ministry of Higher Education and Scientific Research

Administration: Administration of Admission, Evaluation and Authentication of Certificates

University: The National University-Sudan

Law: The Law of the National University-Sudan for the year 2015

Scientific Council: The Scientific Council of the National University-Sudan constituted in accordance with Article 11 of the Law

University President: The President of the University appointed in accordance with Article 17 of the Law

Faculty: The Faculty of Graduate Studies and Scientific Research of the University

Faculty Council: The Council of the Faculty of Graduate Studies and Scientific Research at the University

Dean: The Dean Faculty of Graduate Studies and Scientific Research of the University, appointed in accordance with Article 27 of the Law

Concerned Faculty: Any Faculty offering Graduate Programmes at the University

Concerned Institute: Any Institute offering Graduate Programmes at the University

Department Council: The board of any Department in any Concerned Faculty or Institute

Graduate Programmes Committee: The committee responsible for the graduate studies at the Concerned Faculty or Institute

Programme Committee: The committee of a Concerned Faculty or Institute responsible for a specific Graduate Programme

Registrar: The registrar of the Faculty of Graduate Studies and Scientific Research

Staff: The professors, associate professors and assistant professors

Student: Any candidate registered in the Faculty for a graduate degree

Programme: Graduate Programme approved in compliance with the Ministry Regulations (2019) for organization of graduate studies in Higher Education and Scientific Research Institutions

B.Sc. (General): The first university degree offered by a university or a college after successfully completing 4 years or the set credit hours of study

B.Sc. (Honors): The first university degree offered by a university or a college after successfully completing 5 years or the set credit hours of study

Transfer Programmes: Programmes which are not in the same specialization of the first university degree of the student

Semester: Time range (15-18 weeks) allotted for teaching and examinations of a course

Course: The content of any graduate course having a code, a name and assigned credit hours, offered by the University and approved by Ministry

Semester Works: The field works, tests, home works, panel discussions and the alike, conducted during teaching a particular course

Credit Hour: The standard time unit required for teaching a specific course (One credit hour equals: one contact hour/week teaching, two-three contact hours/week laboratory studies, exercises or panel discussions, or two contact hours/week field works)

Coordinator: The staff member appointed to oversee the Graduate Programmes and to coordinate between the Faculty and the Concerned Faculty or Institute

Thesis: The compiled document submitted for fulfillment of the requirements of the degree registered for

Dissertation: The compiled document submitted for partial fulfillment of the degree registered for

Degree: The certificate awarded by the Scientific Council

Chapter Two

5. Objectives of Graduate Studies

- a. Enrich knowledge in various disciplines via specialized studies to attain scientific additions and innovative applications*
- b. Qualify scientific and professional staff to produce knowledge*
- c. Cope with advances in science and technology and encourage innovations*
- d. Develop the scientific research to care for societal issues*
- e. Improve the Graduate Programmes*
- f. Coordinate the graduate studies with local and foreign scientific institutes*

Chapter Three

6. Establishment and Composition of the Faculty Council

- a. Establish Council named "The Council of Graduate Studies" to oversee and take decisions on all concerns of Graduate Studies of the University*
- b. Composition of the Faculty Council:*
 - b.1 Dean: President*
 - b.2 Deputy Dean: Vice President*
 - b.3 Secretary of Scientific Affairs: Member*

- b.4 Deans of the Concerned Faculties and Directors of the Concerned Institutes: Members*
- b.5 Coordinators of Graduate Programmes (assistant professors at least) in the Concerned Faculties and Institutes: Members*
- b.6 Three staff members from the University in the rank of associate professors, at least, appointed by the University President for 4 years: Members*
- b.7 Two experienced professors from outside the University, selected by the Council and appointed by the University President for 4 years: Members*
- b.8 Faculty Registrar: Reporter*
- c. Duration of the Council: Four years*
- d. Meetings of the Council:*
 - d.1 The Council convenes, at least, twice a year and can hold extra meetings if need be, on call from the Council President or on a request from two-thirds of the council members*
 - d.2 Meetings of the Council be quorum on presence of more than 50% of its members*
 - d.3 The Dean Faculty heads the meetings of the Faculty Council and in case of his/her absence the Faculty Deputy Dean heads the meeting*
 - d.4 Decisions of the Faculty Council are endorsed based on the majority votes of the deliberative members and if votes are equal the Dean has a casting vote*
- e. Duties of the Faculty Council*
 - e.1 Propose general policies for Graduate Studies and Scientific Research of the University*
 - e.2 Approve regulations for the Programmes provided by the Concerned Faculties and Institutes*
 - e.3 Organize admission of Graduate Students at the University*
 - e.4 Approve the reports of the Concerned Faculties and Institutes; recommendations of scientific conferences and the annual report of the Dean*
 - e.5 Follow-up the implementation of the plans of Graduate Studies and Scientific Research of the University*
 - e.6 Establish local and international partnerships with the relevant public and private institutions*
 - e.7 Approve the rules of admission to Graduate Studies in compliance with the Regulations of Graduate Studies in Higher Education Institutions for the year 2019*
 - e.8 Recommend to the Scientific Council to approve or amend the Graduate Programmes*
 - e.9 Discuss the examiners reports*
 - e.10 Recommend to the Scientific Council to award Graduate Degrees*
 - e.11 Recommend to the Scientific Council, based on recommendations of the Concerned Faculties or Institutes, to approve names of the study Programmes*
 - e.12 Approve supervision committees*
 - e.13 Approve committees for assessment of Theses and Dissertations*
 - e.14 Provide general guidelines and regulations for preparation of Theses and Dissertations*
 - e.15 Form committees from within or from outside the University, to regularly assess the Graduate Programmes*
 - e.17 Consider any matter referred to it by the Scientific Council, or by the President*

Chapter Four

7. Procedures of Approval and Amendments of Graduate Programmes

- a. The Concerned Faculty or Institute submits to the Faculty Council, a detailed document of the proposed Programme including:*

a1. Objectives of the Programme

A2. Reasons of submission or amendment of the Programme

A3. Available physical and human resources (Attach staff CVs)

b. The Faculty Council assesses the proposed Programme reference the available facilities (physical and human resources) in connection with the ongoing Programmes to avoid duplication

c. Amendments of the Programme limited to its requirements and admission conditions, with the exception of the ones mentioned in Chapter Six, be made by the Faculty Council

d. The Faculty Council submits the approved proposed Programme to the concerned committee of the National Council Higher Education

8. Joint Programmes

a. Concerned Faculties and Institutes can deliver joint Graduate Programmes between two or more departments or two or more faculties according the regulations set by the Scientific Council based on recommendation from the Faculty Council

b. The University can deliver, according to agreements with other accredited local and foreign institutions, joint Graduate Programmes leading to joint degrees

Chapter Five

9. Scientific Degrees

a. Postgraduate Diploma

b. Master by:

b.1 Course

b.2 Course and Complimentary Research

b.3 Research

c. Doctorate by:

c.1 Course and Research

c.2 Research

Chapter Six

10. Admission Requirements of:

a. Postgraduate Diploma

a.1 Hold Bachelor degree (General) with grade Good at least

a.2 Hold Bachelor degree (General) with grade Pass plus studying a number of courses during one or two semesters

b. Master (M.Sc.) Hold:

b.1 Bachelor (Honors) with grade Good (Second Class) at least

b.2 Bachelor (Honors) with grade Pass (Third Class) plus studying a number of qualifying courses during one or two semesters

b.3 Bachelor (General) with grade Good (Second Class) at least plus a Postgraduate Diploma or passing one year qualifying with grade good

b.4 Bachelor (General) with grade Pass (Third Class) plus a Postgraduate Diploma

c. Doctorate (Ph.D.)

c.1 Hold Master degree in the concerned specialization

d. Additional Admission Requirements for Master and Doctorate Degrees

d.1 A student can be admitted for studying for Master or Doctorate degrees in an area related to his/her specialization based on a recommendation from the Programme Committee of the Concerned Faculty or Institute and endorsement of the Faculty

d.2 A student is not allowed to register for more than one Graduate Programme at same time

d.3 Upgrading of registration of a student from M.Sc. to Ph.D. is not allowed

d.4 A Department can condition the admission of a student for M.Sc. and Ph.D. by studying a number of complementary courses for period not exceeding three semesters provided that:

d.4.1 The student passes the complementary courses with a general grade good at least

d.4.2 The period of passing the complementary qualifying courses should not be counted part of the period assigned for the degree

11. Admission Requirements for Transfer Programmes

a. Postgraduate Diploma

a.1. Hold Bachelor (General or Honors) with grade Good at least

a.2 Hold Bachelor (General or Honors) with grade Pass plus, at least, three years working experience after graduation

b. Masters

b.1 Hold a Bachelor plus Postgraduate Diploma in the same specialization of the concerned Transfer Programme

b.2 Hold a Bachelor (Honors) with grade Good, at least, in field of the Transfer Programme

b.3 Hold Bachelor (Honors) with grade Pass, at least, plus a Postgraduate Diploma in the same field of the Transfer Programme

c. Master of a Transfer Programme does not qualify a student not specialized in the same field of the Transfer Programme for registration for a Ph.D. by research

12. Admission Conditions for a Student Resident Abroad

a. The Faculty Council, based on a recommendation from the Programme Committee of the Concerned Faculty or Institute, can allow the admission of a Student resident abroad for preparing part of his/her research in an accredited Institution or a University according to the following conditions:

a.1 Provide an authenticated acceptance from the institute where the research will be run

a.2 The Faculty names an external supervisor for the Student from the institute where the research will be run and an internal supervisor from the University

a.3 The external supervisor submits to the Faculty, periodical reports on the performance of the student

a.4 The student must abide by a residence in the University of 6 months for the M.Sc. and 12 months for the Ph.D.

a.5 All examinations should be run in the University

b. The Faculty Council can add, based on a recommendation from a Concerned Faculty or Institute and endorsement of the Scientific Council, extra conditions for registration of a Student resident abroad

13. University Identity Number

- a. The Administration assigns a University Identity Number for each Student satisfying the admission conditions of the degree*
- b. Student must not be admitted to a Graduate Programme in the University before being assigned a University Identity Number*

Chapter Seven

14. Mode of Study

a. Postgraduate Diploma

a.1 By course, field; applied and laboratory works as follows:

a.1.1 Period of Study: 1-2 years (2-4 semesters)

a.1.2 Number of credit hours: 20-30

a.1.2 The mode of study can include a research paper equivalent to one course of 3 credit hours

b. Master

b.1 By Course only:

b.1.1 Period of Study: 3-6 semesters comprising 30-40 credit hours which can include a research paper equivalent to one course of 3 credit hours

b.2 By Course and Complementary Research

b.2.1 Period of Study: 30-42 credit hours of which 6 credit hours for the complementary research

b.3 By Research only:

b.3.1 The Student should pass an examination in two papers; one general and one in his/her specialization prior to submitting the Dissertation for discussion

b.3.2 Period of Study: 18-36 months

c. Doctorate

c.1 By Course and Research:

c.1.1 Period of study: 50-60 credit hours including the research

c.1.2 The academic year is divided in two semesters, 15 weeks each including the period of registration and examination

c.2 By Research only:

c.2.1 Period of study: 2-5 years (24-60 months)

c.2.2 The Student should pass an examination in two papers, one general and one in his/her specialization prior to submitting the Thesis for discussion

15. Transfer of Student

a. Admission of a student transferred from any other university is not allowed

b. Regulations organize the transfer of a student from one specialization to another within the University

c. The University addresses the Administration to amend the records of the student transferred from one specialization to another within the University

Chapter Eight

16. Supervision of Theses and Dissertations

- a. The Faculty, based on a recommendation from the Graduate Studies Committee of the Concerned Faculty or Institute, shall appoint a supervisor for each Student registered for a degree by research or by course and complementary research, before the Student starts the research
- b. Supervisors of Theses must be professors or associates professors' staff members holding Ph.D. or holders of equivalent accredited professional degrees
- c. An assistant professor who spent two years minimum in the rank and has, at least, two papers published in peer reviewed scientific journals, can supervise Master theses
- d. Co-supervisors can be appointed from within the University or from other academic or research institutions
- e. The Faculty Council, upon a recommendation from the Graduate Studies Committee of the Concerned Faculty or Institute, may appoint caliper experienced staff members as supervisors from outside the University besides a co-supervisor from within the University
- f. One staff member supervises at a time a maximum of:
 - f.1 Ten Students from Higher Education Institutions registered for studying by research in the field of the applied sciences
 - f.2 Fifteen Students from Higher Education Institutions registered for studying by research in the field of the social sciences
 - f.3 Fifteen Students from Higher Education Institutions registered for studying by complimentary research in the field of the applied sciences
 - f.4 Ten Students from Higher Education Institutions registered for studying by complimentary research in the field of the social sciences
 - f.5 For purpose of calculation of the supervision load, one by research Student equals two Students by complimentary research

17. Procedures of Application and Registration

- a. The Concerned Faculty or Institute announces the admission requirements and the period for application
- b. The Student submits the application form of the targeted Programme in the specified time
- c. The Student attaches the required original certificates authenticated from the Ministry
- d. The Student attaches a copy of a certified identity document; national number for Sudanese, passport for non Sudanese; and recent colored passport size photos
- e. The Student obtains the University Number from the Administration
- f. The Student settles the tuition fees in the specified time

18. Study Progression

- a. Regular Involvement in Study by Research only:
 - a.1 Student registered for Master by research must be regular in following his/her studies and conducting the research in specified place and time and should abide by the directives of the supervisor
 - a.2 In exceptional cases, based on a recommendation of the supervisor and the Concerned Faculty or Institute, the Faculty assigns an extension of the study period, one year for Master and two years maximum for Doctorate. In such case an extension request should be submitted three months, at least, before the elapse of the period specified for the study

- a.3 *The Student should settle the tuition fees specified by the Concerned Faculty or Institute*
- a.4 *The Student must be in continuous contact with the supervisor*
- a.5 *The supervisor submits to the Faculty; a report every 6 months on the progress of the study of the Student*
- a.6 *The Student can modify or change the subject of the research within 9 months from registration for Master and 12 months for Doctorate degrees, based on the approval of the supervisor, the Department Council and the Committee of Graduate Studies in the Concerned Faculty or Institute*
- a.7 *The Student is allowed to change the title of his/her thesis, based on approval of the supervisor, the Department Council and the Committee of Graduate Studies in the Concerned Faculty or Institute, 6 months for Master and 12 months for Doctorate before submitting the Thesis for assessment*
- b. *Regular Involvement in Studies by Course or by Course and Dissertations*
 - b.1 *A Student registered for a degree comprising courses, must attend in time and place, at least 80% of the academic activities*
 - b.2 *In some Master Programmes, the Student may be awarded a Postgraduate Diploma if failed to attain the minimum requirements of the Programme and the Degree*
 - b.3 *In by course and complementary research Programmes the Student should submit a research proposal to the Department Council for assessment within one month from the announcement of the examinations results of the courses and the appointment of the supervisor. The research proposal submitted thereafter to the Committee of the Graduate Programmes in the Concerned Faculty or Institute for approval*
 - b.4 *The Faculty retains a copy of the approved research proposal*
 - b.5 *The Thesis assessment should be held after passing the written examinations the courses*

19. Cancellation of Registration

- a. *When reports of the Programme Coordinator or the supervisor, confirmed thereafter by the Concerned Department and the Programme Committee, indicate that a Student is irregular in pursuing the study*
- b. *The Student submitted a request for withdrawal from the concerned Programme*
- c. *The student is registered in another Programme in the University or in any other university or a college during the period specified for the study*
- d. *The Student is dismissed from the University for academic or behavioral reasons*

20. Re-registration

- a. *If the Student exceeded the specified period for the study or the research*
- b. *If the Student is subjected to coercive conditions during the study. In such case the Student must submit supporting documents together with the approval of the supervisor and/or the Coordinator, the Concerned Department and the Concerned Programme Committee. The absence of the student will be considered as suspension of study*
- c. *The re-registration period shall be one year for Master and two years for Doctorate*
- d. *The Student should settle the current re-registration and study fees for each year*

21. Suspension of Study

- a. In special cases, the study of the Student may be suspended for a period not exceeding two years*
- b. The period of suspension of the study shall not be counted part of the time specified for accomplishing the requirements of the degree*
- c. The Student submits a request to resume the study and pay the current fees for the academic year in question*

22. Theses and Dissertations

- a. The applicant must submit an ethical clearance certificate issued by the Ethical Committee of the University and if need be a consent certificate from the institution hosting the research*
- b. In Programmes by research only, the student must submit, at the end of the study, a thesis:
 - b.1 Written either in Arabic or in English. In special cases, the Faculty may allow the Student, at registration time, to write the thesis in another language*
 - b.2 In the case of Master degrees, all the work of the Thesis must be done after the registration of the Student for the degree*
 - b.3 The outcomes of the Master Thesis should be an addition to knowledge and scientific development. The Thesis clearly demonstrates the student abilities to analyze and interpret*
 - b.4 The Doctorate Thesis should reflect the Student vision in the results obtained and contribution to knowledge and scientific development in the concerned field of study**
- c. In Programmes by course and dissertations the student submits, at the end of the study, a Dissertation showing the acquaintance of the Student in scientific research methodologies and linking the research objectives with the results of the study*

23. Procedures and Conditions for Submission of Theses and Dissertations

- a. The Student should abide by the guidelines, approved by the Faculty, for submission of Theses and Dissertations*
- b. The Student provides an electronic copy and six paper-bound copies of the Thesis or the Dissertation.*
- c. The Student should mention in publications from his/her Thesis or Dissertation that the Thesis or Dissertation has been prepared and submitted to the University to obtain a degree. In case of no abidance, the University takes an action to preserve its rights*
- d. The Concerned Faculty or Institute conducts tests to ensure that Theses and Dissertations are plagiarism free and send three bound paper copies to the examiners to write reports on. Where, the Student proven plagiarized the relevant regulations be applied*
- e. The Concerned Faculty or Institute shall keep a copy of the rejected Thesis or Dissertation; or from Thesis or Dissertation deferred for completion and return the remaining copies to the Student*

Chapter Nine

24. Assessment of Dissertations and Theses

- a. The supervisor submits the examination form for approval of the examiners*
- b. The Programme Committee shall approve two internal examiners from the University and one external from outside the University*
- c. The external examiner, chairing the assessment committee, must be a professor or associate professor in the field of the research conducted*

- d. *Apply same criteria for appointment of supervisors and for approval of the examination committees*
- e. *Either the supervisor or the co-supervisor, but not both, can be approved as an internal examiner*
- f. *Each examiner submits to the Faculty, according to the assessment form, a detailed confidential report within four weeks after receiving the Theses/Dissertation to indicate its suitability for discussion*
- g. *The Student must be in time and place for running the examination according to the directives of the approved examination committee. Providing drinks, foods or any kind of celebration is not allowed before, during and after the Theses or Dissertations oral examinations*
- h. *The student should not communicate, directly or indirectly, on the Thesis or Dissertation, with the internal or external examiner after being approved by the Faculty to evaluate the Thesis or the Dissertation.*
- i. *The examination will be held in the presence of all examiners. If need be communication with the external examiner can be through the available media or rely on a report from him/her if not able to attend the viva*
- j. *The viva shall be run within 1-2 months after the approval of the examiners by the Faculty*
- k. *The viva shall be run during the period stipulated in Item 24.f. The Faculty has the right to nominate another examiner if one of the approved examiners did not submit his/her report within the time limit*
- l. *The viva will be held in time and place within the University campus. If need be the viva may be run, on approval of the Faculty, outside the University*
- m. *The viva committee decision is based on the vote of two-thirds of its members including the external examiner*
- n. *The examination committee shall submit, using a form, to the Concerned Faculty or Institute a joint report signed by its all members immediately after the viva including either of the following recommendations:*
 - n.1 *Accept the Thesis/Dissertation and award the degree*
 - n.2 *Accept the Thesis/Dissertation with corrections and amendments to be seen by one member of the examination committee to make sure that what required is done*
 - n.3 *Accept the Thesis/Dissertation and award a lower degree if available*
 - n.4 *Reexamine the Thesis/Dissertation after major amendment*
 - n.5 *Reject the Thesis/Dissertation*
- o. *The Student shall make, within time limit, the corrections and/or the amendments made by the examination committee*
- p. *The Student must prepare the Thesis or the Dissertation within the specified period. In case of no abidance the student is considered failure and will be barred from the Degree*

25. Examinations Rules: General Procedures and Conditions

- a. *Examinations of Postgraduate Diploma, M.Sc. and Ph.D. are run within the University, and assessed according to the set regulations*
- b. *The written and practical examinations are run according to the requirements of the concerned Programme*
- c. *The Confidentiality of examinations must be secured through all stages*

- d. *The examiner is the conductor of the course. The Faculty may appoint a co-examiner whenever necessary*
- e. *The Faculty, on a recommendation from the Programme Committee of the Concerned Faculty or Institute, may appoint an external examiner for each Programme for a period not exceeding three years. The appointed external examiner should be from outside the University provided that not to be a staff member or a member in councils of Faculties or the University*
- f. *The external examiner submits a report on the examinations and the performance of the Student*
- g. *Student missing 20% or more of study time of any course with or without excuse must repeat the course*
- h. *Student completed a course but was unable to sit for its examination for acceptable reason shall be allowed a substitute examination*
- i. *Medical reports are not accepted unless approved by the Medical and Health Services Department of the University. The medical report should be submitted to the Programme Coordinator, within the seven days following the date of the examination. Medical reports are not accepted if a Student sat for the examination*
- j. *Student submitted a medical report is not allowed to sit for the examinations during the period covered by the medical report and if sat the results will be canceled*
- k. *In case of variations between examiners in the assessment of the results of the Student, in any course the, the opinion of the external examiner overrules*
- l. *Examinations results shall be discussed in a meeting of the Programme Committee of the Concerned Faculty or Institute and then be submitted to the Faculty Council*
- m. *All examinations should be held within the University campus. If need be, the examinations can be held outside the University*
- n. *The pass mark for any course is 60% and Student must succeed in both theoretical and the practical components of each course separately*
- o. *A student missing an examination without acceptable reasons will be assigned failure in the concerned course (s)*
- p. *Student has the right to:*
 - o.1 Sit for supplementary examinations in no more than 1/3 of the number of courses*
 - o.2 Re-sit for the examination in all courses if failed in more than 1/3 to 1/2 of the number of courses*
- q. *Student failing in more than 50% of the courses will be discontinued*
- r. *Student failing a supplementary examination shall be discontinued*
- s. *Supplementary examinations convene after the final examinations of each semester*
- t. *Student shall be assigned the grade attained in the supplementary examination provided that cGPA applied*
- u. *Student passing a supplementary examination but attaining a cGPA less than good shall be discontinued*
- v. *Student passing all examinations with grade pass can be assigned a lower degree if available*
- v. *Results of the written examinations are approved by Faculty Council, upon a recommendation from the Programme Committee, of the Concerned Faculty or Institute*
- w. *Each Concerned Faculty or Institute may issue special examinations regulations for its Programmes, not contradicting with the General Examinations Regulations of the Graduate Studies based on the approval of the Dean of a Concerned Faculty or Director of a Concerned Institute, the Dean and the University President*

- x. *The Concerned Faculties and Institutes shall announce, Items 24, 25 and 26 of the General Regulations, the Procedures, the General Conditions and the Guidelines for Conducting the Examinations two weeks, at least, prior to the start of the examinations*
- y. *The examiner must make sure that the examination papers are typographic errors-free*

26. Instructions to Students

Students must strictly follow the instructions of the examiners and abide by the following:

- a. *Entry to the examination hall shall be permitted five minutes before the start of the examination*
- b. *Keep quiet, except when asking the examiner or the invigilator*
- c. *Entry to the examination hall is not allowed after 30 minutes from the start of the examination and if came late will not be allowed extra time*
- d. *Leaving the examination hall before elapse of 30 minutes from the start of the examination is not allowed*
- e. *Re-entering the examination hall is permitted only if the absence was necessary, authorized and under direct surveillance*
- f. *Sit in the assigned place carrying his/her University Number or in a place indicated by the invigilator*
- g. *Refrain from having into the examination hall, unless authorized by the examiners, any book, notes and drawings, advanced calculators or hearing equipment including mobile phones or any other alike tools*
- h. *Refrain from providing any direct or indirect assistance, by so ever means, to another student or receiving any direct or indirect assistance from another student*
- i. *Follow the instructions of the examiners and invigilators during examination period*
- j. *Refrain from eating, drinking and smoking in the examination hall*
- k. *Refrain from borrowing any aids from other students or leave his/her place without permission from the invigilator*
- l. *Return the aids provided to him/her to their place after finishing the examination*
- m. *Violation of Items 26.g and 26.h shall be considered cheating according to of the General Regulations*

27. Duties of Invigilators

- a. *Come to the examination hall 30 minutes before the start of the examination*
- b. *Ensure that the allowable aids for the examination are sufficient and in place*
- c. *Check the identity of the students by finger prints and/or by University IDs before allowing them entering the examination hall*
- d. *Specify the actual starting time for the examination*
- e. *Take the attendance after 30 minutes from the start of the examination*
- f. *Refer student's queries to the concerned staff*
- g. *Not use mobile phone during the examination*
- h. *Not be involved in anything that would upset the calm or the order in the examination hall*
- i. *Not to allow anyone not related to the examination to enter the hall*
- j. *In case an invigilator spotted a cheating case, he/she must document it, if possible, by a testimony of either of the invigilators or the examiner or any of the staff members present in the examination*

- hall. The invigilator allows the Student to continue the examination and writes a report on the case to the Head of the Programme Coordinator Committee of the Concerned Faculty or Institute
- k. Notify the students with the remaining time, 15 minutes before the elapse of the time allotted for the examination, to write their names and index numbers and announce them to stop writing when time
- l. Do not allow Students to leave the examination hall before handing over their answer books during the last 15 minutes
- m. Collect the answer books and match them with the number of Students. Put the answer books together with a copy of the examination paper and a list of names of the Students in an envelope and hand it to the examination office

28. Appeals for Re-assessment

Student having an allegation about the result obtained in any course he/she sat for its examination, has the right to appeal, to the Dean Faculty for re-correction, using the re-assessment form after settling the prescribed fees and considering the following:

- a. *Submit an appeal for re-correction within three days after the announcement of the results. No appeals would be accepted after that*
- b. *The Dean shall forward the appeal for re-correction to the Concerned Faculty or Institute to form a committee of three staff members for re-correction of the answer paper of the Student and submit a specific recommendation about it*
- c. *The dean of the Concerned Faculty or Institute shall forward the recommendation of re-correction committee to the Faculty for approval and to notify the Student*

Chapter Ten

29. Procedures Related to Contravention of Regulations

Contravention of any of the Items 24, 25, 26 of the General Regulations is considered an offense which requires the following:

- a. *The supervisor, the examiner or the invigilator shall write a report to the Dean of the Concerned Faculty or Institute, on the contravention. The Dean of Concerned Faculty or Institute forms an inquiry committee from three staff members, one of them a Law Man*
- b. *The supervisor, the examiner, the invigilator and the Student present, each at a time, before the inquiry committee*
- c. *The inquiry committee shall submit a written report comprising recommendations to the Dean of the Concerned Faculty or Institute. The Dean of the Concerned Faculty or Institute forwards the report to the Faculty*
- d. *If the contravention is under Item 23d the Dean shall form an inquiry committee of three staff members from the University to examine the case and submit to the Faculty Council, a written report including recommendations*
- e. *The Faculty Council shall consider the reports of the inquiry committees, in accordance with Items 29.a and 29.d of the General Regulations and forwards a recommendation to the University President*

30. Penalties

The University President shall assign the contravening student, one or more of the following penalties:

- a. *Warn the Student and keep the offence on his academic records*

- b. Consider the Student failure and be assigned zero in the concerned examination*
- c. Suspend the Student from studying for a specified period*
- d. Dismiss the Student from studying*
- e. Assign a financial penalty on the Student for any material damage resulted*
- f. Bar the Student from approval of the degree registered for*
- g. Announce the contravention and the punishment*
- h. Withdrawal of the degree assigned to Student*

31. Procedures for Award of Degrees

- a. In by Course Programmes, the Graduate Studies Committee of the Concerned Faculty or Institute shall submit detailed examinations results to the Faculty Registrar*
- b. The Faculty Council shall discuss the examinations results together with the examiners reports; and forwards a recommendation to the Scientific Council*
- c. If need be, an additional assessor can be appointed to report on Thesis/Dissertation*

32. Final Copies of Theses or Dissertations

- a. Student awarded a degree in accordance with Item 31 of the General Regulations, must submit, reference the writing guidelines issued by the Faculty, six paper bound copies and a compact disc (CD) of the approved Thesis/Dissertation*
- b. The Faculty provides one copy of the Thesis/Dissertation to the: Supervisor, University Library; Faculty Library, Concerned Faculty or Institute Library, Concerned Department Library, and National Archives of Sudan*

Chapter Eleven

33. Final Provisions

- a. The Concerned Faculty or Institute hands to the Student, at registration, a copy of the General Regulations (2020)*
- b. Supervisors, examiners and invigilators must acquaint themselves with items of the General Regulations (2020)*

Issued Under my Name and Signature on ()

*Prof. Qurashi Mohamed Ali
President of Scientific Council
National University-Sudan*