

NUGAAL



UNIVERSITY

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Academic Rules & Regulations

Introduction

By taking into consideration of high need of higher education in Sool region and neighboring areas, NUGAAL University was established in September 2004.

Through the rich experience gained in the past years in Academic fields, Nugaal University has built its capacity to launch multiple degree programs in selected field of studies.

The need assessment conducted in Sool region as well as neighboring regions and areas areas shows that there is a severe shortage of competent professionals both in terms of quality and quantity.

Training professionals is not an easy task. There is a need for strong commitment to achieve what is intended. The students deal with diversified academic fields. Unless strict follow up and extensive effort is made towards training, the end effect will be disastrous to the community. The main feature of this academic rules and regulation is to pursue the training with its high quality. It is to make the training process conducive and competent. The overall aim of this academic rules and regulations is to produce competent students which can carry on the responsibility of the development of the community.

The day-to-day activities and academic as well as social interactions among the University community call for rules that provide for responsibilities of students, and procedures that can't be bypassed in effecting the rules on the event of violations. Therefore the overall procedures and processes of academic rules and regulations of students have been included in this document.

These rules are formulated and set by academic senate of NU. Academic senate can modify these rules totally or partially as needed.

1. Criteria for promotion to next semester

- The student must achieve minimum academic grade point average 2 and above
- No “F” or more than one “D” grade in Major courses
- No incomplete, no NG and no “F” in supportive courses which are pre requisite for major courses.
- However a student is not allowed to remove (take re exam) more than three “D”, “F”, NG, I, or combination of these (major and minor courses);

2. Students’ Academic Status:

The academic status of students will be determined after completion of each semester.

2.1 Academic Warning:

A student shall be put under warning if

- A. At the end of the first semester of first year, his or her GPA is between and including 1.75, and 1.99 as appropriate.
- B. At the end of the second semester of first year and above, his/her CGPA is between, and including 1.85 and 1.99 for the first time as appropriate.

First year First semester		
	GPA	Academic status
	0 – 1.749	Failure
	1.75 – 1.999	Warning
	2 and beyond	Promotion
First year Second semester and beyond		
	0 – 1.749	Failure
	1.85 – 1.999	Warning
	2 and beyond	Promotion
N.B : - A students who is in Academic warning for three times or more will be academic failure		

3.2 Academic Dismissal

Academic Dismissal is a decision to reject academic pursuit in the University because of academic incompetence. This shall be effected on the following conditions:-

- A student who in the first semester of the first year has failed to achieve a minimum of GPA 1.75
- A student who in the second semester of the first year and above has failed to achieve a minimum of GPA 1.85
- A student who fails to achieve a minimum CGPA of 2.0 for two consecutive semesters
- A student who is in Academic warning for total of three times
- Failure to achieve "C" after re exam (not make up) in main courses

N.B:- The student with above conditions shall be suspended for one year, and can continue after that. But a student with academic warning again after academic re-admission shall be dismissed completely from the University.

3.3 Removal of D, F, I and NG

3.3.1 Minor courses

- The student must take re exams only for "F" grade

3.3.2 Major courses

- The student must take re-exam if s/he carries more than one "D" or "F"

3.4 Academic dismissal procedure

- ⇒ A student shall be dismissed after the grade (mark) is approved by academic affairs and registrar.
- ⇒ The student shall be given grade report notifying that he/she is dismissed or delayed.
- ⇒ Additionally formal letter of dismissal is given to the student.
- ⇒ A student who is academically dismissed for one year is readmitted only once.
- ⇒ No academic document shall be given for a student dismissed for one year or completely.
- ⇒ A student dismissed for one year can continue his education after a year.
- ⇒ The student shall return all properties of the University such as text books, computers, projectors, ID card,
- ⇒ The student has full right to pursue his education after one year.

3.5 Academic Recognition:

Students who score very high GPA points shall be listed and recognized by the University. These students are:

- ✓ Those who succeed with an honor of a **distinction** with cumulative GPA between and including 3.25 & 3.49
- ✓ Those who succeed with an honor of **great distinction** with cumulative GPA between and including 3.50-3.74; and
- ✓ Those who come out with an honorable **very great distinction** with CGPA between and including 3.75 and above.

3.6 Academic awards during graduation

- Students ranking 1st up to 3rd from each departments shall be offered awards.
- ***Gold Medal*** shall be award additionally for a student standing first among all graduating departments.
- Female students with first to third rank achievement out of all the graduating departments shall be awarded.

3. Graduation requirement

- ☑ Successful completion of all credit hours with a minimum cumulative grade point average (CGPA) of 2.00.
- ☑ No grade of "F", no I (incomplete) and no NG (no grade) in any course
- ☑ No "D" in any professional major courses
- ☑ Successful completion of internship, project works and research.

4. Examination methods and rules

Every form of assessment needs to be conducted with fairness to the learning objectives and to the learners as well. To ensure fairness and uniformity:

1. Instructors should have a regular planning and assessment discussions;
2. Instructors should develop standardized marking criteria among many instructors delivering the same course;

Feedback

Since students must learn from what they have done and what they have failed to do, giving them feedback becomes a pedagogical necessity leading to their improvements. The exams can be shown to students inside class; but shouldn't be given away.

Assessment Plans

- A. All course assessments need to be planned ahead of time and should be informed to the department dean. The plan can be changed at any time accordingly.
- B. Mid exams of bigger percentage shall not be recommended since departments are required and encouraged to effect formative and continuous assessments whereby students continuously do tests, assignments, project works, and report writings, etc.
- C. The general rule is:-
 - Mid exam, assignment and other activities will be scored out of 30
 - Attendance and class participation out of 10, and
 - Final exam out of 60.
 - This general rule may not apply for some unique courses.
- D. When the continuous assessment tasks have been completed to the prior fixed and required percentage, final exams should be conducted on dates to be fixed on the academic calendar.
- E. When markings are done, marked papers shall be shown to students as feedback;
- F. The result, out of 100% and grade (A, B....) finally will be posted on notice board with student's ID.

Evaluation of Academic Work and assessment

1. The evaluations of a student are continuous and it may constitute assignments, project work, term papers, periodic test, and a final examination.
2. The final examination shall cover the whole course or at least the majority;
3. A student shall not receive a grade without taking examinations;
4. Students examination papers should be kept for the period of a year after the issuance of results;
5. All grades shall be submitted to the office of the Registrar and respective department dean after approved and signed by the respective department dean;

6. All makeup and re-exam results shall be submitted to office of the Registrar and faculty after approved and signed by the respective department dean;
7. All results shall be handled only in the hands of both Registrar and respective department dean;
8. There should be no result difference between registrar and respective department dean. If there is obvious difference, the case shall be managed by academic senate.
9. Any re-grade (changing the already submitted result) shall be effective only if it approved by academic senate. Re-grade should be discouraged.

Cheating during examinations

Cheating during examinations is a greave violation and absolutely forbidden.

- a. If a student is found trying cheating in any assessment, s/he will be deducted one grade down.
Eg:- from A to B or from B to C
- b. If a student is found cheating in any assessment, s/he will be given '0' (zero) in that assessment;
- c. The invigilator must write report of the violation and attach seized evidence and submit to the department dean and/or academic affairs.
- d. The department dean or the course instructor shall take measure and notify the academic affairs and Dean of Students.
- e. The invigilator will sign on the exam.If the student becomes aggressive, let the invigilator sign on the exam later when the student finishes.
- f. The invigilator should not quarrel with students by any means. But if the student is so aggressive, the student will be disciplined and serious measure will be taken, which might result in stopping examination.

Make up

- Make up exams should be done within 2 weeks of the respective examination, or within two weeks of the start of next semester
- The student should provide written evidence for absence from exam and should be accepted by department dean, academic affairs and exam and curriculum director.
- Make ups are discouraged.
- Make up exams should be more difficult than the previous exam, to avoid unfair advantage the absent student.
- Make up exam is not Re-exam. So the grade will be put as it is, be it A, B or others.
- Whatever the case is, the student should pay 10 USD for the makeup or re exam of cat and 20 for final exam for each course.
- This payment is done to compensate for extra works, energy and activities.
- The student shall pay the payment only to Finance office head.
- For each 10 dollars; 2.5 will be given for the university, 3 for dean and 4.5 for the respective teacher.
- For each 20 dollars; 5 will be given for the university, 6 for dean and 9 for the respective teacher.

Exam bank

- Every assessment methods exam including assignments, class works, home works, mid exams, final exams, continuous assessments, and any quizzes shall be stored with soft copy to department dean.

Final comprehensive exam

Before graduation students must take final comprehensive exam.

- The exam includes all main courses:-
 - Theory exam
 - 300 professional main courses divided into 5 categories
 - Practical exam in school (Case study, demonstration and oral interview)
- For Clinical Health and Nursing students only

- Theory exam
 - 300 Clinical main courses
 - 100 Public main courses
- Practical exam in school (Case study and oral interview)
- Practical exam in hospital
- For Public students only
 - Theory exam
 - 300 Public main courses divided into 5 categories
 - Practical exam (Case study and oral interview)
- Theory exam pass mark for all students is 60%
- Practical pass mark for all students is 100%

The student must pass the theory to go to practical. If a student fails in theory or school practice, he/she be delayed for one month to take the re exam.

For health students, if the student fails in hospital practice, he/she is delayed for month while working hospital practice. After finishing he/she can take again the exam.

The student will pay for any kind of re exams and re activities.

6. Score and the Grading System

6.1 Grading

Grade	Grade Point	Description	Range
A	4	Excellent performance	85 & above
B	3	Very good ability	70 – 84.99
C	2	A satisfactory level of ability	60- 69.99
D	1	An unsatisfactory and inconsistent level of ability	50 – 59.99
F	0	A failure to meet minimum requirements	Below 50

6.2 Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA):

1. The Grade Point Average (GPA) is determined for each semester by dividing the total number of points earned by the student to the total sum of course credit hours set for the respective semester;
2. The Cumulative Grade Point Average (CGPA) is determined by dividing the total number of grade points earned by the total number of credit hours taken in consecutive semesters. When a student repeats courses, only the new grade and credit hours or marks are included in computing the semester average and cumulative average.

6.3 Incomplete (I)

Incomplete (I) is offered to a student who, despite having a complete class attendance, has failed to fulfill some of the requirements of the course work such as test(s), examination, project works, assignments and any other academic tasks etc.

Such a student must submit an application to the department Head attaching all the necessary evidence for failing to do tasks. The department Head shall look in to the case and decide whether the applicant deserves a make-up exam or not.

If s/he finds the case with valid reasons, the department Head, in consultation with the course instructor, permits the applicant to sit for a make-up exam. But if the student with Incomplete (I) result, doesn't hand in his application and backing evidence within the time frame set by the academic senate, an automatic "F" or 0% will be put instead;

6.4 No-Grade (NG):

A No-Grade (NG) shall be labeled if a student, who has registered for a course, does not have 90% and 95% attendance of the classroom lessons and practical (laboratory, project work demonstration & apprenticeship) sessions respectively. The instructor offering the 'NG' shall notify the problem to the department head who checks for formal withdrawal and official dropping of the course confers an 'F' if the case proves otherwise.

Nevertheless, both Incomplete (I) and No-Grade (NG) results shall not recur if in the learning process, the instructor provides his assessment feedbacks as quickly as possible. In deed where

the continuous assessment is to be practiced, students shall have known their results beforehand and solutions provided long before grade lists are put out for declaration.

6.5 Assessment information

Learners will go through a variety of learning activities that will help them learn facts, concepts, principles, processes and procedures .On completion of these learning activities the learners will be ready for Performance assessment(evaluation) in the various subjects.

Performance assessment will comprise of; assignments that will provide opportunity for feedback as well as grade assessment, Continuous assessment test, practical, and examination In order to pass the subject, the learner must complete assignments, sit for CAT, and examination at the end of the semester.

Practical examination paper will be marked out of 100 upon submission of a record book of all the practicals done during the semester

Methods of Assessment

- **Written Examination:** Refers to the main exam sat at the end of every semester
- **Continuous Assessment Test (CAT):** Test(s) offered at the end of a chapter or as deemed appropriate by the lecturer for respective subject.
- **Class work Assignment:** Can be topical areas of further study requiring the student to perform an enquiry into various issues, and present summary of facts and explanations as understood or questions given to students to supply broad answers and arguments performed by individual or in group.
- **Practical Examination:** refer to all examinations in a scheme of study, which requires demonstration of practical skill under/time constrained conditions

6.6 Examination Regulation

Part One: Exam policy.

(A) General Requirements

Final examinations are required in all undergraduate courses, except as provided elsewhere in this regulation. Whenever practical each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration and those in laboratory courses (practicals) must not exceed six hours' duration. This rule may not apply for some unique courses and professions.

(B) Scheduling of Examination.

Final examinations are to be administered during examination period at the time announced in the university time table. Exceptions must be approved by the instructor's Dean and only for sound educational reasons.

No two examinations for the same class may be scheduled in one day except in case of a supplementary paper.

(C) Eligibility for Examination.

A candidate shall have acquired not less than 90% of the attendance for class lesson and 95% for practical lessons. If a candidate obtains less attendance in a semester, he/she shall not be allowed to take that semester's papers, and only allowed to sit for those papers in the subsequent semesters as supplementary.

The student should provide valid proof for his absence each day.

(D) Re-Examination and termination of Course.

Students who fail in any paper can apply for re-examination in the subsequent semesters. If a student fails in any major subject for two consecutive times, that student shall be declared unfit to continue with the course leading to termination of eligibility.

(E) Students planning to enter re-examination (supplementary paper) should register with their head of department at least one month before the start of examination period. The 1st two weeks of next semester will be time for make up and re-exams.

(F) A four year degree course may run for seven consecutive years after which eligibility shall automatically expire while a two year diploma course may run for four years after which eligibility shall automatically expire. Withdrawal for more than three years will expire the whole academic results.

Part Two: Examination Rules

- i. Entry and exit from exam rooms
- ii. Materials used during examinations
- iii. Use of dictionaries
- iv. Timekeeping
- v. Misconduct
- vi. Identification
- vii. Legibility

Please read the following Examination Rules carefully.

These rules apply to all candidates sitting scheduled examinations. Any breach of these rules will be considered a breach of the University's Statute on Student Conduct and may result in the candidate having their examination cancelled or being suspended for one or more semesters.

i. Starting, Entry and exit from examination rooms

- o Put your ID card on table in front of you.
- o Write your name first, before you start exam
- o If no name is written, o will be given
- o Write your name also on exam attendance sheet
- o Wait for instructions from invigilator
- o No candidate is permitted to enter an examination later than the mid-point of that examination.
- o No candidate is permitted to leave the examination room earlier than the mid-point of that examination, and then only with the permission of the supervisor, who must be given the candidate's script.

ii. Materials used during examinations

- (a) When examination booklet or other writing material is provided, candidates may NOT use any other printed or blank paper during the examination.
- (b) No books or equipment may be used during an examination unless that is specifically stated in the examination paper or the candidate presents an authorization from the Faculty.
- (c) Examiners may authorize the use of electronic non-programmable calculators for examinations, and may restrict the types of machine used.
- (d) Pencil cases are not permitted unless they are clear and shown to the supervisor prior to the start of the examination.
- (e) Mobile phones and any other electronic communication devices MUST BE turned off during examination time. Students are STRICTLY NOT allowed to use mobile phones inside the examination hall at all cost. Breach of this rule shall lead to confiscation of the mobile phone till the end of the examination. If a student breaks this rule for a second time then he/she shall be barred from that particular examination.
- (f) Under no circumstances are candidates permitted to take out of the room any examination material including exam questions, answer books or supplementary answer sheets. No material that has been removed from the examination room will be marked.
- (g) Candidates may not consume any food during the examination unless they can present a supporting statement from a medical practitioner to the Examinations Coordinator prior to the start of the examination. All candidates may drink water from a clear plastic bottle. Other drink containers will not be permitted.

Unless an examination paper specifically excludes the use of dictionaries, a candidate may seek approval from the course coordinator or Faculty Manager to use a dictionary during an examination. The candidate must present the dictionary to the supervisor for inspection prior to the start of the examination. Electronic dictionaries should not be used.

iv. Timekeeping

Candidates may commence writing only when instructed to do so by the supervisor. No candidate may continue writing or add anything to an answer after the supervisor has announced the end of the examination.

v. Misconduct

During an examination, no candidate may communicate with any person other than the supervisor (or the course examiner), nor may any candidate copy from another candidate's answers.

No candidate shall cause unreasonable disruption to an examination or exhibit behavior which unreasonably distracts or impedes other students sitting that or another examination. Candidates who breach this rule shall be removed from the examination hall.

vi. Identification

Candidates must print their examination number/ ID number legibly on their examination answer book and on any supplementary answer sheets, as requested. Proof of identity should be provided by presentation of Nugaal University ID cards or other official document, including a stamped photograph in case the ID is lost, e.g. passport.

vii. Legibility

All handwriting by a candidate must be clearly legible. Any written material which the examiners are unable to decipher may be either refused for marking or photocopied (for a fee) and given to the candidate to supply a clearly transcribed version.

7. Course Attendance

Any student registered for a course is required to attend all lessons including group discussions, independent studies, project works, and lab. Sessions etc.

Every instructor is required to keep record of students' activities, participations, and design his/her own mechanism of maintaining the learner's interest and interest in the learning activities taking place in the classroom;

A student with recorded absence (with or without valid reasons) of more than 10% of the contact hours and 5% of demonstration, practice or laboratory sessions would not be considered and evaluated for the course;

A student who is absent from classes for a day must come up with satisfactory explanation to his/her instructor and department;

A student with reasonable absence for no longer than three days must be able to produce valid evidence and must get a written permission from the Academic Dean to resume the class.

A reasonable absence could be because of sickness, death of family members such as father, mother, brother, sister, husband, wife or child, getting imprisonment, and accident on the student him/herself and the like.

Evidence shall be acceptable only when obtained from the court, police stations, government- / higher private- health institutions and local administrations.

8. Rights and responsibilities of students

Students of the University have the rights to:

1. Be treated equally without discriminations of nationality, sex, religion, creed, color, political views, and physical impairments;

2. Forward opinions, ask questions, debate and participate on discussions of any educational processes, administrative issues, delivery system and other related activities with free academic atmosphere;
3. Get services in the University library, laboratory, student computer pool, sports fields according to regulations of the University;
4. Participate in clubs to be set up by concerned bodies of the University for educational and related purposes on the basis of student interest.
5. Establish student union according to guidelines set by the University and elect their representatives on consensus;
6. Be re-admitted to resume studies in the University on the basis of the University regulations after quitting education on valid and accepted reasons;
7. Be evaluated on the basis of their performance according to particular course assessment schemes and be offered transparent feedback of assessments;
8. Obtain grade report card at the end of the academic semester or year;
9. Request formally or informally for a re-evaluation/re-scrutiny of their assessment works and/or exam papers according to the University regulations;
10. Obtain an official document (the temporary and main diploma) verifying completion of his/her training according to regulations of the registry;
11. Acquire administrative support, guidance and counseling services in cases of academic or personal problems;
12. Forward ideas and issues to the teacher and dean on academic matters and delivery of education
13. Follow Islamic principles strictly in all matters such as dressing, appearance, behavior, life style and etc.

Students of the University bear responsibilities to (CODE OF CONDUCT):

1. Know, respect, obey and implement the rules and regulations of the University;
2. Uphold the reputation of the university within the university and in the community at large
3. Respect the privacy of others
4. Maintain good grades and refrain from disruption behavior that may interrupt learning

5. Maintain 90% compulsory class attendance
6. Meet the deadlines set for the submission of class work assignment and other written works
7. Make college fee payment on time
8. Fulfill all necessary requirements of attendance and course performance;
9. Complete all assessment works (assignments, examinations, field works, groupactivities,... etc.)
10. Be present in person to do all registration formalities before starting classes;
11. Realize the advice of all pertinent authorities and administrators and counselor and student representatives;
12. Carefully handle all University properties and use them for educational purposes;
13. Refrain from using addictive and intoxicating substances and harmful traditional practices;
14. Respecting the rights of others;
15. Replace or pay for properties in case of loss or damage.
16. Contribute in every activities that the University arranges for the betterment and growth of the University;
17. Carry ID cards within the Campus. Keep ID card carefully, show and return it to authorities and pertinent bodies on request. If ID is lost a student brings police office evidence and shall pay 5 dollarsfor having new.
18. Conserve all planted vegetation, flowers and gardens in the University premises;
19. Return all properties of the University and obtain official clearance before leaving the campus on withdrawal or graduation or at the end of the academic year;
20. Settle all bills of food and accommodation fees of the local service providers appropriately before departure;
21. Report promptly upon request and announcement from any office of the University.
22. Refrain from abuse of freedom of speech and expression by publishing and reprinting any material that may infringe upon the provisions of national as well as regional laws and rights of individuals;
23. Students shall not be involved in any unruly behavior that causes disruption to studies, or interferes with learning activities of other students, or destroys the campus property, or show disrespect for the University staff.

24. Any student found indulging in such behavior shall be subjected to disciplinary measures laid out by the university and ultimately may face complete dismissal from the university.

9. Disciplinary Measures

The University underlines the rule of self-discipline to encourage excellent and rational intellectual atmosphere that promotes a learning culture among the student community. Their campus as well as out of campus stay and activities should always be tuned to inculcate ideals of good citizenry.

In view of their becoming members of the civil and public service upon their graduation, the University gives maximum attention to and promotes exercising the 12 pillars of ethical principles:-

- Integrity
- Loyalty
- Transparency
- Confidentiality
- Accountability
- Honesty
- Exercising legitimate authority
- Impartiality
- Responsiveness
- Serving the public interest
- Respecting the law and
- Exercising leadership

9.1 Student misconducts:

The following are undesirable misconducts which should be avoided and if happened may lead to charging accordingly.

- Breaking tables, chairs and any other materials of the University
- Putting feet on wall, attaching chewing gum on tables, chairs, walls, etc.
- Misuse or damaging of materials and property of the University;

- Breach of any regulations issued by the University;
- Continuous failure to attend regularly scheduled classes or other normal University program;
- The spread or dissemination of defamations through oral or written form against the University or other members of the community;
- Dishonest conduct such as theft, cheating or lying;
- Cheating in exams, plagiarism and related offences;
- Disrupting or attempting to disrupt regularly scheduled educational processes as an individual or group;
- Unauthorized initiation, organizing of any violent meeting mobilizations or demonstrations against the legitimate activity of the University or against staff of the University;
- Improper use of University books and mutilation and writing on pages;
- Writing or scratching on tables, walls and chairs in demonstration and laboratory equipment of the University;
- Possession of any dangerous weapons such as knives, daggers, firearms etc.;
- Intoxication, smoking, drug abuse (Kat...) in the University premises;
- Frivolous and deliberate late coming to classes, violations of restricted time, and using unauthorized entrances like by breaking holes in the fences;
- Removing or altering information posted on bulletin/notice boards;
- Disorderly conduct, threat and attempting to assault students, or other members of the University community;

9.2 Students' Disciplinary Committee

Disciplinary Committee Members include the following:-

1. The president or vice president of the University ----- Chairperson
2. Exam board and curriculum director ----- Vice Chairperson
3. Academic affairs.....Secretary
4. The respective department dean----- Member
5. One instructor representative from respective department----- Members

The disciplinary committee shall be accountable to the vice president of the University. The disciplinary committee will serve for two years. If necessary, the members can be assigned for one more term.

Students' disciplinary committee will decide on penalties to be considered for the violations committed by a student. Some of the penalties are as follows.

1. For repeated minor offenses, students shall be called to dean's office and made to conduct self-criticism (self-correction).
2. The students shall be made written and signed self-criticism and promise not to repeat violations. The self-criticism will be written by respective dean and signed by the student. The written self-criticism will be filed in student's file in the respective dean and academic affairs.
3. Students shall be given oral warnings
4. Students shall be given written warnings
5. Every measure including oral warning should be documented.
6. Officially post on bulletin/notice boards the name of the accused student and the disciplinary measures considered for the violation, for the purpose of lesson to be drawn out of it;
7. Students shall be made to replace materials demolished or lost or pay the estimated cost;
8. Students shall be suspended from the University for one academic year for serious offenses.
9. Students shall be completely suspended from the University for repeated and serious offenses.
10. The Academic affairs in consultation with department dean and instructors shall follow the penalization of students.

9.3 Disciplinary Violations leading to one year suspension:

There are two types of dismissals; Academic dismissals and disciplinary dismissals. The following are only disciplinary dismissals.

1. Disturbing the working areas in University campus and working areas deliberately, in a drunken or intoxicated state;

2. Misuse and damaging materials and property of the University or the community; in addition to being suspended, the wrongdoer shall be made to replace or pay for damaged property;
3. Creating havoc during any meetings, exams, registration and graduation days;
4. Harassing or threatening instructors, administrative staff members and students;
5. Possessing dangerous weapons in the University premises;
6. Having received written warning twice for violating the University rules
7. A student who is suspended for one year will take the courses for the particular semester/year he/she has missed. The student is also expected to pay all fees, if not paid.

9.4 Disciplinary Violations leading to complete dismissal

1. Causing or attempting injury or physical attack on any person in the campus with or without using weapons of any form;
2. Being engaged in such dishonest conducts as theft or collaborations to steal educational materials from the library, laboratory room, demonstration room, workshop, accessories from ICT Lab., and tools from the computer center, etc.
3. Involving in any socially offensive and immoral acts such as committing adultery and sexual abuses;
4. Organizing any kind of unauthorized dangerous meeting and coordinating or mobilizing such meetings, and initiating conspiracy against the peaceful learning environment of the University;
5. Sitting on exams/tests for others or manipulating or forcing others to do one's own exam/test;
6. Cheating in final examination repeatedly for the third time;
7. Using counterfeit signature as a legal document;
8. Using forged or fake documents for admission or registration to the University
9. Engaging in any activities, which are against and dangerous to the existence of the University.
10. Serious figments, defamation and false accusations against the University teachers and staffs.

11. If a student is dismissed completely, no document shall be given in any form and by any means.

9.5 Decision making procedures

1. Decision can be made if more than half of the Committee members are available;
2. All decisions, apart from oral warnings, should be given to the defendant in a written form;
3. Those decisions should be approved by the president or vice president of the University;
4. The Academic affairs and the respective department head shall follow up the execution of the decisions
5. It is the responsibility of every member of the University, a student or a staff member, to report to the appropriate officials any fact within his knowledge which would appear to show a serious violation of the code of conduct.

10. Property of the University

- It is responsibility of the student and the respective teacher to use and handle the properties of the University in proper way.
- Any property of the University can be taken by student, only if it is allowed by responsible person and signed by student.
- The student can use internet for educational purposes only.
- The student should use internet only in classes and in allowed places only. It is not allowed to use in other places in the University, such as in front of offices, roads between buildings, etc.
- Any student entering to demonstration room, IT lab and library should put his/her bag just next to door. It is not allowed to bring bag inside class room.
- If a student brings laptops, computers, divider sockets, books and any other properties, he/she must inform to responsible person of the demonstration room or library.

11. Other academic issues

11.1 Orientation:

For an effective and working reception of students and placement in to different departments, orientation to the students shall be compulsory. It is given for newly enrolled students, before they start class.

The students would already sign to abide the rule and regulations of the University during registration time.

- a. The objective of orienting students will be:
 - i. To acquaint them with the overall rules and regulations of the University as well as national assumptions of the professionals training programme;
 - ii. To highlight procedures they have to keep while communicating with concerned University bodies and disciplinary procedures they need to be aware of;
 - iii. To give guidelines on how they have to behave in matters of community relations and interactions etc....
- b. The orientation shall be administered by the Academic affairs, registrar, department deans and students' dean;
- c. Students shall agree to follow the University rules and regulation and sign for that after orientation.

11.2 Registration:

- i. Office of the registration and academic affairs shall be in charge of the registration procedures and duties
- ii. Students shall be registered on the spot as they fill in formats and sign to verify personal information. Copies of documents they produce for registration shall be collected by checking against the original documents and verifying academic scores;
- iii. The process includes section placement and issuance of ID cards or a temporary identification paper;

- iv. Students should produce a 3x4 cm sized two photographs to be attached on their documents;
- v. Registration shall be done on scheduled time period only;
- vi. Late registration shall be done with monetary penalty;
- vii. Anyone coming after the specified period of registration time will not be accepted. The student shall continue the education after a year, unless he/she brings valid and critical justification;
- viii. Registration shall be made just before beginning of every semester

11.3 Different fees

- A student shall pay registration fee every year
- Registration fee is 20 dollars for any new students and 10 dollars for the rest of every semester.
- Penalty fee is extra 20 dollars (For late registration)
- A student shall pay his semester fee within the first two weeks of the each semester.
- If a student doesn't pay semester fees, he/she may not be allowed to enter class and sit for exam.
- A student shall pay fully for the two semesters in each academic year.
- A student who was in academic dismissal or delayed but readmitted shall pay admission fee of 20 dollars and semester fees expected.
- Students who apply for re-admission shall pay 20 US dollars and submit one photo (3x4 cm) to the registrar's office; the applicant will complete re-admission application form;
- If a student wants to be transferred to another University or Academic institution, he should pay all semester fees and additional 20 dollars, so that he/she can get his official transcript and other necessary documents.
- A student coming from other Universities will pay 20 dollars admission fee and semester fee accordingly.

11.4 Withdrawal:

Withdrawal shall be effected if:-

- a student who has been registered shall discontinue the academic program due to his/her justifiable reasons;

- the student is suspended from the program because of any act of serious breach of discipline or frequent absence;
- the student is suspended from the program because of academic dismissal for one year;
- The student is unable to continue due to any other justifiable social, economic or other force majeure reasons.

Withdrawals based on valid reasons shall be approved by:

- a. The respective department dean, in consultation with the academic advisor of the student, decides whether his cases are eligible for withdrawal; if the department dean is convinced, he/she shall issue permission slip to the applicant who takes it to the academic affairs and registrar office and processes formalities for withdrawal;
- b. A student with valid reason but unable to withdraw in person can designate another person eligible for such responsibility;
- c. Any formal withdrawal must be accompanied by withdrawal application and clearance form.
- d. A withdrawing student shall pay all monthly fees expected from him/her.
- e. If a student wants to be transferred to another University or Academic institution, he should pay all monthly fees and additional 20 dollars, so that he/she can get his official transcript and other necessary documents.

11.5 Re-Admission:

- a. A student who withdraws from the college shall apply to the office of the registrar according to the subsequent academic calendar;
- b. List of Re-admission cases, prepared by the registrar, must be approved by the academic senate;
- c. Students who apply for admission shall pay 20 US dollars and submit one photo (3x4 cm) to the registrar's office; the applicant will complete re-admission application form;
- d. Re-admission is subject to availability of place and necessary budgetary allocation; readmission is possible only to the same department unless the Academic senate gives permission otherwise;

- e. Re-admission application by student with good academic standing gets precedence over academic dismissal case; no student who has been dismissed (delayed) for academic reasons shall claim readmission as a matter of right;
- f. A student dismissed (delayed) twice for academic reasons cannot apply for re-admission;
- g. The academic senate decides on the conditions for re-admission of students academically dismissed from first year;
- i. All cases of re-admission are possible if the previous records of the student fit with the current curriculum;
- j. A student, who is permitted to repeat a semester, must remove all "F" grades of the semester in which he/she is re-admitted;
- k. a re-admitted student shall be given a chance to repeat courses in which he/she had scored "D" (main courses only) or "F", but the maximum grade that should be registered in both cases is "C".
- l. Students who left the college, as a drop out, without completing withdrawal form are not allowed to apply to be re-admitted unless accepted by the academic senate;
- m. A student who was in academic dismissal (delayed) but readmitted shall pay admission fee of 20 dollars and monthly fees expected.
- n. A student transferring from other Universities to Nugaal University
 - The respective University must be recognized and accredited and equivalent to Nugaal University
 - Official transcript and all necessary documents must be sent to Nugaal University
 - NU registrar shall contact the respective University for verification
 - If there is any differences in credit Hours of courses, it will be managed by dean and academic affairs
 - This student will add or drop courses accordingly, based on NU curriculum
 - Arrangements will be done to accustom this student to academic as well as social environments of NU.
 - The student will pay 20 dollars admission fee and monthly fee accordingly.

11.6 Adding and Dropping of Courses

- a. With the approval of the department dean and the registrar, students can add and drop courses within the “add and drop period” as indicated in the Academic calendar;
- b. academic advisor and dean will properly monitor students to add and drop courses;
- c. re-admitted students will add and drop courses according to the instructions of the registrar office;
- d. an academically deficient student needs special advice to add or drop courses with regard to the intensity, abstraction and complexity of the course and its compatibility with the student’s capability;
- e. instructors must be informed about a student adding or dropping a course or courses through a couple of slips completed by the student;
- f. students with adequate GPA are not allowed to add courses for the purpose of raising GPA;

11.7 Repeating course(s)

- a. repeating a course shall not be the right of the student, but a privilege granted by the Academic senate after serious consideration of the student’s case;
- b. a student must repeat all courses in which he/she had scored “F”
- c. A student must repeat all professional courses in which he/she scored
- d. He/she is allowed to repeat a course only once. If the CGPA is 2.00 or above, a student is allowed to sit for a re-exam to remove “F” or to improve the score to a grade of “C”. The new result becomes the final; however, the maximum grade shall not exceed “C”.
- c. repeating course(s) to remove ‘D’ grade(s) – is possible only for professional main courses or when a graduating student’s CGPA is under 2.00 when calculated by giving the ideal grade for the courses to be taken; however a student is not allowed to remove more than three “D” grades;
- d. The grades to be assigned to repeated courses (“F” & “D”) shall not exceed “C”;

- e. A student repeating a course must register (add the course) and attend all activities pertaining to the course unless the Academic senate in consultation with the instructor agrees to waive certain requirements

11.8 Other issues

- Interfaculty transfer inside NU
 - This is allowed only for newly registered new students
 - It is allowed if and only if the two respective department deans and academic affairs agree to make arrangement for this student
 - The time limit for Inter-department transfer is only one month of start of registration
 - This is done because, new students might not be able to decide the department they are interested due to their lack of information and experience.
 - Interfaculty transfer inside NU may be allowed after one semester between related departments, if arrangements are made;
 - Interfaculty transfer between related departments will be effective, if and only if it is allowed by dean and academic affairs.
- Learning two professions within University is allowed as far as the student can fulfill all academic activities, within bound of NU academic rules and regulations. This is allowed due to lack of adequate professionals in the region and also to encourage our students academically.