

Ministry of education
Jouf university
Business college
Department of
Business
Administration



Study Regulations and Test of postgraduate

Department Of Business Administration

Executive Master of Business
Administration (EMBA)

College Of Business

Jouf University, KSA

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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Achievement Team:

Dr. Nasreldin Hamid Ahmed Elnuor

Dr. Mohammed Rushdi Sultani

Dr. Badreldin Mohamed Ahmed

Dr. Khaldah Esawi

Review Team:

Dr. Tariq Osman Hilal

Dr. Abdelrahim Alshazly

Dr. Babaker Alyasa

Table of Contents:

Contents	Pages
Study system	5
Test system	7

Article 35: Study

The academic year is divided into two main semesters, each of which lasts for no less than five weeks.

V does not include the registration and examination periods, and a summer semester study period of no less than Eight weeks, during which the time allocated for each course is doubled.

Studying in some colleges may be based on the full academic year in accordance with the rules And the procedures approved by the University Council in a way that does not conflict with the provisions of these regulations.

1. The study is available in the summer semester if the need arises, based on the proposal of the Council of Ministers.

The department and the college, the approval of the Council of the Deanship of Graduate Studies, and the approval of the University Council.

2. The Council of the Deanship of Postgraduate Studies proposes the executive rules for the study on the basis of the year.

The complete study, when the required programs are available, and approved by the Council of Ministers the University.

3. The minimum required to register for academic courses for all postgraduate degrees is six. Academic units in the main academic semester, and a third academic unit e in the thousand mussel The study S, the summer, and the maximum number of two – ten academic units S in the academic semester S The main, and the six units of study in the thousand and the summer semester.

4. The message upon registration is excluded from the maximum limit specified in (1) above.

Article36:Study

The prescribed period for obtaining a master's degree is not less than four academic years and not more than For eight academic records, the thousand and the summer semester V are not counted within this period.

2 2.2 The period prescribed for obtaining a doctoral degree is not less than six years, and not more than six academic transcripts.

On the authority of the u-shara q-sent of an academic year, the thousand-sent-of-summer-vs are not counted within this period.

Article40:Test

Examinations are taken in postgraduate courses to obtain a diploma, a master's degree, or Ph.D., and monitor the grades, according to the list of studies and tests for the undergraduate level. Issued by the Higher Education Council in its second session held on 6/11/1416 AH, while Except for what comes:

1. The student is not considered to have passed the course unless he/she obtains a grade (good) at least.
2. Concerning alternative exams and courses that require more than one semester of study to be studied the Council of the Deanship of Postgraduate Studies takes what it sees in it, based on the recommendation of the Department's Council and the approval of the council of the competent college.
3. That the master's student, if required by his study program, and the doctoral student, after completing all the required courses, pass a comprehensive written and oral test held by a specialized committee in accordance with the rules approved by it. The university council based on the recommendation of the department council and the approval of the council of the specialized college and the council of the deanship of postgraduate studies. This test shall be in the major specialization of the student and in the minor specializations, if any. The student is considered a candidate for the degree if he passes the test the first time, but if he fails in it or in part of it, he is given one chance during two semesters, if he fails, his registration is cancelled.

Tests and assessments:

1. Determine the degree of the semester work for postgraduate students, not less than (30%) and not more than (60%) of the final grade of the course, taking into account what is stated in Article (26) of the Study and Examination Regulations for the undergraduate level.
2. The student is denied continuing to study the course and entering the final exam, if the percentage of his absence exceeds (25%) of the total number of theoretical lectures and practical and field lessons. In the course, a grade (H) is indicated for him in the grade field in the score sheet, and the college council to which the course belongs, or whoever delegates it may, based on a report submitted by the head of the department (who presents the course Lifting the student's deprivation, if he presents to the department head with a compelling excuse accepted by the College Council, provided that the percentage of absence does not exceed 40% of the total lectures, practical and field lessons specified for the course.
3. The course instructor notifies the student of the deprivation in time, and submits a report to the head of the department to which the course belongs, stating that the student has been denied continuing to study the course, the dates of the lectures, and the practical lessons that are absent. where the student.
4. The head of the department to which the course belongs, both: the Deanship of Postgraduate Studies, and the head of the department to which the student belongs, tell deprived.
5. 5. If the student is not able to attend the final exam in any of the chapter's subjects due to a compelling excuse, the College Council may, in cases of absolute necessity, accept his excuse, and may not allow Giving him an alternative test within a period not exceeding the end of the next academic semester, and he is given the grade he obtains after taking the alternative test.

Final Exam:

1. If the student cheats in the test, or attempts to cheat, or violates the instructions and rules of conducting the test, the following shall be taken against him:
 - a. The course instructor, or a member of the monitoring committee, prevents the student from continuing the exam, writes a report detailing exactly what happened, then refers it to the head of the department to which he belongs. scheduled.
 - b. The head of the department reports to the dean of his college about the case of cheating, or violation, and then the matter is referred to an investigation committee, to be formed by the college council.
 - c. The student's result in that course is suspended until the committee's decision is issued, and is indicated for him the symbol (Q).
 - d. The concerned authorities are informed of the committee's decision to implement it.
2. In the event of the student's grievance regarding the existence of leniency or unfairness in his right, he shall submit a request to the head of the department to which the rapporteur belongs to re-correct his answer papers, according to what is stated in the article) 39) from the articles of the study and examination list for the university level, and if it is proven that his claim is not credible, it is referred to the committee mentioned in (b) above.