

## **Amendments to some provisions of the Colleges of Technology Bylaws**

Texts of Articles No (29), (31), (41), (43),(44),(52),(53) of the regulations shall be replaced.

### **Article (29)**

The student must join the Foundation Year (Development Program) in order to study English, Mathematics and Information Technology courses that aim to equip students with basic knowledge, develop their skills and qualify them for college study.

The Foundation Program comprises four levels, and the student may repeat one level in case he/she fails that level.

1. The student can move on to the specialization programs after successfully completing the English Language Level Exit Exam of Level 4 as well as Math and IT.
2. Procedures to transfer a student from the diploma level to the higher diploma level and to the Bachelor's degree are identified in Appendix (1).
3. The student is suspended if he/she fails twice in the Foundation Program or three times in any of the math and computer courses.
4. Students suspended due to failing in the Foundation Program are reinstated within one year from the date of suspension. Such students are given one chance to sit the Advanced Level Exit Exam which they have to pass in order to move on to the specialization programs.

### **(Appendix 2)**

Students who are dismissed due to failing twice in the English Foundation Program are reinstated according to the following:

1. Sitting and passing the Advanced Level Exit Exam in the Foundation Programme and scoring a minimum of 50%
2. Meeting the special requirements of Information Technology and Maths in the Foundation Programme in accordance with the criteria specified by the college
3. Appendix 1 will be applied to these students

NB: In case the above mentioned three conditions are not met, the student will have no right to be reinstated as he/she shall be given one chance only.

**Article (31)**

“The Foundation Program student will not be registered for specialization, unless he/she passes mathematics, information technology and English language tests, and obtains the minimum grade in English language courses/levels, TOEFL or IELTS exams/tests, as *periodically* decided, in addition to submitting the Enrolment Application Form”.

This article shall be cancelled.

**Article (41)**

The student is granted only one certificate upon his/her graduation, and he /she shall move on to the next level if he/she passes all courses under the following conditions:

1. A 2.5 CGPA or higher and a minimum TOEFL score of 450 or equivalent in order to move from the diploma level to the higher diploma level.
2. A 2.75 CGPA or higher and a minimum TOEFL score of 500 or equivalent in order to move from the higher diploma level to the Bachelor's level.

After the Foundation Program, the minimum study duration at the Colleges of Technology shall be three years, after which the student shall obtain a higher diploma if he /she meets the required conditions as well as the training requirements.

The minimum study duration for the Bachelor program shall be four years, after which the student shall obtain a Bachelor's degree if he /she meets the required conditions as well as the training requirements.

After the higher diploma level and in order to obtain a Bachelor's degree under the required conditions, students are transferred from the different Colleges of Technology to the Higher College of Technology.

The level-system shall be applied in the Colleges of Technology and in the Higher College of Technology as follows:

- a. Diploma Level
- b. Advanced Diploma Level
- c. Bachelor Level

#### **Article (43)**

Study at the Colleges of Technology is based upon a credit hour system. A credit hour is a study measuring unit used to determine the weight of courses in one academic semester, and one such hour is equal to one theoretical lecture or two practical training classes in the labs or workshops.

The number of credit hours in the different courses required for graduation varies depending on the following three levels

- a. Diploma level
- b. Advanced Diploma level
- c. Bachelor level

#### **Article (44)**

The minimum number of credit hours for fulltime students is 15 hours per semester, and 6 hours for the Summer semester. Registration will also be possible for students who wish to exceed the required minimum hours, or those who wish to register for less than the 15 hours. See Appendix 2.

A student is allowed to withdraw from three credit hours or one course only one week from the announcement of the Midterm exam results.

#### **Article (52)**

The academic probation period expires at the end of each semester when a student achieves 2.0 CGPA, or higher. Students who are under academic probation must repeat the courses he/she failed, otherwise he/she shall be dismissed if he/she is unable to achieve the 2.0 CGPA at the end of the following semester.

The College Council has the right to consider whether in some cases a student may be allowed to be placed under a third period of academic probation.

### **Article (53)**

A student who successfully scores (C) in a course which he/she takes for the first time can repeat that course in order to get a better grade. Students are allowed to repeat a maximum of three courses per level. In this case the previous grade is replaced by the new one, regardless of whether it is higher or lower than the original grade.

### **Article (56)**

Due to medical or family reasons, a student is allowed to postpone his/her study for two semesters during his/her stay at the college, provided that he/she gets the approval of the College Dean. In some exceptional circumstances a student can be allowed to postpone his/her studies for a third semester, after approval by the College Council.

### **Appendix (1)**

Procedures for moving from the diploma level to the advanced diploma and the bachelor's levels in terms of the required TOEFL score :

a. Moving to the Advanced diploma Level:

Students wishing to continue their college studies after successfully completing the diploma courses will be able to move to the advanced diploma level according to the following:

1. Providing an Institutional or International TOEFL certificate issued by a private institution that is accredited by the competent authority and authorized by educational testing systems to conduct TOEFL tests. The required scores of the different TOEFL tests or equivalent to IELTS are shown in Table (1) below:

Table(1)

TOEFL Type			IELTS
Paper-based (PBT)	Internet-based (IBT)	Computer-based (CBT)	Band
450	45	133	4.0

2. Obtaining the required CGPA to move the Advanced diploma level, that is 2.5
3. Obtaining the required TOEFL score or equivalent that should be valid before completing the Diploma level in order to immediately move to the Advanced Diploma level once the abovementioned conditions are met. Otherwise, the student shall not be eligible to move to the Advanced Diploma level; thus ends his\her studies at the college, and his/her registration shall be cancelled.

b. Moving to the Bachelor’s level

Students wishing to continue their college studies after successfully completing the Advanced Diploma level courses will be able to move to the Bachelor’s level in accordance with the following conditions:

1. Providing an Institutional or International TOEFL certificate issued by a private institution that is accredited by the competent authority and authorized by educational testing systems to conduct TOEFL tests. The required scores of the different TOEFL tests or equivalent to IELTS are shown in Table (2) below:

Table(2)

TOEFL Type			IELTS
Paper-based (PBT)	Internet-based (IBT)	Computer-based (CBT)	Band
500	61	173	4.5

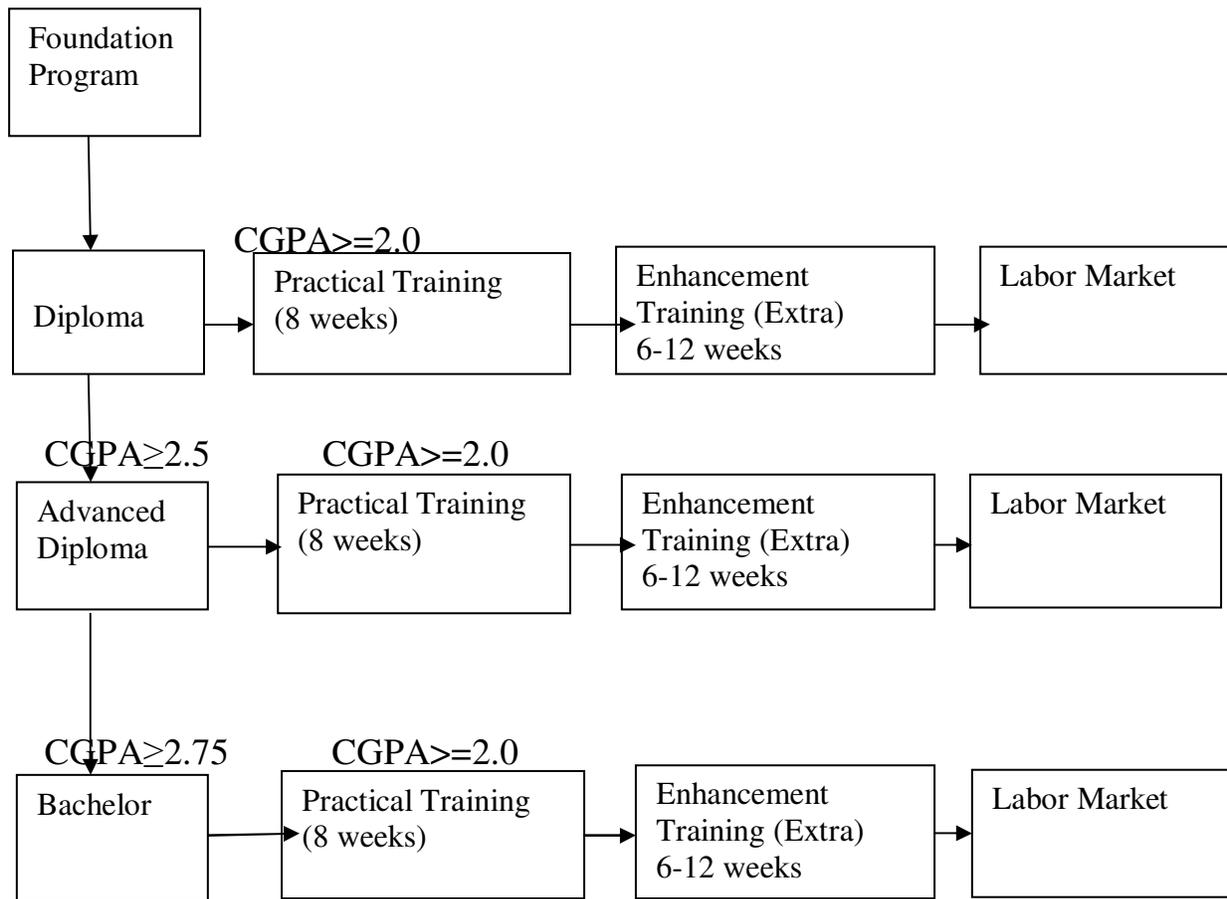
2. Obtaining the required CGPA to move the Bachelor’s level, that is 2.75
3. Obtaining the required TOEFL score or equivalent that should be valid before completing the Advanced Diploma level in order to immediately move to the Bachelor’s level once the abovementioned conditions are met. Otherwise, the student shall not be eligible to move the Bachelor’s level; thus ends his\her studies at the college, and his/her registration shall be cancelled.

## Appendix (2)

- a. In order to register for (18) credit hours in an ordinary semester and (9) credit hours in a summer semester, the student must obtain a 2.75 CGPA .
- b. If the student needs (3) credit hours to complete a certain level, he/she shall be allowed to add the three remaining credit hours to his/her total credit hours in one semester, so his/her total hours will become (18) or (21) credit hours.
- c. If the student needs (3) credit hours to complete a certain level and he /she has to register for (6) credit hours in a summer semester, he/she shall be allowed to add the remaining three credit hours to his/her total credit hours in a summer semester, so his/her total credit hours will become (9) credit hours.
- d. If the student needs (3) credit hours to complete a certain level ,and his/her CGPA qualifies him/her to move on to a higher level, he shall register for (9) credit hours of the higher level courses in addition to his/her remaining credit hours of the lower level. However, the higher level credit hours shall **not** be counted when calculating the CGPA of the current level, but they shall be counted only when calculating the higher level CGPA and after the student has met the requirements of joining the higher level.
- e. If the student needs one course or more to complete a lower level, and his/her obtaining grade(A) in those courses does not qualify him/her to move on to a higher level, then he/she shall not be allowed to register for any of the higher level courses.
- f. If the student needs less than (12) credit hours to complete a lower level and his/her CGPA qualifies him/her to move on to a higher level, then he /she shall be allowed to register for a higher level courses provided that his/her total credit hours registered in an ordinary semester in the two levels do not exceed (12) hours. As for a summer semester, the credit hours registered must not exceed (9) credit hours.

A part-time student is allowed to register (6-9) credit hours in each semester. However, allowing a student to study or register for credit hours of the higher level courses does not mean he/she is accepted to study that level before he/she obtains the CGPA required by these bylaws or before he/she meets the requirements for moving to the higher level.

Figure (1)  
**Study and Training Program of the Technological Education**



To all Deans of Colleges of Technology:

Subject: Criteria of registering debarred students

Salaam Alaikum and my best regards,

With reference to the Deans' technical council meeting No. 2/2011 dated 30-April, 2011 where the above mentioned subject was discussed. I would like to inform you of the following criteria to reinstate the debarred students from the Colleges of Technology:

1. Reinstatement of students debarred due to academic probation or absence without excuse can be considered within one year from the date of suspension according to the following regulations:

-Each case is examined individually according to a handwritten application submitted by the student to the concerned College within the above mentioned time period

-The concerned College shall examine the students' academic performance and evaluate if he is able to continue his studies after being reinstated

-The availability of the specialization from which the student was debarred

2. Once the College Council approves the student's reinstatement, this approval will be for one time only and the student must regulate his academic status within one semester except the summer semester. It is necessary to ensure that the student is not registered as a job seeker with the Ministry of Manpower or working during his study period.

Please take the necessary action to implement the above mentioned criteria

Thank you for your cooperation,

Yours sincerely,

Dr. Muna bint Salim Al Jurdaniya

Undersecretary for Technological Education and Vocational Training

To all Deans of Colleges of Technology:

Subject: Amendments to the provisions of the Bylaws

Salaam Alaikum and my best regards,

With reference to the Deans' technical council meeting No. 2/2011, dated 30 April, 2011 where the amendments to the Bylaws( attached to this document) were discussed and until the amendments are approved by the Minister, the following procedures are to be implemented:

First: Students who are currently in the Advanced level of the Foundation program:

1 Students who have scored 390 in the TOEFL exam are eligible to move on to the Bachelor level after meeting the CGPA requirements

2 Students obtaining 389 or less can study up to the Diploma level only, and the conditions of moving to the higher level are applied to them according to Article 41.

Second: Students who are currently studying in the Diploma level are subject to the conditions of moving to the next level according to the above mentioned items 1 and 2.

Third: Students who are registered in the first year of the specialization and joining the Enhancement training program can continue their second year of the Diploma level and they are subject to the conditions of moving to the next level according to the above mentioned items 1 and 2

Please take the necessary action to implement the above mentioned amendments .

Thank you for your cooperation,

Yours sincerely,

Dr. Muna bint Salim Al Jurdaniya  
Undersecretary for Technological Education and Vocational training