

## **Instructions for Granting Bachelor's Degree**

**COLLEGE OF PHARMACY**

**UNIVERSITY OF HAFR AL BATIN**

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## Admission Policy

### Article eleven

The Council of University Affairs shall consider the decisions issued by the Council of University Affairs and the requirements of the national development, and the reports issued by the competent authorities to monitor the imposition and demand of the labor market. The Council of the University shall determine, on the proposal of the Councils of Faculties, or similar bodies in the University, the conditions and controls for admission and the number of students that can be admitted in the school year.

### The Executive Rules of Article Eleven

Firstly: It is required to accept requester novelty in the university following

- 1- The student must be a Saudi or the son of a Saudi woman.
- 2- To have a high school diploma or equivalent from inside or outside the kingdom.
- 3- Must not have obtained secondary school or its equivalent for a period of more than five years. The University Council may, or its delegate, waive this requirement and in a manner not inconsistent with Article )46(and the University Affairs Council.
- 4- To successfully pass any exam or personal interview deemed necessary by the University Council.
- 5- To be medically fit for those admitted to health programs.
- 6- To obtain approval to study from his reference if he/ she works in a government or private entity.
- 7- Admission of a new student to university is conditioned not to be dismissed from another university for disciplinary reasons.
- 8- To meet the other conditions set by the University Council and declared at the time Submission.
- 9- To accept the internal scholarship from non-Saudis or displaced tribes, the applicant must be between (25-17) years old.
- 10- Non-Saudis applying for the internal scholarship must have a valid residence, and the Selection shall be based on the seats available for each nationality, with the approval of the Ministry of Education.
- 11- Applicants for internal scholarships from displaced tribes must have valid residency or proof obtained from the Ministry of Interior. The selection shall be based on the seats available for each nationality, after the approval of the Ministry of Education. Secondly, the selection of all applicants

who meet the requirements shall be according to their scores in the high school certificate exam and other exams and admission criteria approved by the university Council. Third: The University Council adopts the admission requirements and controls proposed by the Deanship of Admission and Registration -in coordination with the colleges- the discipline available for admission and the numbers of students who can be admitted each academic year, taking into account the decisions of the University Affairs Council, national development requirements, employment-related statistical studies, the need for the labor market, future discipline and absorptive capacity. Fourthly: It is permissible to accept and register the employees of the University of Hafr Al-Batin to study at the undergraduate level in a part-time manner according to procedures approved by the University Council.

#### **Article Twelve**

Subject to the provisions of Articles (9) and (10) of this Regulation, students applying for: it is Permissible to accept a student who has:

- 1- Diploma (or equivalent) to complete the study for a bachelor's degree and the equivalency of the courses he studied.
- 2- Bachelor's degree (or equivalent) in a particular discipline to obtain a bachelor's degree in another discipline and to equalize the courses he has studied. The implementation rules of these Regulations set out the conditions and procedures for this, including the possibility of calculating the equivalent curricula within the student's cumulative rate in his/ her academic record.

## Registration Policy

### Article Thirteen

The University Council sets the rules governing academic procedures, including: Registration, dropping and addition for approved courses to ensure that students register with the minimum academic load.

### The Executive Rules of Article Thirteen

1. Confirmed registration is available to all students at the beginning of each semester according to the academic calendar approved by the University Council.
2. Registration procedures may be restricted with the approval of the student's academic advisor.
3. Early registration is mandatory for all students enrolled in that semester, and is available in the middle of each semester, and does not replace the need to make confirmed registration at the beginning of the semester.
4. The student is not entitled to register for any course that has a prerequisite until after passing the required course, and an exception can be made if the student is a graduate in the same semester or the next semester.
5. The student may modify his/her academic schedule by dropping courses and adding them within the days specified in the academic calendar.
6. Not exceeding the maximum academic load allowed for registration, according to the provisions of the twelfth (12) paragraph of the executive rules of this article.
7. The student may drop the course within the first two weeks of the start of the study in the semester without it appearing in the academic record under the following conditions:
  - a. If the curriculum to be deleted is not a parallel requirement of another course, both courses must be dropped and retained together.
  - b. The academic load upon dropping should not be less than the minimum as stipulated in the twelfth paragraph of the executive rules of this article.
8. The College shall determine which courses it wishes to introduce in the summer semester, provided this is within an appropriate period before the beginning of the summer semester.
9. College councils may include alternative courses studied by the student in the event that it is not possible to offer the courses of the study plan, provided that the alternative courses are equivalent

or equivalent to the courses of the student's plan, provided that the alternative course studied by the student is recorded in the academic record.

10. If a student fails a mandatory course, he/she must repeat that course. All scores are calculated in the student's academic record and within its GPA.

11. The student is not allowed to combine the registration of courses with the course of practical training for programs in which training requires the student's branching as determined by the approved study plans, and the College Council has the exception in this.

12. The student's maximum academic load is linked to the student's cumulative average in accordance with the National Qualifications Framework issued by the Education and Training Evaluation Commission, provided that he meets the minimum academic load as much as possible according to the following:

## Procedure of Monitoring Admission Application

### Post-nomination procedures for admission

When nominating the applicant for admission to any of the batches, he must enter the system through the icon to review a previous application in the electronic admission portal and do the following steps:

- Approval of the pledge of non-admission of the applicant to another university.
- Approval of the pledge that the university has the right to cancel the application for admission if it is found that the applicant has admission to another university.
- Fill in personal data and other data to be filled.
- Approval of the pledge to complete all admission requirements at the University of Hafr Al-Batin and that this means booking your seat at the university and your status will be updated in the database of the Ministry of Education.
- Approval of the electronic undertaking.
- Print the acceptance notice from the system by clicking on the specified link, which includes the professional fitness statement for health tracks.

Printing the admission note means that the student has completed the electronic admission process.

### Cancellation of the application for admission and withdrawal from admission

Cancellation of Admission Application:

The application for admission to the university is canceled in one of the following cases:

- The applicant entered incorrect data in the admission application.
- Failure to complete the electronic admission procedures within the period specified in the schedule.
- The presence of another admission to another university.
- Applicants do not pass the health track for the occupational fitness test, which is determined later by text message.

[Admission Gate - University of Hafr Al-Batin](#)

## Instructions of Granting Bachelor's Degree

### Article Forty-One

The student graduates after successfully completing the graduation requirements according to the academic system and study plan approved by the University Council, provided that his GPA is not less than the average determined by the University Council for each major if it is not less than, in all cases, an "acceptable" score.

### Executive rules of Article forty-one

1. The student must successfully complete all graduation requirements according to the study plan for his major.
2. To graduate from the Faculties of Engineering and Computer Science and Engineering, a student must have a cumulative GPA of (1.75 or more than 4.00), and an average of (2.00 or more than 5.00) or (1.00 or more than 4.00) for other colleges.
3. To grant any academic degree from the University of Hafr Al-Batin, the student must have studied there not less than 60% of undergraduate courses, and the percentage of major courses not less than %20.
4. The Deanship of Admission and Registration prepares a report to be presented to the University Council, including students nominated for graduation at the end of each semester.
5. The departments shall be approved after reviewing the academic records and conducting the necessary academic follow-up for students nominated for graduation in the middle of each semester.
6. The Deanship of Admission and Registration must review and audit all student records to verify that all students nominated for graduation have met all graduation requirements.
7. The Deanship of Admission and Registration prepares a report to be presented to the University Council that includes students who have completed all graduation requirements and actually graduated.
8. Upon receiving his document, the student is required to clear his party from the university. This is reflected in the student records system.
9. Each graduate is awarded a certificate (in Arabic and English rolls). It includes: his name from four syllables, his university number, civil registration / residence number, college, degree, Major

obtained and his GPA upon graduation, the date of graduation. and the date of issuance of the certificate. The classification and field numbers are according to the Saudi Standard Classification of Scientific Levels and Disciplines and are approved by the Dean of the Deanship of Admission and Registration.

#### **Article Forty-Two**

The College Council may, based on the recommendation of the concerned department council, determine suitable courses for the student to study to raise his cumulative average, if he/she succeeds in the academic courses and fails in the average.

#### **The Executive Rules of Article Forty-Two**

If the student succeeds in all the courses and obtains a GPA less than the conditional GPA for graduation, he/she must register for some courses based on the recommendation of the Department Council and the approval of the college council to raise the average to the extent required to obtain a degree, according to his/ her study plan, and what stated in the second Paragraph of the executive rules of Article 41 of these regulations and in a manner that does not conflicts with Paragraph 4 of the executive rules of Article Thirteen of these Regulations.

## Visiting and Exchange Students

### Article Twenty-Eight

The student may, after the approval of the college in which he is studying, study one or more courses at another university inside or outside the Kingdom. Or in one of the branches of the university to which he belongs without being transferred. Provided that his/her studies are concurrent with his/her studies at his university or a visiting student and are equivalent to the courses he studied. Courses that have been equalized are recorded in the student's academic record. The University Council shall determine the regulations governing this. Including the possibility of calculating it within the student's cumulative average in his academic record.

### The Executive Rules of Article Twenty-Eight First:

The visit from the University of Hafr Al-Batin to another university.

1. A visit request can be submitted to public or private universities or colleges in the Kingdom or outside, condition to be from universities, colleges or programs classified by the Ministry of Education.
2. The procedures for visiting outside the University shall be conducted through an electronic application in the system of student records, which shall indicate the course or curriculum he/she intends to study outside the University. The Council of the Department shall constitute a committee with the task of reviewing those courses and their vocabulary and proposing the corresponding materials at this University; An official letter from the Deanship of Admission and Registration shall be addressed to the other university upon the College's approval.
3. The student submits to the Deanship of Admission and Registration a request for equivalency of courses, after completing its studies, for the student visiting outside the university. the student is assigned an equivalent score with, (TR) and is not included in the GPA in the student's academic record. Provided that his score in the course is not less than good (c).

### According to the executive rules of Article Twenty-Four.

4. Without prejudice to the graduation requirements, the maximum total number of study units that can be equalized for a student visiting outside the university is 35% of the total number of study units in the plan, provided that the student's score in each course is not less than (good) or (C) and these estimates are not included in the calculation of the cumulative average and the specialization

rate.

5. The stipend is paid to the visiting student outside the university if he proves evidence of his regularity in his studies at the university he visited, and to submit the results of the approved courses at the beginning of the semester following the visit. Otherwise, he/she is considered to have dropped out of school except for the summer semesters.

### **Secondly: The Visit to The University of Hafr Al-Batin From Outside University.**

1. The visit procedures are carried out from outside the university through the student records system according to the academic calendar, and it is required to submit visit requests from outside the university to attach a letter of approval from the Dean of Admission and Registration at the student's university that includes the courses he/she wishes to study at the University of Hafr Al-Batin, and to attach an official academic record with a recent date from the Deanship of Admission and Registration at his/her university.

2. To be admitted from outside the university, a visiting student must have studied a semester in a regular program at his/her university, and scores have been assigned to him in at least (8) credit hours in his/her academic record.

3. A student is not allowed to study as a visiting student at the University of Hafr Al-Batin if he/she was previously deprived of one of the courses he studied as a visitor at the University of Hafr Al-Batin.

4. Textbooks may be distributed to visiting students according to the applicable regulations.

5. A student of distance education shall not be admitted a visiting student unless he or she is transferred to his/ her university as a regular student and at least had studies (8) study units.

6. The civil registry number of the visiting student is an academic number that he/she uses during his studies at the university.

7. The student is registered in the courses in accordance with the rules of course registration and registration dates at the University of Hafr Al-Batin.

### **Thirdly: Internal Visit Between Branches of the University Of Hafr Al-Batin**

1. Visiting procedures are carried out between the colleges of the university through the student records system according to the academic calendar.

2. The student's college approval is required to visit between university branches. With the determination of the courses taught in the other college that must be equivalent to the courses in

the college plan in which the student is enrolled.

3. In order for the visiting student to be accepted into the university branches, he must have studied a semester in a regular program in the college to which he/she was accepted, and scores have been assigned to him in at least (8) study units in his academic record.

4. The scores for the internal visit courses are calculated within the student's cumulative GPA and is recorded in the academic record.