



HUC

كلية الحياة الجامعية
Hayatt University College

تعليم أفضل لحياة أفضل
Better Education for Better Life

The regulations of the students' registration at
Hayatt University College

Conduct and Behavior:

Every student must comply with the following regulations:

- Respect the laws, norms and regulations prevailing in the country.
- Respect all religions and beliefs
- Respect all teachers and working staff, and comply with their directions.
- Establish friendly and tolerant relationships with fellow students.
- Adherence to the provisions of all academic regulations, student affairs regulations. As well as systems of universities and institutions that al-Hayatt University College deals with for training and research.
- Not taking any intoxicating or narcotic substance or participating, possessing, distributing such substances.
- It is not allowed to take any kind of food or drinks in classrooms, laboratories and library.
- No-smoking within the college campus
- No bringing, possessing, displaying or carrying any weapon or any other material that is dangerous for his/her safety and the safety of others.
- It is prohibited to damage college or individual properties.
- It is prohibited to show any kind of behavior that threatens his /her safety and safety of others.
- Not to sit in front of the entrance of neighboring residences surrounding the college, taking into account the politeness and not to cause any kind of disturbance to the inhabitants.
- **Good use of the college possessions which include:**
 - Good use of rooms, laboratories, library equipments as well as student activity halls.
 - No writing, or pasting papers on walls, ceilings and floors.
 - Taking care of landscapes, gardens and fields.
 - Dropping garbage in the specified bins.
 - Getting a prior permission from the Dean of Student Affairs when issuing any wall papers or magazines, placing advertisements, using loudspeakers or performing any collective activities.
 - Appropriate outward appearance and modesty in clothing must be observed in classrooms and around work and extracurricular activities places. The Deanship of Student Affairs is to determine whether the appearance is acceptable or otherwise.
 - Unsuitable private sitting is between any student within or outside the college campus is prohibited.
 - It is strictly prohibited to sit in front of the entrances of the houses or facilities adjacent to the college.
 - It is not allowed to hold celebrations and events within the college campus only after getting the approval of the Deanship of Student Affairs.

Penalties:

- Warning.
- Temporary or permanent deprivation of participation in any sport, cultural, or social activity.
- Temporary deprivation of study for a period to be decided on a case-by-case basis.
- Payment of compensation in case of damage to the property of the college or individuals.
- Dismissal from college for a full academic year.
- Final dismissal from college.

Examination principles:

1. The final examinations will be held at the end of semester 1 and 2.
2. Midterm examinations are held in the middle of each semester.
3. Substitution and supplementary examinations are held at the end of each academic year.
4. The student who has a supplementary examination is not allowed to sit for a substitution exam.

5. The examination schedules should be announced at least two weeks before the starting date of the examinations.
6. Each faculty should announce lists of registered students who are eligible to sit for exams two weeks before the start of the examinations. A copy of these lists should be given to the examinations department.
7. The instructor of the course will submit the exam to the head of the department concerned for review and then hand it over to the coordinator of the faculty.
8. The faculty coordinator delivers the exams to the examinations department one month before the beginning of the exam.
9. A board of examiners shall be held in each faculty after the final examinations, chaired by the Dean of the faculty, and shall submit the marks, recommendations and reports of the results to the Program Board.
10. The results of the examinations shall be approved initially at the meeting of the faculty senate concerned, subject to the final approval of the Scientific Council.
11. The results of the students will be submitted to the Scientific Council for final approval.
12. The results of the exams may not be published until they have been approved by the Scientific Council.
13. In case of any student grievance on a course result, a written complaint shall be submitted to the examinations department no later than two weeks after the announcement of the results after payment of the prescribed fees.
14. The examination department shall submit the complaint to the concerned college, which in turn shall form a committee to review the re-marking and submit the report to the examinations department within a maximum period of 72 hours.
15. The result of the re-marking shall be final and shall be approved by the Scientific Council.

Instructions for students:

- No student is allowed to sit for exams unless he/she is registered in the relevant faculty for the intended academic year.
- Students are debarred from sitting for the final exam if their attendance is less than 75%.
- A student who has registered and then he/she is absent from class for a period of more than 25% and extends to 40% with an acceptable excuse will be given a chance to sit for substitute exam in the course.
- The student who has registered, but he/she is absent for more than 25% and extends up to 40% without any acceptable excuse he /she will be given zero and he /she will sit for supplementary exam in the course.
- A student who misses the final exam for any course without an excuse is given zero and sits for the supplementary exam of the course.
- A student who is absent for more than (40%) of the study for any course with an acceptable excuse will freeze the academic year concerned.
- The student who is absent for more than (40%) of the study for any course without an excuse will repeat the academic year.
- A student who is absent without an excuse for two consecutive semesters will be finally dismissed from the university.
- The faculty council allows the student who has completed the prescribed study period but is unable to sit for exams due to illness or any other acceptable excuse for the faculty council will sit for substitute exams provided that the student submits the medical report according to the prescribed regulations for issuing medical forms.
- A student who is on a sick leave is not allowed to sit for any exam during the vacation and any exam result held during that period will be canceled.

Instructions for students in the examination room:

1. No student is allowed to enter the examination hall until the university identity card is valid.
2. Students are allowed to enter the examination hall five minutes prior to the start of the exam.
3. No student is allowed to enter the exam hall after half an hour from the beginning of the exam.
4. No student is allowed to leave the examination hall before half time elapses from the beginning of the exam.

5. Students are not allowed to leave the examination room only for the absolute necessity and accompanied by an invigilator.
6. Students must sit inside the examination hall on the seats allocated to them.
7. A student is not allowed to enter the exam room with any book, paper, any written or printed, document, or an advanced scientific calculator. He/she is not allowed to have any assistance from anyone in the exam hall.
8. Examinees who are in need of anything should direct their request to the invigilators and are not permitted to borrow anything from their colleagues or leave their places without the permission of the invigilators.
9. The student must carefully follow the instructions written on the booklet or question/answer sheet.
10. The student must clearly write his / her name, index number and any other information in the designated places on the booklet or question sheet.
11. The student is not allowed to write on any paper other than the answer sheet.
12. The student is not allowed to remove any papers from the answer booklet.
13. A student is not permitted to smoke, eat or drink inside the examination hall except water.
14. The student is not allowed to use mobile phones in the examination room and it must be put off before the start of the exam.
15. Students should bring all the necessary tools needed to perform the exam. They are not allowed to exchange tools in the examination hall.
16. No student is allowed to leave the exam hall in the last five minutes of the exam.
17. Students must stop writing and arrange their papers as soon as they are ordered to do so by the invigilator and not leave their seats until the invigilator receives the answer books.
18. The instructor may, at his discretion, increase the time of the oral or practical examination after informing the students.

Violations and penalties:

Cases of fraud:

- This indicates cooperation during the exams by speaking, exchanging papers, carrying papers or any material related to the exam, hiding the answer sheet or not handing it to the invigilator at the end of the exam, impersonation or any other behavior that is not permitted during the exam.
- If the student is caught in any of the cases of fraud, he/she is allowed to complete the examination after withdrawing the seized material if any. The invigilator shall mark on the answer sheet and write a report on the case to the administration of the exams, which in turn has to forward it to the Dean of the faculty concerned.
- The Secretary of Scientific Affairs shall constitute a central committee representing the concerned colleges to deal with cases of fraud.
- The student must appear before the Central Committee. The committee may also use the testimony of the professor of law, the invigilator and witnesses (if any).
- If the student does not appear before the Committee of Inquiry, despite of his being announced, verdict may be issued in absentia.
- The Dean of the College shall submit the results of the investigation to the Scientific Council for the report thereon.
- If it becomes clear to the Scientific Council that the student concerned has committed a violation of this regulation a penalty or more of the following should be inflicted on him/her:
 - A. A written Writing
 - B. Flunking the subject, and to be granted zero.
 - C. Suspension of the student from the study for a period determined by the scientific council that not less than one academic year.
 - D. The final dismissal from the university.

- Announcing the violation and punishment in ads boards, and in all cases the student's guardian should be notified through the Dean of the faculty concerned.

Misconduct:

1. Misconduct includes:
 - a. Failure to comply with the directions of invigilators inside the examination hall.
 - B. Damaging the answer sheet, papers, equipment or other.
 - C. Nuisance during the exam.
 - D Uttering obscene words or writing them on the answer sheet, papers or equipment.
 - E. Air conditioner abuse.
2. In case of any conduct that threatens the progress of the examinations or violates its safety and the safety of the examinees or supervisors, the student is prevented from continuing the examination and referred to the Committee of discipline for punishment.
3. To investigate cases of misconduct, the Dean of the faculty shall form a tripartite committee of:
 - (A) Dean of Student Affairs (Chairman).
 - (B) A member of the teaching staff whose degree is not less than an assistant professor from the faculty to which the student belongs.
 - (C) Director of the Examinations Department
4. The invigilator, the student and the witnesses (if any) shall be questioned by the Committee of Investigation separately.
5. If the student does not appear before the Committee of Investigation, despite of being announced a verdict will be sentenced in absentia.
6. The Dean of the faculty shall submit the results of the investigation to the Scientific Council for the report thereon.
7. If it becomes clear to the Scientific Council that the student concerned has violated the regulations, he/she shall be punished by one or more of the following:
 - (A) A written warning of dismissal.
 - (B) Temporary suspension for a period of two years.
 - (C) Final dismissal from the University.
8. The violation and the punishment shall be announced on the billboard. In all cases, the student's guardian shall be notified by the Dean of the faculty concerned.

Regulation of freezing Study for an academic year:

- Holding over the study shall be during the period specified for registration after payment of registration fees.
- The scientific council may freeze the academic year for students enrolled after the expiry of the period specified for freezing, provided that they have paid the prescribed tuition fees.
- The maximum freeze is two years during the study period.
- No freeze is allowed in the first year.

Regulation of Students resigning from University:

- A first- year student may submit his/her resignation from the university after completing the registration procedures. The student will refund his/her tuition fees within (15) days just from the date of payment while the tuition fees of applying to registration will not be refunded at any case.
- A student of the second or higher level, who is resigning, will pay all tuition fees due before the submission of the resignation.



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Khartoum/Alriyadh-Almashtal St.
+249123232601 - +249123232602

Hot Line 2221

Web:<http://www.hayattedu.com>
E-mail:registrar@hayattedu.com