

## **Faculty of Medicine**

### **Academic regulations-amended (2014)**

#### **Introduction:**

Academic regulations are the exponents and laws that govern the relationship between the student and the University. Course to regulations by Faculty of Medicine of the basic system of the University of Kordofan and its regulations that authorized By the University Senate, the law of the university prevails in case of conflict.

#### **1. Interpretations:**

In these academic systems and regulations unless the context includes another meaning, both terms have the following meaning given in front of each:

- ✓ Faculty: faculty of Medicine.
- ✓ Faculty Board: the Board of the Faculty of Medicine
- ✓ \Dean: dean of the Faculty of Medicine.
- ✓ Senate :The Senate of the University of Kordofan.
- ✓ Department: any independent scientific unit that performs teaching, research or training tasks.
- ✓ Registrar: Registrar of the Faculty of Medicine.
- ✓ Program: any independent scientific unit that performs teaching, research or training tasks in the field
- ✓ Coordinator: he faculty member in charge of coordinating a program, lesson material or training.
- ✓ Student: any person registered at the the faculty for the purpose of obtaining a scientific license granted by the Senate.
- ✓ Academic year: the period of time determined by the university calendar for the continuation of the annual study, namely about 32 weeks.
- ✓ Semester: the study period determined by the university calendar and its duration is 14-16 weeks.
- ✓ Course: it is an educational content measured by the number of hours a student studies in a Class or one year of study.
- ✓ Original exam: means a written final exam, a practical performance exam, or any others follow the assessment of the student at the end of the semester or the year of study.

- ✓ Alternative exam: it is an opportunity given to a student who missed an original exam with an excuse accepted by the Faculty Board.
- ✓ Supplementary exam: it is an exam that is held to eliminate failure in the original or alternative exam.
- ✓ Test: it is a means of evaluation without a substitute or supplement.
- ✓ Graduate: any person granted by the Senate a scientific license in the name of the university or the Faculty.

### **1- Academic records:**

It is meant to record the details of the student's academic performance during his studies at the the faculty according to the evaluation systems used in the the faculty.

### **2-admission of students to study at the faculty:**

**2.1** The nomination for the first academic year at the faculty is the task of the General Administration of admission, evaluation and documentation of certificates.

**2.2**-the admission of students nominated by the General Administration for admission, evaluation and documentation of certificates depends on passing the examination, medical examination and any other criteria as deemed by the Faculty board.

**2.3**-all candidates for The Bachelor of Medicine, meet the minimum admission requirements and pass the Sudanese certificate or its equivalent and success in basic courses (Arabic and English languages, religious education, mathematics) added to biology, chemistry and physics.

### **3-transfer students from or to the faculty from inside or outside the country:**

**3.1**-The faculty accepts the transfer at own expense only.

**3.2**-in order to stop the availability of vacant places, the faculty board considers applications submitted by students enrolled in similar faculties from other universities for admission to the faculty after the first year of study

**3.3**-applicants must meet the minimum admission threshold and any other criteria determined by the faculty Board.

**3.4**-Students transfer requests are submitted to the dean by the secretary of scientific affairs at the university, provided that request reasons for transfer and a copy of the Sudanese Certificate or its equivalent one

The academic record of the University and the letter of approval of the transfer from the university to which he is transferring including the student transcript and any other required documents.

3.5-The application must be submitted at least one month before the beginning of the semester.

3.6-The Faculty Board decides on the transfer request and notifies the Senate of its decision.

3.7-Students admitted on the basis of less developed states are not allowed to transfer from the faculty.

3.8 - upon graduation, the student's erasure grades are subject to the evaluation system of the faculty.

#### **4. Registration:**

4.1-The student must complete the registration procedures in person at the faculty and departments in places and times determined by the faculty administration, provided that no later than the end of the second week from the beginning of each semester studied. The Dean may allow the student to register during the third week after providing convincing reasons and paying a fine.

4.2-No student will be registered for a new semester unless he / she is cleared of any exam or any actions on the results of which may depend on his status in terms of dismissal from the faculty or re-dismissal from the current study.

4.3--Any student who does not complete his registration procedures for any semester on time the faculty Board removes his name from the faculty records.

#### **5-academic supervision:**

5.1- An academic supervisor may be assigned for each student from amongst the faculty staff members as it is required by the nature of the study.

5.2-The task of the academic supervisor is to guide the student from the beginning of the study until his graduation, follow-up the student's academic achievement and seek to find appropriate solutions to his academic and social problems.

#### **6-freezing and withdrawal from the study:**

6.1-The student may freeze his studies with an excuse accepted by the Faculty board for a maximum of two semesters during his time in the faculty.

6.2-No student is allowed to freeze a particular semester unless he submits an application with what he supports his claim before the end of the registration period for the relevant semester.

6.3-The student may withdraw from the study after registration if he submits an excuse accepted by the Faculty board within a period of not less than three weeks from the date of the announcement of the exams, the faculty board may also oblige the student to withdraw from the study for a full semester if he is absent for more than the permitted period.

### **7-study system:**

7.1-Studying at the faculty is the semester system

7.2-The Period of study in the faculty of medicine is 12 consecutive semesters in which the student receives a compulsory comprehensive curriculum approved by the Senate and the Sudanese Medical Board.

7.3-The Faculty board may delay or submit any course as required.

7.4-Scientific degrees and various specialties are governed by special regulations of the faculty and those regulations are approved by the Senate.

### **8. Student academic assessment**

8.1-The faculty follows the evaluation system mentioned in the basic system of the University.

8.2-The evaluation of the student's academic performance in each course is carried out continuously through tests, reports, panel discussions, assignments, exams and any other means of assessment.

8.3-The final exam of the course does not exceed 70% and not less than 50% of the its grade, and the continuous evaluation of it does not exceed 50% and not less than 30% of the final grade

8.4-The passing score in any announced exam is not less than 50%

8.5-The student who obtains less than 40% of the practical course of a certain course is considered a failure in it. To succeed in the exams of the Faculty of Medicine, the student must obtain a minimum of 40% in the Written Exam and a minimum of 45% in the clinical exam.

8.6-A student who fails in 75% or more of the final exams of the semester concerned will be dismissed from the faculty.

8.7-The student who fails in 50% or more and less than 75% of the total final exams of the class, the faculty board may allow him to repeat that semester (Repeat all courses) if there are vacant places and it is not allowed to repeat for a particular semester more than once.

8.8-The student who fails in less than 50% of the total final exams for the semester, the student sits for supplementary exams in the courses in which he failed.

8.9-A student who fails in one or more courses in the supplementary exams the faculty board may allow repetition but it is not permissible to repeat for a certain semester more than once.

8.10-A student who fails after repetition in the relevant semester will be dismissed from the faculty.

8.11-The student who sits for the substitution exam is evaluated as stated in (3.8) until (10.8.)

8.12-The student's success in the supplementary exam is assessed with an acceptable grade regardless of the marks he/she scores, provided that the estimate is written in his academic record with reference to the supplement exam.

8.13. Assessment of the performance of the repeated student according to the grades he has achieved in accordance with the applicable system, provided that he will not allowed competing for the Academic Excellence Award.

8.14-A student who has left the faculty for academic reasons can submit a request to sit for external exam within a period of no more than two semesters, the application must be submitted to the dean within a month before the start of the exams, and the application is submitted to the faculty board for consideration permission to sit for the exam.

8.15-No student is allowed to sit as an external examinee for more than two opportunities during his study period in the faculty.

8.16-A student who is allowed to sit for the exam as external examinee must pay a fee to be determined by the faculty. The student should pass the scheduled exam, and pass all the exams of the relevant semester from the first time (not granted an opportunity to supplement).

8.17-The student who sat with the approval of the faculty board for the exam as a test from external and who passed All the exams of the semester in question are successfully allowed to register as a regular student. The result of evaluating the student's performance in each course of study shall be according to the following system:

<b>80% or more</b>	<b>Excellent</b>	<b>A</b>
<b>79-70%</b>	<b>Very good</b>	<b>B</b>
<b>69-60%</b>	<b>Good</b>	<b>C</b>
<b>59-50%</b>	<b>Satisfactory</b>	<b>D</b>
<b>Less than 50</b>	<b>Failure</b>	<b>F</b>

8.18 The student who has been transferred from another faculty the estimates of the courses he studied at that faculty will be approved and documented. These grades will be among the graduation requirements after undergoing assessments to evaluate the faculty he/she came from.

8.19-This assessment applies to all courses (medicine, laboratories, public health, and nursing).

8-20. The performance of students of the program of public health, environmental Health and Nursing Sciences is evaluated as follows:

8-20-1 the points system is used in the evaluation of the student's academic performance, where score points are calculated

The material is rounded to one decimal place and multiplied by the number of credit hours of the material to get points

Material (weight of the material).

8-20-2 a student is considered successful if he receives 2.0 or more course score points.

8-20-3 a student who fails a course and passes the de-flunking exam is awarded two points2. 0 for the course

Which he sat down for.

8.20.4 course score points (rounded to one decimal place) are calculated as follows:

Student grades in the course from 100

Article score points =

25

8.20.5 the student's grade in the course is as follows:

Article score points appreciation in the article

3.2-4.0 excellent (A)

2.8-3.1 very good (B)

2.4-2.7 good (C)

2.0-2.3 acceptable (D( f) D\*)

Less than 2.0 fail

(D \* means success in the course's de-flunking exam)

8.20.6 course Points (course weight) are calculated from the course score points and the number of its credit hours (rounded

For two decimal places) as follows:

Course Points = course score points × number of credit hours

8-20-7 the student's quarterly average is calculated from the quarterly points of the courses and their credit hours

(Close up

For two decimal places) as follows:

Total points for the courses of Class J

Quarterly average =

Total credit hours for the semester J

8-20-8 the student's GPA is calculated from the cumulative points of the courses and their cumulative hours

(Rounded to two decimal places) as follows:

GPA = cumulative points ÷ cumulative credit hours

8.20.9 scientific leave:

After successfully completing the study of the prescribed curriculum, the student is awarded a general Bachelor's degree in public health

Environmental health according to the following classification:

Cumulative GPA Bachelor's degree rating

3.00-4.00 excellent

2.70-2.99

Very good

2.40-2.69 good

2.00-2.39 accepted

21.8-for Medical Laboratory Sciences, the Faculty Board may grant a student who obtains

A very good general grade and above in the final exam of the fourth year, the opportunity to study for

Honors (fifth year study) after fulfilling the conditions mentioned in Appendix No. 2.)

### **9-examination regulations:**

9.1-The faculty board form a committee called the examination committee and the committee is responsible for conducting and administration of exams.

9.2-Students comply with the examination regulations and guidelines issued by the University, faculty or department, students must adhere to the schedules announced by the faculty administration or the examination committee.

9.3-If a student misses 20% or more of the academic activities of the course without an acceptable excuse, the person who is accredited for a study course is denied from sitting for the exam in that course is considered a failure in it. Therefore he will Re-examine the course at the earliest opportunity when that course is presented.

9.4-If the student is absent with an acceptable excuse for 30% or more of the academic activities of the approved course for a study course, he will be deprived from sitting for the exam in that course, and he has to Re-study the course without losing his right to freeze the semester.

9.5 - If a student misses an announced exam without an excuse, he is considered a failure in that exam.

9.6-If the student misses an announced exam with an excuse; the registrar should receive a notarized document stating the reason for the absence within a maximum period of two days after the date of the exam, and in case the excuse is accepted. The student is allowed to sit for a substitution exam according to the schedule announced by the faculty.

9.7-Whoever is granted an approved sick leave is not allowed to sit for any exam during the medical document validity period which recommended by the Attending Physician.

9.8-Unless the student is disabled, only medical reports issued by therapeutic institutions in Elobeid City are accepted, the doctor names and his professional degree (general competence), his signature and date, and stamped with the seal of the relevant institution.

9.9-The faculty board appoints a medical committee entrusted with the examination and approval of medical reports.

9.10-The student must present the University card upon entering the exam hall.

9.11-The student is not allowed to enter the exam hall half an hour after the start of the exam. He may not leave the exam hall before half of the exam time.

9.12-for medical students:

9.12.1-there will be final exams at the end of the first, third and fifth semesters Eighth, tenth, eleventh and twelfth, and no student has the right to sit for the Final exam only after passing all the supplementary and substitution exams for the previous semester.

9.12.2-there are tests at the end of the second, fourth, sixth and seventh semesters Ninth, a percentage of the result of each test should be taken to be added to the final exam result for the next chapter.

9.12.3-the provisions of (9.11.1` ( F )9.11.2) shall continue to be applied, provided that in the future the possibility of apply the semester system in full by holding another final exam every semester.

9.13 - for students of Public Health Sciences, Environmental Health and nursing, there is an exam

Final at the end of each semester.

14.9-for medical laboratory science students, there is a final exam at the end of each year I studied.

9.13 - if any student is involved in cheating, trying to get help, or trying to provide help for any other student, the exam supervisor will do the following:

9.13.1-marking the relevant student's answer booklet is clear and easy to perceive.

9.13.2-allow the interested student to continue the exam.

9.13.3-notify the Dean immediately and then submit a detailed written report on that case to the dean as soon as possible.

9.13.4-the dean forms a committee of the Faculty Board membership to investigate the case and submit its report to the faculty board to make whatever decisions it deems appropriate.

9.14 -in case the above mentioned in (9.13) is proved, the student shall be punished with one or more of the following penalties:

9.14.1-failure with a zero score in the course in which he cheated with the publication of his name on the notice board.

9.14.2-temporary dismissal from the faculty for a maximum of two years.

9.14.3-final dismissal from the University.