



Education Affairs Sector

AASTMT Education and Study Regulations

Table of Contents

Preface		3
Part 1	Fundamental Definitions of the Education System	5
	Article (1): Fundamental definitions of the education system	
Part 2	Admission System	9
	Article (2): Admission Requirements	9
	Article (3): Admission of prospective students	9
	Article (4): Internal and external transfer	9
	Article (5): Tuition fees	10
	Article (6): Scholarships	10
Part 3	Registration Regulations	11
	Article (7): Registration system and procedures	11
	Article (8): Academic load	11
	Article (9): Academic probation and “underachievement”	12
	Article (10): Adding or dropping a course	13
	Article (11): Withdrawal	13
	Article (12): Course repeat	13
	Article (13): Taking courses at other universities while studying at the Academy	14
	Article (14): Registration suspension	14
	Article (15): Re-enrollment	15
	Article (16): Maximum study period	16
Part 4	Assessment and Examination Regulations	16
	Article (17): Attendance policy	16
	Article (18): Assessment and examination system	17
	Article (19): Course grading	19
	Article (20): Stages of study	22
	Article (21): Requirements for degree attainment	22
	Article (22): Student appeals	23
Part 5	Disciplinary Rules	23
	Article (23): Students’ responsibilities during study	23
	Article (24): Offenses and disciplinary and academic penalties	24
	Article (25): Final expulsion from the Academy	26
	Article (26): Appeal for penalty alleviation or expulsion	26
	Article (27) General provisions	26

Preface

Arab Academy for Science, Technology and Maritime Transport (AASTMT), one of the Arab League organizations, is a leading regional organization in the Arab world in the educational, training, scientific research and consultation fields since its establishment in 1972.

The Education and Study Regulations for the BA and BSc programmes at AASTMT is one of the most important regulatory documents which includes all the aspects regulating the educational relationship between the institution and the student from the moment of his/her admission to the Academy till his/her graduation. This comprises admission and registration regulations, the credit hour system of study, assessment, scholarships, offences and disciplinary regulations in addition to all other rules included in these regulations.

The Academy follows the credit hour system which is considered one of the best education systems applied in international universities. In addition, AASTMT was one of the pioneering educational institutions in the Arab world to apply this system.

Upon referring to Resolution 532 for the year 1975 regarding the agreement on the establishment of Arab Academy for Science, Technology and Maritime Transport (AASTMT), which was signed in Cairo on November 9th, 1974.

In addition to referring to Resolution 63 for the year 2004 regarding the agreement on amending the establishment of Arab Academy for Science, Technology and Maritime Transport (AASTMT), which was signed in Cairo on March 28th, 2000.

As well as referring to the Academy's financial regulations,

And examining the scholarships and deduction regulations approved by the General Assembly on December 29th, 2015.

Part 1

Article (1): Fundamental Definitions of the Education System

1- Academic Year

The academic year consists of two regular semesters (Fall - Spring) and a summer semester (optional).

The duration of the regular semester is 15 weeks which are followed by two weeks for the final exams. The summer semester lasts for 5 weeks, followed by one week for the final exams.

2- Academic Calendar

The academic calendar is issued by the Academy President before the beginning of the academic year. It includes the starting and ending dates of each academic year and the official holidays at the Academy.

3- Starting Date of the Semester

- a. The first regular semester (Fall): Starts during September of each year.
- b. The second regular semester (Spring): Starts during February of each year.
- c. The summer semester (optional): Starts during June/July of each year.

The Academy President determines the starting dates in accordance with official holidays.

4- Education System

The Academy follows the credit hour system in all its colleges and institutes.

5- Educational Programme

This consists of obligatory courses for the completion of the academic degree according to the status report for each educational programme. An educational programme may include a number of educational tracks.

6- Academic Load

The academic load is the total number of weekly credit hours registered by a student per semester.

7- Course

A course is a subject which is taught throughout a semester and is allocated a certain number of credit hours according to the educational programme. A special code is assigned for each course indicating the educational department to which it belongs and the level of the course in the years of study.

8- Credit Hour Achieved

This refers to the credit hours of any registered course which are successfully completed by a student and which are calculated as part of his/her educational achievement.

9- Points

The points achieved by a student in any subject are calculated by multiplying the student's score in the course with the number of the credit hours of the course.

10- Grade Point Average (GPA)

This is calculated by dividing the points achieved by a student (according to the achieved grades) by the total number of registered hours. The GPA ranges between 0 to 4.0.

11- Transcript

It is a record showing a student's academic path at the Academy and the courses he/she has studied in each semester, along with their codes, numbers, credit hours and grades. It also includes other transferred courses finished by the student in another university or another college at the Academy, together with the semester average and GPA.

12- Pre-requisite

This is a course which must be completed before registering other courses according to the educational programme.

13- Probation

The student is placed under probation if he/she scores a GPA below 2.0 in any regular semester, and this requires the reduction of his/her educational load.

14- Underachievement

The student is placed under probation due to "underachievement" when his/her completion of the acquired credit course is below 50% of the total hours he/she is supposed to accomplish in the semesters he/she spent since his/her admission to the Academy.

15- Forced Withdrawal

A student receives a forced withdrawal if he/she exceeds the absence percentage allowed in a given course according to the regulations.

16- Academic Advisor

The academic advisor is a staff member or a teaching assistant who is assigned the supervision of a group of students in addition to guiding and helping them in choosing what is appropriate to their abilities and interests. In addition, the academic advisor clarifies the plans, courses and tracks in the Academy for students so that they are able to take decisions to plan for their studies and achieve their aspired academic goals. A student should refer to the academic advisor to consult him/her as regards any educational issues.

17- Orientation Programme for New Students

The Academy organises a programme for new students at the beginning of each semester which aims at familiarising them with the education system and plans, course registration procedures, grading system, accommodation facilities, as well as their rights and responsibilities. This programme also aims at familiarising students with the various work opportunities available for the majors they choose to join.

18- Accommodation

Accommodation at the Academy dorms is optional except for the College of Maritime Transport and Technology where on campus accommodation is obligatory during the first and second years and optional in the rest. It is also optional in all other colleges.

19- Academic Integrity

The student abides by the codes of ethics and integrity in acquiring and presenting knowledge and documenting its original sources. Accurate data must be provided for previously published research and projects.

20- Student Affairs Committee

The Academy President forms the Student Affairs committees at the beginning of each academic year. Their task is to look into the results of investigations conducted by the legal affairs regarding offenses committed by the students inside or outside the Academy. These committees conclude by issuing a justified recommendation to be presented to the Academy President for approval.

21- Supreme Council of Educational Affairs

It is headed by the Academy President and includes the vice-presidents, branch heads, college deans, deans of educational affairs, student affairs and registration, as well as related heads of responsibility centres. The council formation is issued by the Academy President at the beginning of each academic year. The council's mission is setting the educational strategy of the Academy and following up on all its educational aspects.

- The Supreme Council of Educational Affairs is authorized to address the following issues:

- a. Examining and setting general policies regarding education and studying at AASTMT.
- b. Drawing policies needed to achieve cooperation and coordination between parallel departments and courses at AASTMT colleges and institutes.
- c. Stating opinions regarding the setting of colleges' executive bylaws that regulate educational affairs.
- d. Organizing the admission process and determining the numbers of accepted students.
- e. Setting the general system of classes, lectures, tutorials and examinations.
- f. Organizing student service affairs at AASTMT.
- g. Organizing student cultural, sport, and social affairs at AASTMT.

- h. Discussing reports by colleges and institutes, as well as recommendations of their academic conferences and reports by academic circles, in addition to assessment and examination systems for this stage, as well as student services and other affairs in order to improve them.
- i. Ensuring the implementation of the educational and student affairs plans at AASTMT.
- j. Gathering and analyzing all the data and statistics relating to education at AASTMT.

Part 2

Admission System

Article (2): Admission Requirements

Students must meet the following admission requirements:

- a. Completion of secondary education certificate or equivalent certificates according to the particular requirements of each major.
- b. Meeting the minimum score required to join the college which is announced before the beginning of each semester, in light of the minimum score mandated by AASTMT, as well as the annually announced terms, regulations and qualifying courses per certificate as specified by the Supreme Council of Education Affairs.
- c. Being physically fit as per stipulated levels.
- d. Showing good conduct with no dishonouring judicial sentence issued against them.
- e. Submission of all required admission documents.
- f. Approval of delegating entities in case of student's delegation from any country or authority.
- g. Passing admission exams determined by AASTMT.
- h. Pledging to follow AASTMT rules and regulations.

The Academy may reject any student without stating reasons.

Article (3): Admission of Prospective Students

Before the start of each semester (Fall – Spring), AASTMT shall determine the number of students that are to be accepted in different majors, in addition to the special requirements for each major. Students are accepted according to admission policies set by the Supreme Council of Education Affairs, after passing admission exams and according to the terms specified prior to admission.

Article (4): External and Internal Transfer

All transfer applications, both external and internal, are submitted to the Admission and Registration Deanery according to the following:

I. Transfer from other institutions:

AASTMT accepts students transferred from other institutions according to the following terms and conditions:

1. The university from which the student transfers is an institution accredited by concerned authorities with an equivalent certificate.
2. Transferred students are to meet AASTMT admission requirements taking into consideration the academic duration in the college transferred from and their military status.
3. Transferred students must not have been dismissed from their previous

- universities for disciplinary reasons.
4. Transferred students should meet the requirements of transfer set by College Council they would like to transfer to.
 5. Transferred students should have completed at least one academic semester in their previous universities.
 6. Courses already completed by the student may be transferred provided that they are equivalent to those studied at AASTMT and that the grade obtained in such courses is higher than a conditioned pass (at least “C” in the credit hour system).
 7. Transferred credit hour grades are not calculated in a student’s GPA but shall only be transferred in their transcript as achieved hours within the graduation requirements.
 8. The number of transferred credit hours must not exceed 50% of the graduation requirements in the college a student transfers to.

II. Optional Transfer within AASTMT

Students may transfer from one department to another within the same college or from one college to another within AASTMT – as per the student’s request – provided the following:

1. Meeting admission requirements and obtaining approval from the department or college the student wishes to transfer to.
2. The remaining period spent by the student in the college or major he/she transfers to is sufficient to meet graduation requirements in terms of maximum limit for academic years or for postponing military service.
3. Student’s grades in courses studied at the college transferred from shall be counted and accepted in the new major as part of the graduation requirements.

Article (5): Tuition Fees

- a. Before the beginning of each semester, AASTMT determines tuition fees in dollars.
- b. Tuition fees are calculated based on the student’s total marks in the secondary education stage (or any equivalent degree) according to the categories mentioned in the current financial regulations.
- c. Tuition fees are paid at the beginning of each semester. Fees payment is considered a key requirement for completion of registration procedures and attendance. AASTMT presidency has the right to regulate payment for special humanitarian cases.

Article (6): Scholarships

Scholarships and discount regulations approved by AASTMT General Assembly shall be applied in this respect.

Part 3

Registration Regulations

Article (7): Registration System and Procedures

Students have to abide by the starting date of registration according to the academic calendar announced on the Academy website. The registration process is as follows:

- a. Students are to register electronically via their student portal or with the help of their academic advisor in their designated colleges on announced dates.
- b. Students can register a number of hours each term, provided that they do not exceed the maximum academic load allowed or go below the minimum limit. (Article (11) explains maximum and minimum academic loads).
- c. Students can drop or add a registered course during the announced dates, while abiding by all registration rules and regulations.
- d. In case students do not finalize registration procedures during the allotted time, they must apply for postponing the semester. Otherwise, they are considered absentees for this particular semester.

Article (8): Academic Load

Students' academic load is determined at the beginning of each semester in light of their previous achievement and GPA as follows:

- a. The maximum academic load that can be registered is 18 credit hours (19 hours for students in the College of Maritime Transport and Technology and the Department of Architectural Engineering and Environmental Design).
- b. The minimum academic load that can be registered is 9 credit hours, except for graduating students.
- c. The maximum number of courses that can be registered during the summer semester is two courses, except for critical cases approved by the Academy President (with the possibility of adding a 0.5 credit hour leadership + 0.5 credit hour physical training for students of the College of Maritime Transport and Technology).
- d. Students with a minimum GPA of 3.00 may register for an additional course in the regular semester if allowed by timetables and final exam schedules.
- e. Final year students (last two semesters) may increase the academic load to 21 credit hours (22 hours in the Department of Architectural Engineering and Environmental Design and the College of Maritime Transport and Technology). The college must examine each of those cases individually.
- f. Students may not register in any course unless they have completed its prerequisites. Graduating students are an exception and are only granted that after the concerned college studies their cases.
- g. Registration in physical and leadership training courses (for students of the College of Maritime Transport and Technology) is mandatory for each academic semester as per the plan. Withdrawal regulations do not apply to such courses.

- h. Students can register courses from higher semesters in order to complete their academic load, provided that they complete the course prerequisites (if any). If students are unable to register their allotted academic load, available courses suffice even if the minimum number of hours is not reached.

Article (9): Academic Probation and “Underachievement”

- **Students are placed under academic probation if:**
Their GPA is below 2.0. Accordingly, students’ academic load is reduced and they are not entitled to register more than 12 credit hours (13 credit hours for students of the College of Maritime Transport and the Department of Architectural Engineering and Environmental Design) in one academic semester (half load). The academic advisor’s recommendation is mandatory for determining the courses to be registered.
- **Students are placed on the “underachievement” list if:**
Their achieved credit hours are less than 50% of the total number of hours they were supposed to complete since they joined AASTMT.
- **Measures taken with students on academic probation or “underachievement” list:**
 - a. The department issues a warning to the student to raise his/her GPA to a minimum of 2.0 or achieve a number of hours that exceeds 50% of the total study hours that are supposed to be completed in all the semesters spent at the Academy. The phrases “student under academic probation” or “student with academic underachievement” appear on the student’s transcript.
 - b. The maximum duration for a student to remain on the list of academic probation or underachievement in his/her department is three consecutive semesters. A student is subsequently guided by the academic advisor to choose another educational path suitable for his/her capabilities, such as:
 - i. Transferring to another department within the same college which is suitable for the student’s capabilities (while meeting the requirements of the department transferred to).
 - ii. Transferring to another AASTMT college suitable for his/her capabilities, provided that the college admission requirements are met (high school total at the time of admission to AASTMT in addition to the requirements of the department transferred to).
- **A student who has received academic probation twice or an underachievement warning may be expelled completely from AASTMT after referring to the Academy President in the following cases:**
 - a. If he/she does not achieve a minimum GPA of 2.00 by the end of the third semester of receiving a second academic warning or remaining in a state of underachievement in the new department he/she has transferred to.
 - b. If he/she does not achieve the graduation requirements in a maximum period of double the study period in his/her college.

Article (10): Adding or Dropping a Course

After completing registration, a student is allowed to add a new course or drop a registered course during the registration period provided he/she consults the academic advisor and observe the restrictions below:

- a. Not exceeding the maximum academic load permitted for registration based on the student's GPA.
- b. The number of academic hours must not be less than the minimum academic load permitted for registration.
- c. If the student wishes to drop a course that has a prerequisite, and both courses are registered together, the prerequisite cannot be dropped alone; both courses must be dropped.
- d. A course can be dropped, added, or withdrawn if a class is to be closed or cancelled due to the small number of registered students.

Article (11): Withdrawal

1. A student may withdraw all or some courses in a semester until the end of week 15, without being considered as having failed the courses, after obtaining approval from the head of department and college dean, and provided that he/she completes the withdrawal procedures in the indicated period according to college regulations and valid financial regulations.
2. Delegated students cannot withdraw a semester unless they obtain a written permission from the delegating entity that requires issuing such approval.
3. A semester dropped by a registered student after the registration period has expired is counted as part of the total period required for graduation. The student receives a (W) for the courses of this semester.
4. Optional withdrawal from physical and leadership training courses (for students of the College of Maritime Transport and Technology) is not allowed, as withdrawal from such courses is considered failure.

Article (12): Course Repeat

A student is considered to have failed a course if he/she obtains (F) according to the grading scheme.

- a. Failure result (F) for any course shall be registered in the student's transcript and is counted in the calculation of the semester average and cumulative GPA, whether the course is core or elective.
- b. A student must re-register for core courses which he/she fails. When he/she passes the course, the highest grade a student can receive is B+ (Very Good).

- c. If the student fails for the second time in the exam of a repeated course, the failure grade is only counted in the semester average.
- d. A student may repeat any course he/she has already passed if he/she wishes to improve his/her GPA with a maximum of five courses during his period of study in AASTMT. The number of retaken courses can increase more than five in case of removing the under probation.
- e. A student may not repeat a course for improvement after more than one complete academic year (two regular semesters + summer semester) has passed, unless he/she is under probation and if recommended by the academic advisor.

Article (13): Taking Courses at Other Universities while Studying at the Academy

The Academy allows students to take courses in other universities while studying after obtaining the departments' approval in the respective colleges and according to the regulations below:

- a. Studying at a university or college that is accredited by concerned authorities.
- b. The student must have studied for at least one complete semester at the Academy and has a credit hour transcript.
- c. The maximum number of hours permitted for registration must not exceed 50% of the total hours required in the programme the student is registered in.
- d. The transferred courses are added to the student's transcript and receive a grade (TR), except for courses taken in universities abiding by a protocol with the Academy stating otherwise. The student is responsible for the procedures required for degree accreditation if the case is unprecedented. The student signs a consent in this respect.
- e. The student receives a prior approval from the college he/she is registered in, which is sent to the Admission and Registration Deanery before the student travels, stating:
 - i. Courses the student is allowed to take and the number of hours that will be transferred. The content of the course studied outside the Academy must be equivalent to a corresponding one required for graduation in the college the student is registered in.
 - ii. The university the student is nominated for and its country.
 - iii. The period the student will spend at the university and his/her academic status (visiting student/student exchange)
 - iv. Required tuition fees in case of students who enroll in a student exchange programme or AASTMT partner universities where the agreement dictates payment before travel.
 - v. Upon completing their study outside the Academy, students submit the original transcript to the college administration, indicating their results in the nominated university for transfer procedures. The transcript is then sent to the Admission and Registration Deanery so that the student is not considered to have dropped out.

Article (14): Registration Suspension

Students' registration may be suspended (postponed, discontinued, or dropped out) for periods exceeding four regular semesters (continuous or discontinuous). Such periods are counted as part of the maximum period for completing graduation requirements as follows:

a. Delaying Study

1. A Student may submit an appeal to postpone his/her study, indicating the reasons for postponement before the beginning of the semester or academic year. If the student is delegated, obtaining a postponement approval from the entity of delegation is a must, if required by this entity.
2. A student who has postponed his/her study must carry out registration procedures once the postponement period is over. Otherwise, the student will be considered to have dropped out his study.
3. Cases that require postponing studies for more than four semesters are examined individually by the College Council and the Vice President for Education Affairs. The total period of study must not exceed the maximum limit permitted by the Academy.
4. The postponement period allowed for the students of the College of Maritime Transport enrolled for planned maritime training is three years (6 semesters) starting with the student's completion of the basic studies. The insurance amount paid is nonrefundable and students are re-enrolled according to the tuition fees effective prior to the postponement.

b. File Withdrawal and Discontinuing Study:

A student is allowed to discontinue his/her study in the Academy by presenting a request to the Admission and Registration Deanery in order to obtain a clearance letter any time during the academic year.

c. Dropping out:

1. If a student who is pursuing his/her study does not specify his/her academic status, either by postponement or discontinuation by the end of the third week of each semester, this will be considered a dropping out of study.
2. A student who is studying as a visiting student in another university or who is enrolled for a student exchange programme is not considered to have dropped out.

Article (15): Re-enrollment

A student who has suspended his/her registration is allowed to submit a request to the Admission and Registration Deanery to re-enroll using the same registration number and transcript used before suspension as follows:

- a. The student who has postponed his/her study is allowed to re-enroll under the condition that he/she submits a re-enrollment request within a maximum period of four semesters

from the date of registration suspension. The maximum limit of postponement and the maximum period of study must be observed in these cases as stipulated in article (14).

- b. The student who has suspended his/her registration to discontinue his/her study is allowed to re-enroll according to the same conditions applied to those who have postponed their studies provided that the student submits a re-enrollment request using his/her old registration number and file. The previous academic situation of the student including his/her achievement, GPA and the period needed to complete graduation requirements are also taken into consideration.
- c. The student who has dropped out of study is not to be re-enrolled without the approval of the College Council after referring to his/her transcript, the courses he/she has studied, and the extent to which he/she corresponds to the current academic college academic plan, which may result in dropping and repeating some courses.

Article (16): Maximum Study Period

1. The maximum period for a student to obtain a BSc or a BA degree is double the original study period indicated by the college he/she is registered in. If a student fails to meet graduation requirements during this period, he/she becomes subject to final expulsion from the Academy.
2. The College Council may consider offering the student subject to expulsion, due to exceeding allowed study period, one final chance of two regular semesters if he/she has achieved a minimum of 80% of the total hours required in the programme he/she is enrolled in, provided that his/her GPA is not less than 2.0, and taking his military service status into consideration. The College Council decision regarding the student has to be approved by the Academy President.

Part 4

Assessment and Examination Regulations

Article (17): Attendance Policy

- a) Students receive a forced withdrawal if their absence percentage exceeds 15% of the course hours during the semester without an acceptable excuse. In case of providing an official excuse, students are allowed to resume regular attendance. However, students' withdrawal is considered mandatory if their absence percentage reaches 20% of the course hours.
- b) Students who get a forced withdrawal receive a (W). In this case, course re-enrollment necessitates students' attendance, not just sitting for exams.

- c) Students who play for national sport teams are exempted from attendance constraints when they represent their countries in international championships.

1. Students' attendance during guided and planned maritime training (for students of the College of Maritime Transport and Technology):

- a) Evaluating students during guided or planned training is based on attendance marks and practical application during this period. Marks shall be deducted from students who are not punctual.
- b) Students fail the training period if their absence percentage reaches 10% of the total hours allocated to the training.

2. Medical Excuses

- a) College Deaneries must not approve medical excuses that are not issued from or stamped by the Academy Medical Services Administration. If the medical excuse period includes a graded or final exam or any course work, the medical report is submitted to the college following its approval by the Academy Medical Services Administration.
- b) The time span specified on the stamped medical excuse should be counted in the student's 20% for absence with an excuse.

Article (18): Assessment and Examination System

- a) Students are assessed on a regular basis throughout the semester via written, practical and oral exams, in addition to research, daily assignments, participation in class discussions and course attendance, as well as other assessment methods. This helps students to determine their achievement level during the semester and tackle any educational problems they face regularly.
- b) The final grade for each course consists of course work marks and final assessment marks as follows:
- 30% representing the total mark for the student's assessment during the first 7 weeks of the semester. This may include various exams or daily assignments. The 7th week mark is announced online by the end of week 8.
 - 20% representing the total mark for the student's assessment from week 8 to week 12. This may include various exams or daily assignments. The 12th week mark is announced by the relevant academic departments.
 - 10% representing the total mark for course work, including discussions, regular attendance and submitting assignments during the semester.
 - 40% representing the student's total mark in the course final assessment.

- To pass the final exam, the student's mark should not be less than 30% of the total exam mark. This is one of the conditions to succeed in the subject the student is registering in.
- c) The final assessment for each course is held once at the end of semester. It may be a written and/or practice exam according to the course nature. The exam must be comprehensive for all course contents, with the exception of the "graduation project" for which the relevant department council decides the suitable evaluation method and announces it to students at the beginning of project registration.
 - d) Students are entitled to review all regular and final exam papers, reports and research after being marked and recorded according to Quality Assurance Regulations.
 - e) Students are entitled to have their final exam papers remarked after submitting an appeal to the relevant head of department within 30 days from announcing the final results.

Graduation Project Evaluation

For educational tracks that necessitate submitting a project as a graduation requirement, students' projects are assessed according to the regulations stipulated in their college status report.

Evaluating Students during Maritime Training

- **Students of the College of Maritime Transport and Technology**

A. Guided Maritime Training:

1. Guided training is a semester required to complete the total period of study as per academic plan.
2. Students are not allowed to register for guided maritime training unless they have successfully completed the requirements set by the relevant departments.
3. A student has completed this period if they have:
 - i. Efficiently carried out their tasks and watchkeeping duties and prepared the assigned reports.
 - ii. Passing practical and oral exams held at the end of this period with a minimum percentage of 70%.
4. In case a student fails to achieve some/all passing requirements, he/she has to repeat the whole training or part of it in accordance with the regulations specified by the relevant college and department.

B. Planned Maritime Training:

During planned maritime training, students are evaluated through monitoring reports prepared by the companies providing the training, completion of assignments and reports in addition to the oral exam held at the end of this stage to measure the experience gained by the student during the training stage. In case of not achieving the required levels, the students are reassigned to go on sea training for at least three months to complete their training.

C. College of Fisheries and Aquaculture Technology Students:

Students receive training during term eight of their studies on fishing boats. Students are assessed at the end of this stage according to their performance and achievement on assigned tasks.

D. Summer Training

Some AASTMT colleges offer their students summer training opportunities through coordination with some local, Arab and International companies and institutions. Students' academic achievements are considered for nominations.

Article (19): Course Grading

Students shall receive a grade for each registered course as per the following regulations:

A. Course Grade:

This refers to the grades received by students for any course. Each grade refers to a certain point value corresponding to a given percentage as illustrated in the table below. This applies to all colleges, except for College of Engineering and Technology:

Grade	GPA	Percentage (%)
A⁺	12/3 = 4.00	95% - 100%
A	11.5/3=3.83	90.00% - less than 95%
A⁻	11/3= 3.66	85.00% - less than 90%
B⁺	10/3=3.33	80.00% - less than 85%
B	9/3=3.00	75.00% - less than 80%
B⁻	8/3=2.66	70.00% - less than 75%
C⁺	7/3=2.33	65.00% - less than 70%
C	6/3=2.00	60.00% - less than 65%
C⁻	5/3=1.66	56.00% - less than 60%
D⁺	4/3=1.33	53.00% - less than 56%
D	3/3=1.00	50.00% - less than 53%
F	Zero	Less than 50.00%

- The following table indicates the course grade, and the exact point value corresponding to the given percentage of each grade for College of Engineering and Technology:

Grades as specified by the SCU Engineering Sector Committee		
Grade	GPA	Percentage (%)
A ⁺	4	97% and above
A	4	93% - less than 97%
A ⁻	3.7	89% - less than 93%
B ⁺	3.3	84% - less than 89%
B	3	80% - less than 84%
B ⁻	2.7	76% - less than 80%
C ⁺	2.3	73% - less than 76%
C	2	70% - less than 73%
C ⁻	1.7	67% - less than 70%
D ⁺	1.3	64% - less than 70%
D	1	60% - less than 64%
F	zero	Less than 60%

B. Course Points:

Points are calculated by multiplying the grade value obtained by a student by the number of registered credit hours.

C. Students who receive a (C⁻, D⁺ or D) grade for a course are considered conditionally pass students. The descriptive grade (semester average / GPA – Cumulative GPA) for all colleges except for College of Engineering and Technology is as follows:

- **Descriptive Grade (Semester average/ Cumulative average)**

GPA	Descriptive Grade	Equivalent Percentage
3.6 up to 4.0	Excellent	90% up to 100%
3.0 up to 3.6	Very Good	75% - less than 90%
2.6 up to 3.0	Good	65% - less than 75%
2.0 up to 2.6	Pass	50% - less than 65%

Descriptive Grade (Semester average/ Cumulative average) for College of Engineering and Technology:

GPA	Descriptive Grade	Equivalent Percentage
3.7 up to 4.0	Excellent	89% up to 100%
3.3 up to 3.7	Very Good	84% - less than 89%
2.7 up to 3.3	Good	76% - less than 84%
2.0 up to 2.7	Pass	70% - less than 76%

D. Since the percentage from 50% to 60% is considered a conditional pass for all colleges except for College of Engineering and Technology , the percentage corresponding to the pass grade is calculated as follows:

GPA	Descriptive Grade	Equivalent Percentage
2.5 – less than 2.6	Pass	64%
2.4 – less than 2.5		63%
2.3 – less than 2.4		62%
2.2 – less than 2.3		61%
2.0 – less than 2.2		60%

E. Honours Degree:

AASTMT students shall receive a grade with honours if they achieve a minimum final GPA 3.30, provided that they achieve at least this GPA during all semesters and that they have not receive a failing grade (F) in any course during the study period.

F. Table of other Grades:

Grade	Significance	Description
I	Incomplete	It is the grade of a postponed final exam due to an urgent excuse accepted by college. This is applicable under the condition that the student obtained 36 marks (60 %) of the course work. An incomplete result (I) is given to enable the student to sit for the final exam in the assigned date. Otherwise the student is considered to have failed the course.
W	Withdrawn	It is the grade of a course that has been withdrawn either by forced or optional withdrawal. It is not counted in the GPA.
U	A grade with unspecified marks (Ungraded)	It is a course whose marks have not been assigned yet for any reason.
Au	A grade of a listening course (Audit)	It is a grade that is given to students who attend a course as listeners. It is not counted either in the GPA or the achieved credit hours.
TR	A grade for a transferred course (Transferred)	It is the grade of a course equivalent to a course from another university and is not counted in the GPA.
P	A grade of passing a course (Pass)	
F	A grade of failing a course (Fail)	

G. Semester Average:

Semester average (the average of student's grades in courses studied in a particular semester) is calculated each semester through multiplying the grade value obtained in each course by the total number of registered credit hours (regardless of courses withdrawn during the semester).

H. Grade Point Average (GPA):

1. This refers to the student's overall average and is calculated at the end of each semester by adding all course points obtained by the student in all courses up to that date and dividing them by the total number of credit hours completed by the student so far.
2. The GPA determines the student's status in terms of academic load, pursuing studies, academic probation and graduation.

Article (20): Stages of Study

The table below shows the levels (stages) of study based on the number of credit hours completed by a student.

Level of Study	Stage Name	Percentage of credit hours successfully completed by student	
		5-year study colleges	4-year study colleges
1	Year One "Freshman"	0% up to 20%	0% up to 25%
2	Year Two "Sophomore"	More than 20% up to 40%	More than 25% up to 50%
3	Year Three "Junior"	More than 40% up to 60%	More than 50% up to 75%
4	Year Four "Senior - I"	More than 60% up to 80%	More than 75% up to 100%
5	Year Five "Senior - II"	More than 80% up to 100%	

Article (21): Requirements for Degree Attainment

A student obtains the BSc or the BA degree when meeting the following graduation requirements:

1. The student must pass all course hours in the study programme with a GPA not be less than 2.0 upon graduation.
2. The minimum duration of study must be fulfilled as stipulated by the Supreme Council of

Education Affairs.

3. After achieving the requirements of degree attainment and completing graduation procedures, the nationality of the Academy Alumni cannot be altered. It is also prohibited to improve the GPA after the end of the study years and obtaining the degree. Student nationality alteration may be considered during the years of study in accordance with the legal constraints specified by the Academy.

Article (22): Student Appeals

The student may submit an appeal to the Academy President concerning applying a given academic rule due to special circumstances. Each case is examined individually. The Academy President may form a committee to discuss various appeals before presenting them to him.

Part 5: Disciplinary and Academic Penalties

Article (23): Student's Responsibilities during Study

AASTMT students shall adhere to the following basic regulations:

1. Students are held responsible for familiarity and follow-up with the study system and regulations of the Academy. They are held accountable for any mistakes or problems that may occur due to ignorance of those regulations, including registration regulations, study postponement procedures, re-enrollment, course withdrawal, tuition fees refund and graduation requirements. Student should familiarize themselves with the regulations and systems issued by the Academy. They can seek help from their academic advisor or other Academy staff responsible for education in case they encounter difficulty in comprehending those regulations.
2. Abiding by all rules and regulations and following all instructions regulating the educational process, including those related to academic integrity, as well as examination and assessment regulations and commitment to all dates announced to students.
3. Regular attendance of lectures, tutorials and practical sessions.
4. Participating in class discussions is an integral part of the assessment process. This also applies to the assignments, readings and homework assigned to students.
5. Complying with the instructions and regulations for appropriate behaviour, conduct and appearance, customs and traditions observed both inside and outside the Academy.

6. Displaying appropriate behaviour while dealing with colleagues and preserving the Academy properties.
7. Abiding by the regulations for academic integrity as stipulated in (article “1” – item 19) in the fundamental definitions.

Article (24): Offenses and Disciplinary and Academic Penalties

In case a student commits an offense, the disciplinary penalties are as follows:

First: Violations of exam regulations and academic integrity:

These range from dismissal from the examination hall to final expulsion from the Academy. This is decided through presenting the case to the council of the concerned college as follows:

S. n.	Student Offense	Offense Description	Suggested Penalty
1	Disobeying examination instructions	Disrupting the discipline or quietness of the exam hall. For example: <ul style="list-style-type: none"> • Repetition (more than once) of talking to a colleague during the exam. • Repetition (more than once) of showing a switched off mobile phone during the exam. • Repetition (more than once) of the ringing of a mobile phone. 	After the invigilator gives oral warning when the offense is committed for the first time only, the student is dismissed from the exam and allocated “zero” for the given exam.
2	Refusing to carry out instructions	Repetition of any of the offenses mentioned in item number (1) in any other subject during the exam period.	The student is dismissed from the examination hall and the grade allocated to the subject is “F”.

3	Cheating	<p>Using any cheating methods. For example:</p> <ul style="list-style-type: none"> • A switched on mobile phone is not switched off and contains course information. • An unauthorized paper slip, table, notes or any other means or tools with course information. • Exchanging answer or questions sheet with a colleague during the exam. • Exchanging tools with information about the subject with a colleague during the exam. • Failing to observe the required regulations for academic integrity. 	<p>The student fails the subject in question. In addition, the grades allocated to the two subsequent subjects (or the two previous ones in case the subject is the last one in the student's exam schedule) should be "W".</p>
4	Offending the invigilator or the exam supervision authority verbally or physically	<p>Offending the invigilator or the exams supervision authority whether verbally or physically.</p>	<p>The student fails all courses registered for the semester during which the offense occurs (grades allocated to all subjects should be "F"). In addition, the student's registration for the following semester is suspended. The case is then forwarded to the Student Affairs Committee to determine whether the student is to continue his/her studies at the Academy or not.</p>
5	Impersonation of another student to sit for the exam instead of him/her	<p>Impersonation of another student to sit for the exam instead of him/her.</p>	<p>Final expulsion from the Academy.</p>

- It is permissible to apply the strictest penalty which can be expulsion from college in case another contravention accompanied the process of documenting the one the student is penalized for. This is decided after referring to the Student Affairs Committee.
- In all of the above mentioned cases, an official report of the case (the offense) should be written.
- The student's questions and answer sheets (after filling in all necessary information), as well as any other evidence related to the incident, should be attached and sent with related documents to the college Vice Dean for Education Affairs.
- The penalty is added to the student's unofficial transcript.

Second: General Behaviour Offenses:

The penalties for general behaviour offenses range from warning to final expulsion. This is decided by presenting the case to the Student Affairs Committee (such as smoking in classes or corridors, damaging the Academy properties, disrupting the discipline of lectures and tutorials.)

Article (25): Final Expulsion from the Academy

The procedures of final expulsion from the Academy, after the approval of the Academy President, should be carried out in the following cases:

- a. The student who has been under academic probation or who shows underachievement is finally expelled from the Academy if his/her GPA continues to be below 2.00 at the end of the third semester after having been put on the academic probation or underachievement list at the new department or college to which he/she has been transferred.
- b. If a student does not complete the graduation requirements during the maximum studying period allowed which is double the study period of the college.
- c. In case a student commits a grave breach for which the penalty, according to the student disciplinary penalties, is the final expulsion from the Academy.
- d. If a final criminal sentence has been issued against the student.

Article (26): Appeal for Penalty Alleviation or Expulsion

- a. The student has the right to submit an appeal to the Academy President to complain against a given disciplinary or academic penalty. The Academy President has the right to form a committee to investigate the appeal and before submitting its report to the Academy President to approve it and take the necessary procedures that preserve the rights of the Academy and the student.

Article (27): General Provisions

The articles of the current regulations are deemed effective as of its issuing date, after being approved. The regulations are to be revised every three years and when deemed necessary.