



جامعة الجميع الذكية  
**EVERYONE`S SMART UNIVERSITY**

## Regulations and Policies Manual

## Article one, definitions:

### Academic year

The academic year at Everyone's Smart University is divided into two semesters and a summer semester held upon need.

### The semester:

A period not less than fifteen weeks of studying for all academic courses, taking into account the registration periods and final exams are not included.

### Summer semester:

The duration of study in the summer semester will be eight (8) weeks, including the examination period.

### Academic level:

Indicates the stage of the study, according to the approved study plans.

### Study plan:

The sum of the courses specified for each academic program and developed by Everyone's Smart University.

### The course:

A subject within the approved study plan in each major (program). Each course will have a number, a symbol, a name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses.

### The weekly lecture:

The weekly theoretical lecture not less than 90 minutes, uploaded via the cloud platform of Everyone's Smart University.

### The Academic Probation:

A notification is given to the student for violating the regulations or if his Grade Point Average (GPA) is lower than the minimum indicated in these regulations.

### **Discussion sessions with students:**

A weekly meeting on the Zoom platform lasts for more than an hour, depends on the number of hours of the course, take the form of a discussion session between students and the faculty member.

### **The Quiz:**

A short test accompanying the weekly lecture (two lectures per week for the summer semester) uploaded to the educational platform of Everyone's Smart University; the answers of the Quiz are considered a proof for the student's attendance and a proof for his understanding to the subject.

### **Quarterly works:**

The work delivered by the student during the semester including weekly tests or any other activities related to the course.

### **Midterm exams:**

An exam held once in the middle of the semester.

### **The final test:**

A course exam is held once at the end of the semester.

### **Academic load:**

The total of the academic units in which the student is allowed to register in the semester, the maximum academic load for the undergraduate program is eighteen study units (hours) in the main semester, and nine credit hours for the summer semester, while, the maximum academic load for the master's program consists of twelve unit hours for the main semester, and nine credit hours for the summer semester.

### **Student discussions via the educational platform:**

The educational forum is located in the educational platform of Everyone's Smart University, managed by the academic staff.

### **Estimation:**

A description of the percentage or alphabetical code of the final grade that the student attained in any course.

### **Semester average:**

The average attained by the student, it is the sum of his marks in the academic courses in the semester depending on the number of units allocated to each course.

### **Cumulative average:**

The total of the student's grades, based on the total units that have been passed.

### **General estimation:**

Description of the educational student's level during the period of his study at the university.

### **Article Two:**

#### **Admission and Registration**

The University Council determines, based on the proposal of the Faculties Council and the relevant authorities at the university, the number of students that can be accepted in the next academic year for each of the bachelor and master's programs.

#### **Conditions that must be met for the admission of the undergraduate program:**

- 1- A high school diploma or its equivalent.
- 2- Fulfill any other conditions determined by the University Council and announced at the time of application.
- 3- The student should not have been dismissed for disciplinary reasons.

#### **Conditions that must be met for admission to the master's program:**

- 1- Bachelor's degree.
- 2- Academic record.
- 3- A copy of the national identity card or passport.

The comparison between applicants who meet all the conditions shall be according to their grades in the high school diploma or bachelor's degree test.

### **Article Three, Study system:**

#### **Attendance and apology for study:**

The regular student must attend lectures and lessons, if the student does not complete four weekly tests out of 13 tests, he is considered deprived, and assigned a deprived grade in the course. A period of three days from the date of the test is given for the objections, and the student can submit an excuse that will be considered by a specialized committee.

#### **Exception- raise the depriving:**

The specialized committee may raise the depriving and allow the student to enter the test, this exception is conditioned to the acceptance of the student's excuse to the committee, and the student can submit an excuse within a period of three days from the date of the test.

#### **Absence from the final exam:**

If the student is unable to attend the final exam in any of the semester subjects for a compelling excuse, the College Board may, in cases of extreme necessity, accept his excuse and giving him an alternative test for a period not exceeding the end of the next semester, the grade is given after performing the alternative test, after paying the fees for the Alternative test.

#### **Apologizing for the semester:**

A student may apologize for continuing the study on a semester without being considered a failing, if he submits an acceptable excuse to the body determined by the University Council, within a period of time determined by the executive rules approved by the University Council, noting that the semester fees are not refundable and the student is assigned a grade of (w).

#### **Closing of student's enrollment record:**

If a regular student dropped out studying for a semester without requesting a postponement, his registration from the university will be closed.

#### **Article Four:**

##### **Disciplinary regulation**

The disciplinary penalties imposed as follows:

- Linear alert.

- Deprivation of attending some or all of the lectures that the student disrupts the order.
- Deprivation for one or more of practicing student activities in which the violation was committed.
- Final dismissal from the university.
- Cancellation to grant the certificate if there is a process of fraud or forgery in obtaining it.

### **Cheating:**

If an investigation proves that the student attempt to cheat, or participated in, or embarked on any activity in the course, the following penalties shall be imposed on him:

- Considered fail in that course.
- Referred the student to the disciplinary committee.

### **Article Five:**

#### **Postponement:**

- Fees are non-refundable in order to ensure the seriousness and the intention of the student to complete the semester. Semester fees can't be transferred to the next semester, with the exception of the student's apology for the semester before it begins, and if the apology is made after the beginning of the semester and two weeks before the start of the exam or before the last date for deletion specified in the Academic calendar, fees become non-refundable, and the aim of an apology for a class in this case is not to consider the student deprive or failure, and if the student does not pay the term fees and then apologizes for the term after it begins, the student remains obligated to pay the term fees and be a debt on the student that must be paid before registration in the next term.
- A bachelor's student has the right to postpone a period of two semesters only for the entire period of study in the bachelor's program, while the postponement for the master's program is for one academic semester, and must submit an
- Official request at least two weeks before the date of the semester exams.
- A student cannot postpone more than two consecutive semesters.
- If a regular student stops studying for a semester without requesting a postponement, his record from the university will be closed, and

the University Council may close the Student's record if he dropped out studying for a shorter period.

### Major Change

ESU students can change their major within the university. They must meet with their academic advisor to initiate the transfer process. Students may have this meeting at any point in the year (There are no Transfer periods).

- All students requesting a major change must meet the following minimum eligibility requirements:
- Students who want to change their major must have a minimum GPA of 3.0/5.0.
- Students must be in good academic standing to submit a change of major.
- Students must meet the minimum entrance requirements of the requested major.

After the approval of the major change, the student must complete all remaining coursework required for the requested degree. Students can only transfer courses that are contained in the requested program.

### Article six:

#### Re-registration of record:

The student may apply for a re-registration record according to the following controls:

- Submit an application for re-registration within four semesters from the date of the enrollment revocation.
- The university council and the relevant authorities must agree to re-enroll the student.
- It is not permissible to re-enroll a student if the student was academically dismissed.
- It is not permissible to re-enroll more than one time.

### Article seven:

#### Graduation:

- The student graduates after successfully completing the graduation requirements according to the study plan.

- Based on the recommendation of the relevant department council, if the student succeeds in the courses and fails in the average the University Council may specify appropriate courses for the student to study to raise his GPA.
- The graduating student is awarded a certificate from Everyone's Smart-University.

### Article Eight:

#### Estimations:

The estimations are calculated as follow:

Percentage	Estimation
95- 100	Excellent A+
90- 94	Excellent A
85- 89	Very good B+
80-84	Very good B
75- 79	Good C+
70- 74	Good C
65- 69	Pass D+
60- 64	Pass D
0 - 59	Fail F