National University-Sudan

Faculty of Graduate Studies and Scientific Research

General Regulations of Graduate Studies 2022



Chapter One

Preliminary Provisions

Pursuant to the provisions of Article 12 (1) of the Law of the National University (2015), the Scientific Council has issued, the following regulations:

1. Name and Date

The General Regulations for Graduate Studies; National University-Sudan for the year 2022 and shall be effective at the day of its approval by the Scientific Council

2. Revocation and Exemption

The General Regulations of Graduate Studies for the year 2020 shall be revoked provided that all decisions issued under its provisions remain in effect until amended or revoked

3. Scope of the Regulations

The General Regulations for Graduate Studies, National University-Sudan 2020 shall apply to all graduate Programmes offered by the University

4. Definitions

In these regulations, unless the context requires, the words and terms whenever mentioned shall have the meanings respectively assigned to them:

4.1 Ministry: The Ministry of Higher Education and Scientific Research

4.2 Administration: Administration of Admission, Evaluation and Authentication of Certificates

4.3 University: The National University-Sudan

4.4 Law: The Law of the National University-Sudan for the year 2015

4.5 Scientific Council: The Scientific Council of the National University-Sudan constituted in accordance with Article 11 of the Law

4.6 University President: The President of the University appointed in accordance with Article 17 of the Law

4.7 Faculty: The Faculty of Graduate Studies and Scientific Research of the University

4.8 Faculty Council: The Council of the Faculty of Graduate Studies and Scientific Research at the University

4.9 Dean: The Dean Faculty of Graduate Studies and Scientific Research of the University, appointed in accordance with Article 27 of the Law

4.10 Concerned Faculty: Any Faculty offering Graduate Programmes at the University

4.11 Concerned Institute: Any Institute offering Graduate Programmes at the University

4.12 Department Council: The board of any Department in any Concerned Faculty or Institute

4.13 Graduate Programmes Committee: The committee responsible for the graduate studies at the Concerned Faculty or Institute

4.14 Programme Committee: The committee of a Concerned Faculty or Institute responsible for a specific Graduate Programme

4.15 Registrar: The registrar of the Faculty of Graduate Studies and Scientific Research

4.16 Staff: The professors, associate professors and assistant professors

4.17 Student: Any candidate registered in the Faculty for a graduate degree

4.18 Programme: Graduate Programme approved in compliance with the Ministry Regulations (2019) for organization of graduate studies in Higher Education and Scientific Research Institutions

4.19 B.Sc. (General): The first university degree offered by a university or a college after successfully completing 4 years or the set credit hours of study

4.20 B.Sc. (Honors): The first university degree offered by a university or a college after successfully completing 5 years or the set credit hours of study

4.21 Transfer Programmes: Programmes which are not in the same specialization of the first university degree of the student

4.22 Semester: Time range (15-18 weeks) allotted for teaching and examinations of a course

4.23 Course: The content of any graduate course having a code, a name and assigned credit hours, offered by the University and approved by Ministry

4.24 Semester Works: The field works, tests, home works, panel discussions and the alike, conducted during teaching a particular course

4.25 University Number: A University Identity Number (UID) assigned by the Administration to a student satisfying the admission requirements to register for a Postgraduate Diploma or a Master or a Doctorate

4.26 Credit Hour: The standard time unit required for teaching a specific course (One credit hour equals: one contact hour/week teaching, two-three contact hours/week laboratory studies, exercises or panel discussions, or two contact hours/week field works)

4.27 Coordinator: The staff member appointed to oversee the Graduate Programmes and to coordinate between the Faculty and the Concerned Faculty or Institute

4.28 Thesis: The compiled document submitted for fulfillment of the requirements of the degree registered for

4.2 9Dissertation: The compiled document submitted for partial fulfillment of the degree registered for

4.30 Degree: The certificate awarded by the Scientific Council

Chapter Two

5. Objectives of Graduate Studies

5.1 Enrich knowledge in various disciplines via specialized studies to attain scientific additions and innovative applications

5.2 Qualify scientific and professional staff to produce knowledge

5.3 Cope with advances in science and technology and encourage innovations

5.4 Orient the scientific research for communities services

Chapter Three

6. Establishment and Composition of the Faculty Council

6.1 Establish Council named "The Council of Graduate Studies" to oversee and take decisions on all concerns of Graduate Studies of the University

6.2 Composition of the Faculty Council:

6.2.1 Dean	President
6.2.2 Secretary of Scientific Affairs	Member
6.2.3 Deans of the Concerned Faculties	Members
6.2.4 Directors of the concerned Institutes	«
6.2.5 Coordinators of Graduate Programmes (assistant professors at least) in the Concerned Faculties and Institutes	«
6.2.6 Three staff members from the University in the rank of associate professors at least, appointed by the University President for 4 years	«
6.2.7 Two experienced professors from outside the University, selected by the Council and appointed by the University President for 4 years	«
6.2.8 Faculty Registrar	Reporter

6.3 Duration of the Council: Four years

6.4 Meetings of the Council:

6.4.1 The Council convenes, at least, twice a year and can hold extra meetings if need be, on call from the Council President or on a request from 2/3 of the council members

6.4.2 Meetings of the Council be quorum on presence of more than 50% of its members

6.4.3 The Dean Faculty heads the meetings of the Faculty Council and in case of his/her absence the Faculty Deputy Dean heads the meeting

6.4.4 Decisions of the Faculty Council are endorsed based on the majority votes of the deliberative members and if votes are equal the Dean has a casting vote

7. Duties of the Faculty Council

7.1 Propose general policies for Graduate Studies and Scientific Research of the University

7.2 Approve regulations for the Programmes provided by the Concerned Faculties and Institutes

7.3 Organize admission of Graduate Students at the University

7.4 Approve the reports of the Concerned Faculties and Institutes; recommendations of scientific conferences and the annual report of the Dean

7.5 Follow-up the implementation of the plans of Graduate Studies and Scientific Research of the University

7.6 Establish local and international partnerships with the relevant public and private institutions

7.7 Approve the rules of admission to Graduate Studies in compliance with the Regulations of Graduate Studies in Higher Education Institutions for the year 2019

7.8 Recommend to the Scientific Council to approve or amend the Graduate Programmes

7.9 Recommend to the Scientific Council to award Graduate Degrees

7.10 Recommend to the Scientific Council, based on recommendations of the Concerned Faculties or Institutes, to approve names of the study Programmes

7.11 Approve supervision committees

7.12 Approve committees for assessment of Theses and Dissertations

7.13 Provide general guidelines and regulations for preparation of Theses and Dissertations

7.14 Form committees from within or from outside the University, to regularly assess the Graduate Programmes

7.15 Consider any matter referred to it by the Scientific Council, or by the President

Chapter Four

8. Procedures of Approval and Amendments of Graduate Programmes

8.1 The Concerned Faculty or Institute submits to the Faculty Council, a detailed document of the proposed Programme including:

8.1.1 Objectives of the Programme

8.1.2 Reasons of submission or amendment of the Programme

8.1.3 Available physical and human resources (Attach staff CVs)

8.2 The Faculty Council assesses the proposed Programme reference the available facilities and human resources in connection with the ongoing Programmes to avoid duplication

8.3 Amendments of the Programme limited to its requirements and admission con-

ditions, with the exception of the ones mentioned in Chapter Six, be made by the Faculty Council

8.4 The Faculty Council submits the approved proposed Programme to the concerned committee of the National Council Higher Education

9. Joint Programmes

9.1 The Concerned Faculties and Institutes can deliver joint Graduate Programmes between two or more departments or two or more faculties according the regulations set by the Scientific Council based on recommendation from the Faculty Council

9.2. The University can deliver, according to agreements with other accredited local and foreign institutions, joint Graduate Programmes leading to joint degrees

9.3 The University submits the proposed programme to concerned committee of the National Council for Higher Education and Scientific Research for final approval

Chapter Five

10. Degrees

10.1 Postgraduate Diploma

10.2 Master by:

10.2.1 Course

10.2.2 Course and Complimentary Research

10.2.3 Research

10.3 Doctorate by:

10.3.1 Course and Research

10.3.2 Research

Chapter Six

11. Admission Requirements

11.1 Postgraduate Diploma. Hold:

11.1.1 Bachelor degree (General) with grade Good (Second Class) at least in the concerned specialization

11.1.2 Bachelor degree (General) with grade Pass (Third Class) in the concerned specialization plus a qualifying of 12 credit hours in one semester

11.2 Master (M.Sc.) Hold:

11.2.1 Bachelor (Honors) with grade Good (Second Class-Division Two) at least in

the concerned specialization

11.2.2 Bachelor (Honors) with grade Pass (Third Class) plus 12 credit hours qualifying courses

11.2.3 Bachelor (General) with grade Pass (Third Class) plus a Postgraduate Diploma

11.3 Doctorate (Ph.D.): Hold Master degree in the concerned specialization

12. Admission Requirements for Transfer Programmes

12.1. Postgraduate Diploma:

12.1.1. Hold Bachelor: General or Honors

12.2 Masters:

12.2.1 Hold a Bachelor plus a Postgraduate Diploma in the same specialization of the concerned Transfer Programme

12.2.2 Hold a Bachelor in field of the Transfer Programme

12.3 Doctorate:

12.3.1 Hold M.Sc. in the transfer programme in case of by Doctorates by course

12.3.2 Hold a Master in in the transfer programme plus passing a qualifying of 12 credit hours, at least, in case of Decorates by research

12.3.3. Master of a Transfer Programme does not qualify a student not specialized in the same field of the Transfer Programme for registration for a Ph.D. by research

13. Admission Conditions for a Student Resident Abroad

13.1 The Faculty Council, based on a recommendation from the Programme Committee of the Concerned Faculty or Institute, can allow the admission of a Student resident abroad for preparing part of his/her research in an accredited Institution or a University according to the following conditions:

13.1.1 Provide an authenticated acceptance from the institute where the research will be run

13.1.2 The Faculty names an external supervisor for the Student from the institute where the research will be run and an internal supervisor from the University

13.1.3 The external supervisor submits to the Faculty, periodical reports on the performance of the student

13.1.4 The student must abide by a residence of 6 months for the M.Sc. and 12 months for the Ph.D. in the University

13.1.5 All examinations should be run in the University

1**3.2** The Faculty Council can add, based on a recommendation from a Concerned Faculty or Institute and endorsement of the Scientific Council, extra conditions for registration of a Student resident abroad

14. University Identity Number

14.1 The Administration assigns a University Identity Number for each Student satisfying
the admission conditions of the concerned degree

14.2 Student must not be admitted to a Graduate Programme in the University before being assigned a University Identity Number

Chapter Seven

15. Mode of Study

15.1 Postgraduate Diploma

15.1.1 By course, field; applied and laboratory works as follows:

15.1.2 Period of Study: 20-30 Credit Hours in 1-2 years=2-4 semesters

15.1.3The mode of study can include a research paper equivalent to one course of 3 credit hours

15.2 Master by Course only:

15.2.1 Period of Study: Three semesters minimum comprising 30-42 credit hours which can include a research paper equivalent to one course of 3 credit hours

15.3 Master by course and complementary research:

15.3.1 Period of study: Three semesters minimum comprising 30-42 credit hours of which 6 credit hours are allotted for the complementary research

15.4 Master by course or by course and complementary research for the transfer programmes

15.5 Master by Research only:

15.5.1 The Student should pass an examination in two papers; one general and one in the specialization registered for prior to submitting the Dissertation for discussion

15.5.2 Period of Study: 18-36 months

15.6 Doctorate by Course and Research:

15.6.1 Period of study: 50-60 credit hours including the research

15.6.2 The academic year is divided in two semesters of 4 months minimum each

15.7 Doctorate by Research only:

15.7.1 The Student should pass an examination in two papers, one general and one in the concerned specialization prior to submitting the Thesis for discussion

15.7.2 Period of study: 30-60 months

Chapter Eight

16. Supervision of Theses and Dissertations

16.1 The Faculty, based on a recommendation from the Graduate Studies Committee of the Concerned Faculty or Institute, shall appoint a supervisor for each Student registered for a degree by research or by course and complementary research, before the Student starts the research

16.2 Supervisors of Theses must be professors or associates professors' staff members holding Ph.D. or holders of equivalent accredited professional degrees

16.3 An assistant professor who spent two years minimum in the rank and has, at least, two papers published in peer reviewed scientific journals, can supervise Master theses

16.4 Co-supervisors can be appointed from within the University or from other academic or researchinstitutions

16.5 The Faculty Council, upon a recommendation from the Graduate Studies Committee of the Concerned Faculty or Institute, may appoint caliper experienced staff members as supervisors from outside the University besides a co-supervisor from within the University

16.6 One staff member supervises at a time a maximum of:

16.6.1 Ten Students from Higher Education Institutions registered for studying by research in the field of the applied sciences

16.6.2 Fifteen Students from Higher Education Institutions registered for studying by research in the field of the applied sciences

16.6.3 Fifteen Students from Higher Education Institutions registered for studying by complimentary research in the field of the applied sciences

16.6.4 Tewenty Students from Higher Education Institutions registered for studying by complimentary research in the field of the social sciences

16.6.5 For purpose of calculation of the supervision load, one by research Student equals two Students by complimentary research

17. Procedures of Application and Registration

17.1 The Concerned Faculty or Institute announces the admission requirements and the period for application

17.2 The Student submits the application form of the targeted Programme in the specified time

17.3 The Student attaches the required original certificates authenticated from the Ministry

17.4 The Student attaches a copy of a certified identity document; national number for Sudanese, passport for non-Sudanese; and recent colored passport size photos

17.5 The Student obtains the University Number from the Administration

17.6 The Student settles the tuition fees in the specified time

18. Study Progression

18.1 Regular Involvement in Study by Research only:

18.1.1 Student registered for Master by research must be regular in following his/her studies and conducting the research in specified place and time and should abide by the directives of the supervisor

18.1.2 In exceptional cases, based on a recommendation of the supervisor and the Concerned Faculty or Institute, the Faculty assigns an extension of the study period, one year for Master and two years maximum for Doctorate. In such case an extensionrequest should be submitted three months, at least, before the elapse of the period specified for the study

18.1.3 The Student should settle the applicable tuition fees for the extension period

16.1.4 The Student must be in continuous contact with the supervisor

18.1.5 The supervisor submits to the Faculty; a report every 6 months on the progress of the study of the Student

18.1.6 The Student can modify or change the subject of the research within 9 months from registration for Master and 12 months for Doctorate degrees, based on the approval of the supervisor, the Department Council and the Committee of Graduate Studies in the Concerned Faculty or Institute

18.1.7 The Student is allowed to change the title of his/her thesis, based on approval of the supervisor, the Department Council and the Committee of Graduate Studies in the Concerned Faculty or Institute, 6 months for Master and 12 months for Doctorate before submitting the Thesis for assessment

18.2 Regular Involvement in Studies by Course or by Course and Dissertations

18.2.1 A Student registered for a degree comprising courses, must attend in time and place, at least 80% of the academic activities

18.2.2 In by course and complementary research Programmes the Student should submit a research proposal to the Department Council for assessment within one month from the announcement of the examinations results of the courses and the appointment of the supervisor. The research proposal sub-

mitted thereafter to the Committee of the Graduate Programmes in the Concerned Faculty or Institute for approval

18.2.3 The Faculty retains a copy of the approved research proposal

18.2.4 The Dissertation assessment should be held after passing the written examinations of the courses

19. Cancellation of Registration

19.1 Registration of a student is cancelled reference the following:

19.1.1 When reports of the Programme Coordinator or the supervisor, confirmed thereafter by the Concerned Department and the Programme Committee, indicate that a Student is irregular in pursuing the study

19.1.2 The Student submitted a request for withdrawal from the concerned Programme

19.1.3 The student is registered in another Programme in the University or in any other university or a college during the period specified for the study

19.1.4 The Student is dismissed from the University for academic or behavioral reasons

20. Re-registration

20.1 If the Student exceeded the specified period for the study or the research

20.2 If the Student is subjected to coercive conditions during the study. In such case the Student must submit supporting documents together with the approval of the supervisor and/or the Coordinator, the Concerned Department and the Concerned Programme Committee. The absence of the student will be considered as suspension of study

20.3 The student submits an application for reregistration reference the endorsed form

20.4 The re-registration period shall be one year for Master and two years for Doctorate

20.5 The Student should settle the current re-registration and study fees for each year

21. Suspension of Study

21.1 In special cases, the study of the Student may be suspended for a period not exceeding two years

21.2 The Student submits a request for suspension of study within 30 days from the start of the concerned semester

21.3 The Student submits a request to resume the study and pay the current fees for the academic year in question

21.4 The period of suspension of the study shall not be counted part of the time specified for accomplishing the requirements of the degree

22. Theses and Dissertations

22.1 The Student must submit a certificate of ethical clearance issued by the Ethical

Committee of the University and if need be a consent certificate from the institution hosting the research

22.2 In Programmes by research only, the student must submit, at the end of the study, a thesis:

22.2.1 Written either in Arabic or in English. In special cases, the Faculty may allow the Student, at registration time, to write the thesis in another language

22.2.2 The Doctorate Thesis should reflect the Student vision in the results obtained and contribution to knowledge and scientific development in the concerned field of study

22.2.3 In Masters Programmes by course and dissertations the student submits, at the end of the study, a Dissertation showing the acquaintance of the Student in scientific research methodologies and linking the research objectives with the results of the study

23. Procedures and Conditions for Submission of Theses and Dissertations

23.1 The Student should abide by the guidelines, approved by the Faculty, for submission of Theses and Dissertations

23.2 The Student provides an electronic copy and six paper-bound copies of the Thesis or the Dissertation

23.3 The Student should mention in publications from the Thesis or Dissertation that the Thesis or Dissertation has been prepared and submitted to the University to obtain a degree. In case of no abidance, the University takes an action to preserve its rights

23.4 The Concerned Faculty or Institute runs a test to ensure that Theses and Dissertations are plagiarism free. Where, the Student proven plagiarized the relevant regulations be applied

23.5 The supervisor submits the examination form for approval of the examiners

23.6 The Programme Committee shall approve two internal examiners from the University and one external from outside the University

23.7 The concerned Faculty / Institute sends three bound paper copies to the examiners to write reports on

23.8 The student should not communicate, directly or indirectly, on the Thesis or Dissertation, with the internal or external examiner after being approved by the Faculty to evaluate the Thesis or the Dissertation

23.9 The concerned Faculty/Institute retains a paper and electronic copies of the rejected Thesis/Dissertation or those differed for completion or for making corrections and/or amendments

Chapter Nine

24. Assessment of Dissertations and Theses

24.1 The external examiner, chairing the assessment committee, must be a professor or associate professor in the field of the research conducted

24.2 Apply same criteria for appointment of supervisors and for approval of the examination committees

24.3 Either the supervisor or the co-supervisor, but not both, can be approved as an internal examiner

24.4 Each examiner submits to the Faculty, according to the assessment form, a detailed confidential report within four weeks after receiving the Theses / Dissertation to indicate its suitability for discussion

24.5 The Student must be in time and place for running the examination according to the directives of the approved examination committee. Providing drinks, foods or any kind of celebration is not allowed before, during and after the Theses or Dissertations oral examinations

24.6 The examination convenes in the presence of all examiners. If need be communication with the external examiner can be through the available media or rely on a report from him/her if not able to attend the viva

24.7 The viva shall be run after receiving the examiners reports within four weeks. The Faculty has the right to nominate another examiner if one of the approved examiners did not submit his/her report within the time limit

24.8 The viva will be held in time and place within the University campus. If need be the viva may be run, on approval of the Faculty, outside the University

24.9 The viva committee decision is based on the vote of 2/3 of its members including the external examiner

24.10 The examination committee shall submit, using a form, to the Concerned Faculty or Institute a joint report signed by its all members immediately after the viva including either of the following recommendations:

24.10.1 Accept the Thesis/Dissertation and award the degree

24.10.2 Accept the Thesis/Dissertation with corrections and amendments to be seen by one member of the examination committee to make sure that what required is done

24.10.3 Re-examine the Thesis/Dissertation after making major amendments

24.10.4 Reject the Thesis/Dissertation

24.11 The Student should make, within time limit, the corrections and/or the amendments made by the examination committee

24.12 The Student must prepare the Thesis or the Dissertation within the specified pe-

riod. In case of no abidance the student is considered failure and will be barred from the Degree

25. Examinations Rules: General Procedures and Conditions

25.1 Examinations of Postgraduate Diploma, M.Sc. and Ph.D. are run within the University, and assessed according to the set regulations

25. 2 The written and practical examinations are run according to the requirements of the concerned Programme

25. 3 The Confidentiality of examinations must be secured through all stages

25. 4 The examiner is the conductor of the course. The Faculty may appoint a co-examiner whenever necessary

25. 5 The Faculty, on a recommendation from the Programme Committee of the Concerned Faculty or Institute, may appoint an external examiner for each Programme for a period not exceeding three years. The appointed external examiner should be from outside the University provided that not to be a staff member or a member in councils of Faculties or the University

25. 6 The external examiner submits a report on the examinations and the performance of the students

25. 7 Student missing 20% or more of study time of any course with or without excuse must repeat the course

25. 8 Student completed a course but was unable to sit for its examination for acceptable reason shall be allowed a substitute examination

25. 9 Medical reports are not accepted unless approved by the Medical and Health Services Department of the University. The medical report should be submitted to the Programme Coordinator, within the seven days following the date of the examination. Medical reports are not accepted if a Student sat for the examination

25. 10 Student submitted a medical report is not allowed to sit for the examinations during the period covered by the medical report and if sat the results will be canceled

25. 11 In case of variations between examiners in the assessment of the results of the student, in any course the, the opinion of the external examiner overrules

25. 12 Examinations results shall be discussed in a meeting of the Programme Committee of the Concerned Faculty or Institute and then be submitted to the Faculty Council

25. 13 All examinations should be held within the University campus. If need be, the examinations can be held outside the University

25. 14 The pass mark for any course is 60%

25. 15 A student missing an examination without acceptable reasons will be assigned failure in the concerned course (s)

25. 16 Student has the right to:

25.16.1 Sit for supplementary examinations in no more than 1/3 of the number of courses

2 5.16.2 Re-sit for the examination in all courses if failed in more than 1/3 to 1/2 of the number of courses

25. 17 Student failing in more than 50% of the courses will be discontinued

25. 18 Student failing in a supplementary examination of one or more courses in either of the semesters prior to the last one shall be discontinued

25. 19 Student failing in a supplementary examination of one or more courses in the last semester be allowed extra chances to re-sit for examination within the double period allocated for the programme

25. 20 Supplementary examinations convene after the final examinations of each semester

25.21 Student shall be assigned the grade attained in the supplementary examination provided that cGPA applied

25.22 Results of the written examinations are approved by Faculty Council, upon a recommendation from the Programme Committee, of the Concerned Faculty or Institute

25.23 Each Concerned Faculty or Institute may issue special examinations regulations for its Programmes, not contradicting with the General Examinations Regulations of the Graduate Studies based on the approval of the Dean of a Concerned Faculty or Director of a ConcernedInstitute, the Dean and the University President

26. Instructions to Students

26.1 Students must strictly follow the instructions of the examiners and abide by the following:

26.1.1 Entry to the examination hall shall be permitted five minutes before the start of the examination

26.1.2 Keep quiet, except when asking the examiner or the invigilator

26.1.3 Entry to the examination hall is not allowed after 30 minutes from the start of the examination and if came late will not be allowed extra time

26.1.4 Leaving the examination hall before elapse of 30 minutes from the start of the examination is not allowed

26.1.5 Re-entering the examination hall is permitted only if the absence was necessary,authorized and under direct surveillance

26.1.6 Sit in the assigned place carrying his/her University Number or in a place indicated by the invigilator

26.1.7 Refrain from having into the examination hall, unless authorized by the examiners, any book, notes and drawings, advanced calculators or hearing equipment including mobile phones or any other alike tools

26.1.8 Refrain from providing any direct or indirect assistance, by so ever means, to another student or receiving any direct or indirect assistance from another student

26.1.9 Follow the instructions of the examiners and invigilators during examination period

26.1.10 Refrain from eating, drinking and smoking in the examination hall

26.1.11 Refrain from borrowing any aids from other students or leave his/her place without permission from the invigilator

26.1.12 Return the aids provided to him/her to their place after finishing the examination

27. Duties of Invigilators

27.1 Come to the examination hall 30 minutes before the start of the examination

27.2 Ensure that the allowable aids for the examination are sufficient and in place

27.3 Check the identity of the students by finger prints and/or by University IDs before allowing them entering the examination hall

27.4 Specify the actual starting time for the examination

27.5 Take the attendance after 30 minutes from the start of the examination

27.6 Refer student's queries to the concerned staff

27.7 Not use mobile phone during the examination

27.8 Not be involved in anything that would upset the calm or the order in the examination hall

27.9 Not to allow anyone not related to the examination to enter the hall

27.10 In case an invigilator spotted a cheating case, he/she must document it, if possible, by a testimony of either of the invigilators or the examiner or any of the staff members present in the examination hall. The invigilator allows the Student to continue the examination and writes a report on the case to the Head of the Programme Coordinator Committee of the Concerned Faculty or Institute

27.11 Notify the students with the remaining time, 15 minutes before the elapse of the time allotted for the examination, to write their names and index numbers and announce them to stop writing when time

27.12 Do not allow Students to leave the examination hall before handing over their answer books during the last 15 minutes

27.13 Collect the answer books and match them with the number of Students. Put the answer books together with a copy of the examination paper and a list of names of the Students in an envelope and hand it to the examination office

28. Appeals for Re-assessment

28.1 Student having an allegation about the result obtained in any course he/she sat for its examination, has the right to appeal, to the Dean Faculty for re-correction, using the re-assessment form after settling the prescribed fees and considering the following:

28.1.1 Submit an appeal for re-correction within three days after the announcement of the results. No appeals would be accepted after that

28.1.2 The Dean shall forward the appeal for re-correction to the Concerned Faculty or Institute to form a committee of three staff members for re-correction of the answer paper of the Student and submit a specific recommendation about it

28.1.3 The dean of the Concerned Faculty or Institute shall forward the recommendation of Re-correction committee to the Faculty for approval and to notify the Student

Chapter Ten

29. Procedures Related to Contravention of Regulations

29.1 Contravention of any of the Items 25, 26, 27 of the General Regulations is considered an offense which requires the following:

29.1.1 The supervisor, the examiner or the invigilator shall write a report to the Dean of the Concerned Faculty or Institute, on the contravention. The Dean of Concerned Faculty or Institute forms an inquiry committee from three staff members, one of them a Law Man

29.1.2 The supervisor, the examiner, the invigilator and the Student appears, each at a time, before the inquiry committee

29.1.3 The inquiry committee shall submit a written report comprising recommendations to the Dean of the Concerned Faculty or Institute. The Dean of the Concerned Faculty or Institute forwards the report to the Faculty

29.1.4 If the contravention is under Item 23.4 the Dean shall form an inquiry committee of three staff members from the University to examine the case and submit to the Faculty Council, a written report including recommendations

29.1.5 The Faculty Council shall consider the reports of the inquiry committees, in

accordance with the General Regulations and forwards a recommendation to the University President

30. Penalties

30.1 The University President shall assign the contravening student, one or more of thefollowing penalties:

30.1.1 Warn the Student and keep the offence on his academic records

30.1.2 Consider the Student failure and be assigned zero in the concerned examination

30.1.3 Suspend the Student from studying for a specified period

30.1.4 Dismiss the Student from studying

30.1.5 Bar the Student from approval of the degree registered for

30.1.6 Withdrawal of the degree assigned to Student

30.1.7 Assign a financial penalty on the student for any resulting material damage

30.1.8 Announce the contravention and the punishment

31. Procedures for Award of Degrees

31.1 In by Course Programmes, the Graduate Studies Committee of the Concerned Faculty or Institute shall submit detailed examinations results to the Faculty Registrar

31.2 The Faculty Council shall discuss the examinations results together with the examiners reports; and forwards a recommendation to the Scientific Council

32. Final Copies of Theses or Dissertations

32.1 Student awarded a degree in accordance with the General Regulations, must submit, reference the writing guidelines issued by the Faculty, six paper bound copies and a compact disc (CD) of the approved Thesis/Dissertation

32.2 The Faculty provides one copy of the Thesis/Dissertation to the: Supervisor, University Library; Faculty Library, Concerned Faculty or Institute Library, Concerned Department Library, and National Archives of Sudan

Chapter Eleven

33. General Provisions

33.1 Transfer of student registered in the University to another higher education institute is not allowed

33.2 The governing regulations organize the transfer of a student from one specialization to another within the University. In such case the Faculty addresses the Ad-

ministration to amend the University Identity Number of the transferred student

33.3 It is not allowed to register a student for more than one of postgraduate programme at a time

33.4 Upgrading of registration of student from M.Sc. to Ph.D. is not allowed

Chapter Twelve

34. Final Provisions

34.1 The Concerned Faculty or Institute hands to each Student, at registration, a copy of the General Regulations (2022)

34.2 Supervisors, examiners and invigilators must acquaint themselves and abide by the General Regulations (2022)


National
University