



بسم الله الرحمن الرحيم
جامعة كردفان
University of Kordofan
كلية الصحة العامة وصحة البيئة
Faculty of Public & Environmental Health



The Academic Regulations

Introduction:

Academic regulations are the guidelines and the roles that regulate the relationship between the students and the university. The academic regulations of the Faculty Public and Environmental Health should be in line with that of the university and if there is any conflict between the two, the university regulations will be applied.

1. Definitions:

Faculty: Faculty of Public and Environmental Health

Faculty Board: Board of Faculty of Public and Environmental Health

Dean: Dean Faculty of Public and Environmental Health

Senate: Council of University of Kordofan Teachers

Registrar: Registrar Faculty of Public and Environmental Health

Department: Any scientific unit work in teaching, research or training

Coordinator: Staff member who is pointed as an organizer of a program, or training course.

Student: Any individual who was registered in the faculty for academic certificate awarded by the university senate.

Academic year: The duration of study ascertained in curriculum and it is approximately 32 weeks

Semester: The duration of study as mentioned in the curriculum and it is 14 -16 weeks

Syllabus: the contents of the curriculum taught in a semester or academic year and express in credit hours.

Main examination: It is the written, practical, or any type of evaluation held at the end of a semester or academic year.

Substitution examination: It a chance given for the student by the faculty board to sit for the examination because of excused absenteeism from the examination.

Supplementary examination: It is the examination held to correct failure in the main examination or substitution examination

Test: Is a method of student evaluation without a substitution or supplementary examination.

Graduate: Any individual who was awarded a certificate carrying the name of a faculty or university

Academic records: The detailed description of the student during study in the faculty according to the evaluations methods followed in the faculty.

2. Admission of students:

2-1: The intake of the students for the first academic year is the task of the Ministry of High Education

2.2- Students who are nominated by the Ministry of High Education, their intake will be subjected to an interview and their medical fitness or any kind of criteria added by the faculty board.

2.3- Students who are nominated for the study to award Medical Bachelor and Bachelor of public and environmental health, should fulfill the minimum admission requirements including a success in the Sudan Certificate Examination or equivalent certificate and success in basic sciences (Arabic language, English language, religious studies and mathematics) plus success in biology, chemistry and physics.

3. Students transfer to or from the faculty from within the country or abroad:

3.1- Students are transferable to the faculty at their own expense only

3.2- The acceptance of the transferred student depends on the availability of a vacancy after completion of the first academic year.

3.3- The transferred student should satisfy the lower limits of the requirements of the intake or any other criteria put by the faculty board.

3.4- The request for transfer should be submitted to the Academic Affairs Deanship with Sudan school certificate or equivalent certificate plus academic records and a letter of agreement from the mother university.

3.5- The transfer request should be submitted at least one month before the start of the semester.

3.6- The Faculty Board will take the decision and should notify the University Senate with the decision.

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

3.8- At graduation the transferred students' degrees will be calculated according to the faculty evaluation system.

4. Registration:

4.1- The process of registration should be completed by the student himself within a maximum of two weeks from the beginning of the semester. The faculty dean may allow the student to register during the third week after the submission of convincing reasons for the delay and after payment of a penalty.

4.2- The student registration for any semester will depend on his success in any supplementary examination or any activity which may determine his status i.e. discontinuation, re-sit for the current semester.

4.3- Any student who did not complete the registration for a semester, the faculty board has the right to delete his name from the faculty documents.

5. Academic supervision:

5.1- An academic supervisor may be appointed for each student from among the faculty members as required by the nature of the study.

5.2- The responsibility of the academic supervisor includes the follow up of the student from his entry to graduation trying to seek appropriate solutions for the student academic problems.

6. Freezing and withdrawal from study:

6.1- The student has a chance to freeze the study after a logical reason accepted by the faculty board for a maximum of two semesters during his registration.

6.2- The student is not allowed to freeze any specific semester unless he submitted accepted request before the end of the registration period.

6.3- The student may withdraw from study after registration if he submitted a request for that in a period not less than three weeks from the date of announcement of the examination. The Faculty Board may compel the student to withdraw from the study for the entire semester if he is absent for more than the allowed period of time.

1. Study system:

7.1- The study in the faculty is semester system.

7.2- The study period of public and environmental health is consecutive (8) semesters (General Bachelor) or (10) semesters (Honor Bachelor) during which the students receive a comprehensive compulsory curriculum accepted the Sudanese National Council for Medical and Health Professions.

7.3- The Faculty Board may delay or suspend any program if there is a need.

7.4- Scientific degrees of various disciplines are governed by the academic regulations of the faculty which are approved by the University Senate.

8. Students assessment:

8.1- The faculty will follow the university student assessment system.

8.2- the student assessment in each course should be on an ongoing basis by tests, reports, seminars, assignment, and examination and any other means of evaluation.

8.3- The final exam for each subject should not exceed 70% and not less than 50% from the total degree. The continuous assessment should not exceed 50% and not less than 30% from the total degree.

8.4- The degree of success in any exam should not be less than 50%

- 8.5- The student who gained less than 40% in the practical exam is failed.
- 8.6- the student who failed in 75% or more of the subjects of the final exam of the semester will be dismissed from the faculty.
- 8.7- Student who failed in 50% or more and less than 75% of subjects in the final exam of a semester will repeat that semester (with all subjects) if there are vacant chances. There is no repetition for more than once in a given semester.
- 8.8- Student who failed in less 50% of subjects in the final exam will have a chance to sit for supplementary exam in these subjects.
- 8.9- Student who failed in one subject or more in the supplementary exam will repeat that course with these subjects.
- 8.10- Student who failed after repetition will be dismissed from the faculty.
- 8.11- The student who sat for a substitution exam will be evaluated as mentioned in 8.3and 8.10 above.
- 8.12- Student who succeeds in the supplementary exam will be given a pass regardless of the degree he gained and these information should be kept in his records with reference to the supplementary exam.
- 8.13- Student who is dismissed from the faculty for academic reasons will have the chance to sit for the exam as external for not more than two semesters after submitting a request to the faculty board.
- 8.14- Student is not allowed to sit for the exam as external for more than two times during his study in the faculty.
- 8.15- Student who is allowed to sit for the exam as external should pay the exam fee and should gain the pass degree in all subjects (no chance for supplementary exam).
- 8.16- Student who has passed all the exams (all subjects) successfully as external will be allowed to register as regular student in the following semester if there are available vacant places.

8.17- the degrees of student who was transferred from another faculty are subjected to the assessment of the college.

8.18- Assessment of students will be as follows:

8.19.1- Point system is applied in the academic assessment of the student. Points of the subject are calculated to only one decimal. Then it is multiplied by the credit hours of the subject to get the subject points (subject weight).

8. 19.2- The student is fair pass when he earned 2.0 or more of the subject point.

8.19.3-The student who passes the supplementary examinations he gets 2.0 points for that subject.

8.19.4- Subject points (to one decimal) are calculated as follows:

$$\text{Subject point} = \frac{\text{subject degree out of 100}}{25}$$

8.19.5- So the student assessment in a subject will be follows:

Subject point	Subject Grade
3.2 – 4.0	Excellent (A)
2.8 - 3.1	Very Good (B)
2.4 - 2.7	Good (C)
2.0 - 2.3	Pass (D) or (D*)
Less than 2.0	Fail (F)

D* is referred to pass after a supplementary examination in that subject.

8.19.6 -Points of the subject (weighing of the subject) are calculated from the degrees points of the subject and its credit hours (to two decimal) as follow:

$\text{Points of the subject} = \text{degrees points of the subject} * \text{its credit hours}$

8.19.7- Semester Grade point Average of the student is calculated from the semester points of the subjects and their credit hours (to two decimal) as follow:

Quarterly rectifier = Summation of the points of subjects in semester

Summation of the credit hours of the semester

8.19.8- Accumulative Grade point Average of the student is calculated from the accumulative points of the subjects and the accumulative credit hours (to two decimal) as follow:

Accumulative Grade point Average = accumulative points/accumulative credit hours

8.19.9- Scientific approval:

8.19.9.1 After completing the approved syllabus the student is awarded the degree of the general bachelor in public health and environmental health according to the following classification:

Cumulative Grade Point Average (CGPA)	Classification of degree of bachelor
3.00-4.00	Excellent
2.70-2.99	V. Good
2.40-2.69	Good
2.00-2.39	Pass

8.19.9.1 After completing the approved syllabus the faculty board can award the student who score general appraisal degree of the bachelor very good and above in the last examination of the fourth year to register for the fifth year (honor degree). The student is awarded the degree of the honor bachelor in public and environmental health in one of the following specialties: Environmental Health,

Health Education, Food Hygiene and Safety, Epidemiology and Medical Entomology, according to the following;

Cumulative Grade Point Average (CGPA)	Classification of degree of bachelor
3.00-4.00	First Class
2.70-2.99	Second Class Division (I)
2.40-2.69	Second Class Division (II)
2.00-2.39	Third Class

9. Exam regulations:

9.1- An exam committee will be selected by the faculty board which is responsible for the conduct and management of the examination.

9.2- Student should follow tidily the exam regulations of the university, faculty or department and the students should adhere to the exam schedules announced by the faculty or the exam committee.

9.3- Student who absent without acceptable reason for more than 20% or more of academic activity of any subject, will not allowed to sit for the exam of that subject and he will failed in that subject and should repeat studying that subject whenever a chance is available.

9.4- Student who is absent with acceptable reason for more than 30% or more of academic activity of any subject, will not allowed to sit for the exam of that subject and he will failed in that subject and should repeat studying that subject whenever a chance is available without losing his chance to withdraw the study.

9.5- Student who is absent from an announced exam will failed in that exam.

9.6- Student who is absent from announced exam with acceptable reason should submitted a document to the registrar in a maximum of 2 days after the exam and

in case that the reason of absenteeism is accepted, the student will have a chance to sit for a substitution exam according to the time table announced by the faculty.

9.7- Student who had a sick report will not allow sitting for exam in that period.

9.8- Unless the student is referred to Khartoum, the medical report will not be accepted unless issued by a governmental health facility and the report should include the doctor's name, qualification, signature, date and stamp of the institute.

9.9- The faculty board should appoint a medical committee to look into the medical reports and its approval,

9.10- Student should show the university card before entrance to the exam room.

9.11- No student is allowed to enter the exam hall after 30 minutes of start of the exam and he is not allowed to get out of the exam room before the lapse of half-time of the exam.

9.12- There will be a final exam by the end of each semester.

9.13- If student who deceives or try to get help or try to provide assistance to any other student, the exam observer should do the following:

9.13.1- Put labels on the student answer booklet on clear and easy understanding manner.

9.13.2- Allow the student to continue the exam

9.13.3- Notifies Dean then immediately submits a detailed written report on that case for the Dean in the fastest time.

9.13.4- The Dean will select a committee from the faculty board to investigate the case and submit its report to the faculty board to take the appropriate decisions.

9.14- If the case of fraud is confirmed, the student will be punished with one or more of the following sanctions:

9.14.1- The student will have zero degree in the subject in which he deceives and his name should appear in the announcement board.

9.14.2- Temporary dismissing from the college for a maximum of two years.

9.14.3- Final dismissing from the university.

9.14- The registrar should keep the answer papers of any exam for a period not less than two months after the announcement of the exam result and the student has a right to apply to the faculty board to review his exam papers during the first half of the period mentioned above, after the payment of the prescribed fees.

10. Graduation requirements:

10.1- The success in all subjects during his study.

10.2- Minimum length of time spent by the student to get a university degree in public health and environmental health is 4 semesters before graduation directly.

10.7- The maximum length of time spent by the student to get a university degree in public health and environmental is 16 semesters from date of entrance or acceptance.

11- University degree:

11.1- Degree granted to students of public health is General Bachelor or Bachelor of honor in public health and environmental health.

12. Certification details:

12.1- The Dean Faculty and the secretary of Scientific Affairs should keep secretly an academic record of performance of each student.

12.2- Student can have a copy or copies of certificate details after payment of the prescribed fees at graduation or dismissal or resignation.

12.3- Details certificate is issued by the secretary of Scientific Affairs at the university.