

In the name of Allah the most Merciful, the most Gracious

White Nile University

Secretariat of Scientific Affairs

Regulations of the examinations of the basic grades for the year 1999 amended 2017

The name of regulation list and its application

1- The name of this regulation: is called (the statue of Examinations of the Basic Academic Degrees of 1999 amended2017).

2 - Commencement of work: This Regulation comes into force on the date of its approval by the Scientific Council No. (4-2017) dated 17/8/2017.

3 - Application of the Regulations: This Regulation is applied to all examinations of academic faculties at the level of Masters, Higher Diploma, Bachelor's and Technical Diploma, offered by the University and lead to the admission of the student, and enrolled in the degree awarded in accordance with the academic program after completing all requirements.

4. Cancellation This regulation cancels the previous regulations concerning the examinations of the basic grades.

5. The provisions of these Regulations prevail in case of conflict with the rules and regulations of the University to the extent that they remove the

inconsistencies between them.

6. Each faculty may establish internal rules for the examinations of the basic grades that correspond to its specificity, provided that they do not conflict with the provisions of these regulations.

7 - The Board of Senates is the only body authorized to amend or interpret any of the articles of these Regulations.

8. Signature

Dr. Shazly Issa Hamad: Chairman of the Board of Senates

Dr. Wadaa Abdullah Ali Secretary of Scientific Affairs

The first Chapter

Interpretations

In this Regulation, unless the context requires another meaning, the following words and expressions have the meanings assigned to each of them:

- Ministry** Ministry of Higher Education and Scientific Research.
- Administration** General Administration for Higher Education, National and Foreign.
- University** White Nile University.
- Board of Trustees** Board of Trustees of the University.
- Vice Chancellor** Vice Chancellor of the University
- Board of senates** University Council of Professors
- Dean** Dean of the Faculty
- Scientific Affairs Secretariat** Scientific Affairs Secretariat of the university
- Admission and Registration Committee** Admission and Registration Committee of the university
- Secretary of Scientific Affairs**, Secretary of Scientific Affairs of the University
- Faculty** faculty of university faculties
- Registrar** Registrar of the Faculty
- Department** / Any scientific unit affiliated to the Faculty that performs teaching, scientific research or training activities.
- Student** The student who is enrolled at the university

Basic Scientific Degrees: PhD, Master, Higher Diploma, Bachelor (Honors), Bachelor (General) or Technical Diploma.

The university number is the number awarded by the General Administration for admission, evaluation and certification of certificates in the Ministry. It is dealt with in all faculty procedures and upon graduation at the time of the documentation process.

The internal examiner is the person who taught the course, or the development or correction of at least one examination of the grades.

The external examiner is the person specialized by the university to evaluate the programs of its faculties.

The course is a course that is studied by the student according to an organized program in a number of credit hours per week during the **semester** with a number and a name.

Semester is the specified period of time in the range between 12-15 weeks to complete the study of specific courses and does not include the period of registration and examinations.

The academic year consists of two semesters.

Board of Examiners the professors who prepared , marked and taught lecture or the examination and / or awarding grades to students.

Section II

General rules for examinations

2.1 The Scientific Affairs Secretariat, should supervise the examinations.

2.2 The examinations should be held three times in the academic year.

a- Basis session at the end of the first semester.

B-Basis session at the end of the second semester.

c- The session of second round exams, shall be held at least one week after the date of the results for the second semester; that is, the repeated exams and alternatives, are at the end of the academic year.

2.3 The examination schedules should be published at least two weeks before the starting of the examinations on the faculty Board notice and on the University's website.

2.4 Lists of students registered for the final examinations should be published, including the university numbers approved by the Scientific Affairs Secretariat, at least two weeks before the beginning of the examinations.

2-5 in each session, examinations should be established, a committee for supervising, reviewing and organizing examinations under the chairmanship of the dean of the faculty or his representative.

2.6 The internal examiner is the person who taught the course or any faculty member assigned by the Dean of the faculty.

2.7 The internal examiner should establish or correct the examinations of the basic grades if they are held in whole or in part.

2.8 The Board of Examiners should be held in each section after the final exams, and should be headed by the Head of the Department and shall be responsible to the Board of the faculty, as the case may be for all grades,

recommendations and reports related to the results.

2.9 The results of the examinations shall be discussed at the meeting of the Board of the faculty. The final result, except for the results of the final semester or final year, shall be initially approved by the board of senate and shall be subject to approval by an external Examiner or Examiners.

2.10 The results of the awarding of the basic degrees, including the names of the examiners, and the success ratings in accordance with the recommendations of the Board of the faculty, shall be signed by the Dean of the Faculty of the Secretariat of Scientific Affairs. To be completed and submitted to the Board of Teachers for approval.

2.11 The Board of the faculty may publish provisional lists of the results of the final exams approved by the Board of the faculty concerned and the Dean's signature under the following terms (provisional results subject to approval by the Council of Professors)

2.12 The final results of the examinations should be published after being approved by the Board of Senates electronically.

2.13 Under no circumstances the details of the examination scores would not be disclosed except with academic institutions and in strict confidentiality.

2.14 In the case of any student protesting the result, a complaint shall be submitted to the Secretariat of Scientific Affairs after paying the fees determined by the Scientific Affairs Secretariat and filling in the form prepared for this purpose, which requires the concerned faculty to form an internal review committee to report thereon to the Secretariat of Scientific Affairs.

2.15 The Scientific Affairs Secretariat shall adopt the recommendation of the Internal Revision Committee provided for in paragraph 2.14 and the University shall abide by this.

Section III

Rules of conduct during exams:

3.1 Examinees must be present within the examination rooms ten minutes before the beginning of the exam.

3.2 Each student must sit in the identified place .

3.3 No student is allowed to enter the exam rooms after half an hour from the beginning of the exam.

3.4 No student is allowed to leave the examination room before one hour of the exam.

3.5 The student is allowed to leave the examination room and return if necessary, provided that he is under continuous supervision of an official member of the supervising and organizing committee for exams during the period he spent outside the examination room.

3.6 The student must bring with him all the necessary tools for the examination.

3.7 Examinees shall follow the rules and regulations shown on the cover of the answer sheets.

3-8 Examinees must write his name and his university number on the cover of the answer booklet in the place allocated for it.

3-9 Examinees should not leave the examination room with any paper, except for the question sheet if the observer permits.

3.10 Examinees must not write on any external paper, as well as the question sheet.

3. Examinees must remain calm and silent during the exam.

3.12 Examinees must stop writing when the deadline is announced.

3.13 Examinees must follow the directions of the observers in the examination room.

Section IV

Misbehavior during exams

4.1 Misbehavior includes:

- a- Disobedience of the directives of observers.
- b- The destruction of, examination papers, equipment or other.
- c - Disturbance during the exam.
- d- Speak inappropriate words or write them on the answer sheet, papers or equipment.
- e- Attacks on teachers, supervisors, students or employees during the examination.
- f- Smoking, snuffing or taking food inside the examination room.

4.2 The student shall be punished for misconduct with one or more of the following penalties:

- a- warning.
- b- Suspension from study for a maximum period of two years.
- c- The student shall be considered as a failure in all or some of the examination courses.
- d- Dismissal of the study.

4.3 In case of disturbance that interferes with the conduct of examinations or the use of violence, the Dean of the Faculty or his representative may prevent the student from continuing the examination and questioning, and then submit it to the Committee of the faculty to consider his accountability for misconduct.

Section V.
Cases of cheating and irregularities

5.1 if any student sitting for the exam, is found to be contrary to what is stated in paragraph 5.3b, the observer shall notify the chief observer to write a note of the case and refer it to the Dean of the Faculty, and allow the student to continue to perform the examinations.

5.2 The dean shall establish faculty fact committee that will investigate and interview witnesses and review the data and submit its recommendations to the Dean of the Faculty in accordance with Article 5.3.

5.3 In case of proven cheating, the student shall be considered as a failure and shall be punished by one or more of the penalties stipulated in paragraph 4.2

b- Cheating include:

1 - possession of any subject or means of information related to the exam material.

2 - Hide the answer sheet or not delivered to the observer at the end of the exam.

3 - Impersonating another student or allowing another student to be impersonated during the exam.

5.4 The Faculty Council may authorize a committee of its members to sign the above penalties and announce them, provided that the implementation of the dismissal penalty ceases to be approved by the Council of Professors.

5.5 The Board of Senates shall issue its judgment on the basis of the report of the observer, the recommendations of the investigation committee and the report of the faculty in the case of proven guilt.

5-6 if the student is not represented before the investigation committee, despite his declaration; he may be sentenced in absentia. The student shall

be declared, if it is proven that he refused to receive the advertisement or if the advertisement was posted on the faculty bulletin board three days before the date of the investigation.

Section VI

Guidance for internal examiners and academic registrars

6-1. Internal examiners must write the exam clearly in the paper prepared for it, sign it and deliver it to the head of the department at least one week before the beginning of the exam. The exam should be honest, comprehensive, consistent, distinguished and gradual from easy to difficult.

6.2 The internal examiners and department heads, shall take the necessary measures to maintain the confidentiality of the examinations.

6.3 Examiners shall not discuss the examination papers whenever possible.

6.4 Any examination paper shall be approved only by the signature of the

internal examiner.

6.5 The faculty council may choose one of the faculty members, of high degree to evaluate the exam and certify that it is an appropriate exam.

6.6 The Scientific Affairs Secretariat shall ensure that each exam paper contains: -

- **University name, logo, faculty name and department name.**
- **Semester**
- **Code and name of the course.**
- **The date of the exam,**
- **allowable time.**
- **Any other information that the internal examiner would like to add.**

6-7 the head of department concerned and the internal examiner should ensure that the examination print is clear and error-free. Containing the information contained in regulation 6.6.

6.8 Internal examiners and external examiners shall conduct oral examinations, if any.

6.9 The Scientific Affairs Secretariat shall maintain original copies of the examination scores before and after the statistical calibration.

6.10 The Secretariat of Scientific Affairs shall maintain samples of the questionnaires and examinations throughout the academic period for the graduation of students to be submitted to the external examiner.

6.11 The Scientific Affairs Secretariat shall submit a complete file containing copies of all examinations at the Central Library of the University.

Section VII

Guidance of observers

7.1 Observers should be fully familiar with the examination regulations.

7.2 Observers shall ensure compliance with the rules and guidelines within the examination room.

7.3 Observers must be present in the examination room, at least half an hour prior to the start time of the examination.

7.4 Observers shall ensure that the answer sheets, tables and any other materials required for the exam are adequately and systematically organized as directed by the examiner.

7.5 The observers shall record the real time at which the exam began and they shall announce it.

7.6 Observers shall limit the attendance after half an hour from the beginning of the examination, and ensure that each student has written his / her name and his seating number on the answer sheet.

7.7 The observers should avoid discussing the question sheets with the examiners, and in case of any confusion, the examiner should be consulted.

7.8 Observers should be vigilant and should not occupy themselves with anything that would lead them away from their responsibilities.

7-9 Observers must ensure that the total silence prevails in the examination hall, and that they should not disturb as much as possible for

those who sit for the exam, and they should refrain from smoking inside the exam room.

7.10 If any irregular situation is observed, the observers shall verify the work of Article (5-1) of these regulations. The case of cheating shall be confirmed by another observer's testimony whenever possible.

7-11. Observers shall be alerted to the exam for the remaining time 15 minutes before the end of the examination time, and after that no sitting shall be allowed to leave the examination room until the end of the specified time.

7-12 at the end of the period, observers are required to take the exam.

7-13 ensure that each student left the examination room, before the end of the specified time has delivered his answer sheet.

7-14. Observers should ensure that the number of papers collected is equal to the number of students taking the exam.

Section VIII

External Examiners:

8.1 The External Examiner shall be selected on the recommendation of the Faculty Council, especially those with experience and high degree in the relevant program area.

8.2 More than one external examiner may be nominated for the department, especially in cases of specializations with professional requirements.

8.3 The Faculty shall submit a copy of the curriculum vitae of the

external examiner accredited by paragraph 8.1 to the Scientific Affairs Secretariat.

8.4 The External Examiner of the Department may be re-nominated for a term not exceeding three years.

8.5 The Faculty and the department concerned shall provide the external examiner with all necessary information and documents well in advance of the Board of Examiners:

-The external examiner form approved by the Scientific Affairs Secretariat.

- Awarding of basic degrees.

- Regulations of the examinations of the basic grades.

-Curriculum.

- Copies of all examination papers.

A representative sample of answer sheets for each course.

- Representative sample of graduate research.

-Summary of student results

-A copy of the previous reports of external examiners.

In addition to these documents, he may request further information when necessary.

8.6 The external examiner would be entitled to:

-Attend the meetings of the Board of Examiners

-Interview a sample of students and faculty whenever necessary.

-Attend oral and practical examinations and discuss graduate research.

-Oral examination after the examination paper, especially for marginal cases.

-Request to re-correct all booklets and modify some grades.

7-7 Examiners shall fill out the external examiner's form and send it to the Department and the Dean of the Faculty and write a report that includes the following points:

- **The level of performance of students in the exam.**
- The general level of the curriculum and the clarity of educational objectives and learning outcomes.**
- The relevance of the exam questions.**
- The accuracy, integrity and fairness of the evaluation process.**
- **Compare levels with other similar universities.**
- **Availability of teaching aids, devices and laboratories (if any).**
- Any other instruction related to the curriculum or exam may be deemed appropriate.**

8.8 The Faculty would submit a copy of the External Examiner's form and report in accordance with the directives of paragraph 8.7 in the Scientific Affairs Secretariat.

8-9 The Faculty would abide by any directives, rules and additional provisions issued by the Department.

8.10 The direction controls and provisions of the Administration shall prevail in the event of conflict with any of the paragraphs of this section to the extent that the inconsistency between them would be removed.

Issued under my signature on the 18th of August 2017

Dr. Shazly Issa Hamad

University vice chancellor and Chairman of the Board of senate.