

Admission & Regulations

ADMISSION, REGISTRATION AND TRANSFER REGULATIONS

Admission Regulations

- 1.1 All first year students take a common, unified Year One curriculum and are admitted directly into departments. Students must have a minimum high school g.p.a. of 80% in the scientific track. Admission to departments is based on student preference, availability of places and the student's weightage. The weightage is calculated on the basis of high school g.p.a. (70%), English Language Placement Test (20%) and Maths Placement Test (10%). The Chemistry Placement Test must also be taken but is not included in the calculation.
- 1.2 Some students who opt for departments where the demand is high and/or capacity of the department is limited may not be allocated to their chosen department(s).

2. Transfer Regulations

Transfer between departments in the Faculty

- 2.1 The required grade for 155 Anatomy, 152 Physiology and 220 Psychology shall be C+.

HIIM	G.P.A. 2.33
MLS	G.P.A. 2.5
OT	G.P.A. 2.67
PT	G.P.A. 2.67
RS	G.P.A. 2.5

- 2.2 An interview will be held, if needed, by the Vice Dean, for Academic and Student Affairs, Chairpersons of the concerned departments and invited members.
- 2.3 The credit limit for transfer is 65 credits.

Transfer from other Faculties

- 2.4 To be considered for transfer from another Faculty, students must:
1. Be from the scientific track in high school.
 2. Have a minimum G.P.A. of 2.67.
 3. Have a minimum of 25 passed credits and a maximum of 45 passed credits.
 4. Have at least 5 English Language credits for which an equivalence with Allied Health Sciences English language courses will be made.
 5. Have a minimum of C+ in the following courses:
 - 121 Physics and 125 Physics Lab
 - 110 Chemistry and 111 Chemistry Lab
 - 115 Finite Maths
 - 101 Biology
 5. Have two other courses of at least 3 credits each, one of which will replace 106 First Aid and Emergency Care.
- 2.5 The students' admission to departments will be based on their g.p.a., which will be recalculated by the Orientation and Guidance Office, the availability of places and an interview with the Dean or Vice-Dean for Academic and Student Affairs, or both, and a representative of the Orientation and Guidance Office.

Transfers from outside Kuwait University

- 2.6 The unified Kuwait University rules for transfer from other universities, available from the Dean of Admissions and Registration, will apply.

**UNIVERSITY ACADEMIC REGULATIONS
AS APPLIED TO THE FACULTY**

1 ACADEMIC ADVISOR

- 1.1 Each student shall have an academic advisor who shall be a member of the Faculty of Allied Health Sciences. The advisor shall meet his/her students at prescribed times throughout the academic year and at any other times as requested by the students or as deemed necessary by the advisor. The advisor shall assist his/her students with the registration procedures ensuring that they complete the necessary cards which he/she must sign. The advisor shall also acquaint him/herself with all administrative, educational and personal matters appertaining to the students so as to be in a position to encourage, explain, advise, guide and warn his/her students, as appropriate, on any problem which they may encounter during their career at the University.

2 STUDY LOAD

- 2.1 The academic department offering a course specifies the number of credit hours (C.H.) it is worth. The credit hour rating of a course is normally based upon one hour of theoretical study (i.e. a lecture) or at least two hours of applied study (e.g. a laboratory session) being equal to one credit hour. All courses must extend through a complete semester.
- 2.2 The normal study load in a regular semester is 15-19 C.H. The maximum study load is 21 C.H., and 7 C.H. for the summer semester.
- 2.3 With the approval of his/her advisor, Chairman and the Dean, a student who has passed at least 30 credits may register for 21 C.H. if he/she has a grade point average (G.P.A.) 3 on the 4-point scale (see section 3 below).
- 2.4 A student in the Health Sciences Centre may register for less than 15 C.H. in a regular semester with the approval of his/her advisor and the Dean.
- 2.5 To meet graduation requirements, a student may register for any number of credits up to a maximum of 21 with the approval of his/her advisor and the Dean.

3 GRADE POINT AVERAGE

- 3.1 A four-point scale is used to calculate a student's grade point average (G.P.A.). The G.P.A. for a student during his/her University study at the end of his degree course is calculated as follows:

1. The number of credit hours for a course is multiplied by the grade point which a student obtains. This procedure is followed separately for each course which a student has taken (i.e. Column B X Column C) (see example in table 3.2 below).
2. The results of (1) above are added together.
3. The result (2) above (i.e. Column D) is divided by the total number of credit hours for each course a student has obtained (i.e. total of Column B).
4. If a student fails a course, but subsequently re-sits and passes it, the initial 'F' grade will be recorded, but will not be counted in assessing the grade point average. The maximum grade that may be awarded for a re-sit is grade C. A student may not repeat any course in which his/her grade is C or better.

Example:

A Course	B Credit	C Grade Point	D B x C	E Grade Point Average
181 English	5	C+ = 2.33	11.65	
110 Chemistry	3	C = 2.00	6.00	
101 Biology	3	B+ = 3.33	9.99	
115 Mathematics	3	A = 4.00	12.00	
	14		39.64	$39.64 \div 14 = 2.83$

3.2 A who in will from

student is given F every course in his/her first semester be dismissed the University.

4 UNIVERSITY WARNINGS

- 4.1. A first warning is issued to a student whose GPA falls below 1.67 and who has registered for 45 credits or more.
- 4.2. A first or second warning (as appropriate) is issued to a student whose GPA falls below 1.87 and who has registered for between 46 to 60 credits (inclusive).
- 4.3. A first, second or third warning (as appropriate) is issued to a student whose GPA falls below 2 and who has registered for 61 or more credits.

- 4.4. If a student receives a third warning he/she is automatically suspended unless he/she has a GPA which is just under 2, in which case a special formula may be applied and the student may be given a fourth warning.

Note: These warnings are independent of any warnings issued due to absence (see section 9 below).

5 SUSPENSIONS

- 5.1 A student who is suspended may submit an appeal to the Dean of Admissions and Registration on the prescribed form. The Dean of Admissions and Registration will send the submission to the Vice-Dean (Academic Affairs and Postgraduate Studies) for comment.
- 5.2 The Vice-Dean (Academic Affairs and Postgraduate Studies) shall solicit the opinion of the concerned Chairman. Should the Chairman support the submission of the student the Vice-Dean will support it accordingly.
- 5.3 All appeals are referred to the Student Affairs Committee, whose membership includes the Dean of Admissions and Registration, the Vice-Dean (Academic Affairs and Postgraduate Studies) of the University and the Vice-Dean (Academic Affairs and Postgraduate Studies) of the concerned Faculty. The final decision for accepting or rejecting the appeal rests within the committee.
- 5.4 If the appeal is accepted the student may continue studies in the Faculty. Alternatively, he/she must leave the university.

6 WITHDRAWAL

- 6.1 A student may withdraw from one or more courses in which he/she has registered within a period not exceeding the end of the third week from the beginning of study or the third day in a summer semester. Withdrawal forms, which are available from the Office of Counselling and Guidance, must be signed by the student, student's advisor, class teacher, Chairman, the Registration Department and the Dean or Vice-Dean (Academic Affairs and Postgraduate Studies).

7 ADDING AND DROPPING COURSES

- 7.1 Adding and dropping courses is done during the week for late registration. Forms for dropping, which are available from the Office of Counselling and Guidance, must be signed by the student,

student's advisor, class teacher, the Registrar's Department, and the Dean or the Vice-Dean (Academic Affairs and Postgraduate Studies).

8 INTERRUPTION OF STUDY

- 8.1 Except for freshmen and transferred students, a student can drop all courses in a semester, according to the withdrawal regulations above. His/her study for the semester will thus be postponed.
- 8.2 If a student interrupts his/her study for two consecutive semesters, he/she will be allowed to continue provided he/she has not been dismissed from another University. However, he/she will have to apply for re-registration.
- 8.3 A student who interrupts his/her study for 3 or 4 consecutive semesters will be allowed to continue provided he/she repeats all courses in which his/her grade was less than C. He/she will be required to abide by the graduation requirements of the year in which he/she re-registers.
- 8.4 A student who interrupts his/her study for 5 or 6 consecutive semesters will be allowed to continue as a freshman student provided that he/she has completed 18 credit hours and is not on probation.

9 ATTENDANCE AND ABSENCE

- 9.1 The class teacher should take a record of attendance at the start of each class.
- 9.2 Students should attend all lectures, practical and clinical classes.
- 9.3 Copies of all warning notices are sent to the student, Chairman and class teacher concerned.

Unexcused Absence from didactic classes

- 9.4 A student who misses 10% of class attendance in any course is given a first warning
- 9.5 A student who misses 15% of class attendance in any course for which he/she has received a first warning shall be given a final warning.

- 9.6 A student who misses 20% of class attendance in any course shall be considered to have failed that course.

Unexcused Absence from practical and clinical classes

- 9.7 A student who misses one day of class attendance in any course is given a first warning.
- 9.8 A student who misses a second day of class attendance in any course for which he/she has received a first warning shall be given a final warning.
- 9.9 A student who misses a third day of class attendance in any course shall be considered to have failed that course.

Excused absence from class

- 9.10 If a student is absent for a justified reason approved by the relevant Faculty committee, his/her absence is not calculated in the absence calculations given above.
- 9.11 When a student presents an excuse for any absence, this must be approved by the Vice-Dean (Academic and Student Affairs) in consultation with the Department Chairperson. Absences due to registration, pre-registration, and dropping and adding courses will not be excused.
- 9.12 Any absence from clinical and practical classes requires the approval of the Department Chairman and the Vice-Dean (Academic and Student Affairs) and must be made up.
- 9.13 Any request for excused absence from class (didactic, clinical or practical) must be supported by a medical certificate from a government hospital (see 4.3)

10 PROGRESSION BETWEEN YEARS

- 10.1 Students must pass all specified prerequisite courses, as detailed in the Faculty Handbook, including all courses of the previous semester, before registering for subsequent courses. However, if a student has failed courses of a given semester the department may permit him/her to register for one or two courses, based on individual merit. Departments are advised to consult the Vice-Dean, Academic Affairs and Postgraduate Studies in such matters.

- 10.2 A student will not be allowed to progress from one year of his/her programme to the next unless he/she has satisfied all university and faculty requirements and any additional requirements specified by his/her department.

FACULTY EXAMINATION REGULATIONS

1 INTRODUCTION

- 1.1 Except as otherwise provided for in these regulations, the examination procedures of the Faculty of Allied Health Sciences will follow the general University regulations.
- 1.2 Students must also satisfy the graduation requirements of the Faculty (see section 4 of the University Academic Regulations as applied to the Faculty).
- 1.3 There will normally be at least two in-course assessments for each course. Mid-semester examinations will count towards the overall marks for the course.
- 1.4 The final examination grade for any course shall represent at least 50% of the total marks.
- 1.5 Students will be informed of their final grade, but not their final overall marks. No final grades will be released to students until they have been posted on the official notice board by the Faculty Administration, after the conclusion of the last Examination Board meeting and Faculty Council.
- 1.6 When, due to exceptional circumstances, it is only possible to have one in-course assessment, this will count only 25% towards the overall mark for the course and the final examination will count 75%. This regulation will normally apply to one credit hour courses.
- 1.7 At the beginning of each course the teacher responsible will inform students how the marks for the course will be allocated between in-course assessment and final examinations.
- 1.8 Students are required to attend all in-course and final examinations, including written examinations, practicals, hospital-based examinations and poster presentations at the specified date and time.

2 COURSE GRADES

4 Point Scale	Percentage	Grade Description	Letter Grade
4	95	Excellent	A
3.67	90-94		A-
3.33	87-89		B+
3.00	80-86	Very Good	B
2.33	70-79	Good	C+
2.00	60-69		C
0		Fail	F
0		Fail Absent	FA

2.1 Excellent: denoted by "A" and divided into two categories:

"A" is given 4 grade points 95%+

"A-" is given 3.67 grade points 90-94%

2.2 Very good: denoted by "B" and divided into two categories:

"B+" is given 3.3. grade points 87-89%

"B" is given 3 grade points 80-86%

2.3 Good: denoted by "C" and divided into two categories:

"C+" is given 2.33 points 70-79%

"C" is given 2 grade points 60-69%

2.4 Fail: denoted by "F" and is given zero.

2.5 Failed absent: denoted by "FA" and is given to a student who does not sit for the exam and is not given "I". Zero grade points.

2.6 "I" = Incomplete.

3 ASSESSMENT REGULATIONS

- 3.1 A student whose overall mark for a course is less than 50% will be given an F grade and will have to re-take the course the next time it runs.
- 3.2 A student whose final mark is 50% - 59% will be given an Incomplete (I) and will be eligible for a re-sit examination at the beginning of the next semester. Students taking a resit examination are to be awarded a grade no higher than C, irrespective of the achieved examination score.
- 3.3 The final mark for a student who has an Incomplete shall be calculated by adding together the student's incourse assessment marks and resit examination marks.
- 3.4 In a given semester a student may have an Incomplete (I) grade and, as such, a re-sit examination in only two courses. However, if a student gets an Incomplete grade and/or a failing grade (F) in three or more courses he/she will be awarded a failing grade in all such courses.
- 3.5 A student given I or F in more than two courses in a semester must re-take all the courses in which he/she has I or F.
- 3.6 Students choosing not to take a re-sit examination must re-take the course concerned.

4 STUDENT ABSENCES FROM INCOURSE ASSESSMENTS

- 4.1 A student who misses an in-course assessment for a justified reason which is accepted by the Vice-Dean (Academic and Student Affairs) will be given a substitute examination, and given a mark accordingly.
- 4.2 A student who is sick at the time of an incourse assessment must report to the Vice-Dean (Academic and Student Affairs) at the earliest opportunity. His/her relative should report to the Vice Dean if he/she is unable to come personally. If the sickness is proved serious enough to prevent the student taking the assessment the procedures in 4.1 will apply.
- 4.3 A medical certificate from a government hospital, signed by the Hospital Director, and evidence of the student's admission to hospital, must be submitted to the Vice-Dean (Academic and Student Affairs) at the earliest opportunity. However, in those cases where the student is admitted to hospital prior to the examination date, intimation to that effect should be sent to the Vice-Dean (Academic and Student Affairs) at the earliest opportunity and the necessary supporting evidence should be provided as soon as possible thereafter.

5 STUDENT ABSENCES FROM FINAL EXAMINATIONS

- 5.1 A student who misses a final examination due to hospitalization will be given I on production of a medical certificate, and permitted a make-up examination.
- 5.2 A student who is sick at the time of a final examination must present him or herself to the Vice-Dean (Academic and Student Affairs) at the earliest opportunity. His/her relative should report to the Vice-Dean (Academic and Student Affairs) if he/she is unable to come personally. If the sickness is proved serious enough to prevent the student taking the examination an Incomplete will be given and a make-up examination permitted.
- 5.3 A medical certificate from a government hospital, signed by the Hospital Director, and evidence of the student's admission to hospital, must be submitted to the Vice-Dean (Academic and Student Affairs) at the earliest opportunity. However, in those cases where the student is admitted to hospital prior to the examination date, intimation to that effect should be sent to the Vice-Dean (Academic and Student Affairs) at the earliest opportunity and the necessary supporting evidence should be provided as soon as possible thereafter.
- 5.4 A student granted a make-up examination under 5.2 will receive the grade he/she earns based upon the final examination and his/her in-course marks, as if he/she is attending the examination for the first time. A student who is sick and does not follow the above procedures will be given FA.

6 CHEATING IN EXAMINATIONS

- 6.1 If an examinee is suspected of cheating from a book, notes, or any other tangible means in his/her possession, the means of cheating is to be removed and handed to the Chief Invigilator. A mark is to be made on the examinee's paper. No public accusation is to be made at this stage.
- 6.2 If an examinee is suspected of cheating from another examinee, the invigilator must note the precise details of the method of cheating. The examinee(s) suspected of cheating must be warned immediately. A mark should be made on their papers to indicate how far they had reached at that stage.
- 6.3 After the examination is over the suspected student(s) should be asked by the Chief Invigilator, in the presence of the Chairman of Department of the subject being examined (or another appropriate member of staff), to explain their apparent conduct.

- 6.4 Reports on all attempts at cheating should be submitted to the Vice-Dean (Academic and Student Affairs) before final submission to the Dean.
- 6.5 After careful consideration of all the circumstances, the Vice-Dean (Academic and Student Affairs) and the departmental Chairman must decide whether a formal charge of cheating should be brought against the examinee(s) concerned.
- 6.6 If a formal charge of cheating is made, the Vice-Dean (Academic Affairs) shall supply the Dean with the following:
- a. a written report by the invigilator concerned giving full details of the incident of alleged cheating.
 - b. a written report by the department Chairman of the explanation given by the accused at their interrogation immediately after the examination.
 - c. the examination scripts concerned, and any physical means in the alleged cheating.
- 6.7 Any examinee found guilty of cheating by the Dean will be awarded an "F" grade for that course and for any other courses taken in that semester.
- 6.8 The student may register for any courses during the next semester for which he/she has passed the necessary prerequisites.
- 6.9 The Dean shall inform the Dean of Admissions and Registration of his/her decision.
- 6.10 If an examinee is found guilty of cheating on a second occasion, he/she shall be expelled from the University.

7 REGULATIONS ALLOWING POSTPONEMENT OF THE FINAL EXAMINATIONS

- 7.1 The final examinations may be postponed for a student in exceptional circumstances, providing the following conditions are fulfilled:
1. A student's advisor testifies that he/she is diligent in his study.
 2. A student's reason for seeking postponement is felt to be genuine e.g., Haj, pregnancy, delivery, hospitalization or any other excuse accepted by the Vice Dean (Student Affairs).

3. A student's request is approved by the Dean of his/her Faculty, his/her advisor, and the teacher concerned.
4. The teacher will enter on the mark sheet sent to the Registration Department the letter "I" (incomplete) against the student's name without giving a grade.
5. Such a student shall sit the examination, and his/her results must reach the Registration Department not later than 15th of March for the subjects of the previous Autumn semester, and the 1st of October for the subjects of the previous Spring semester.
6. If a student fails to sit for an examination before the dates mentioned in (5) above, he/she shall be considered to have failed.

8 EXTERNAL EXAMINERS

- 8.1 A selection of examination papers completed by graduating students in Year 4, Semester 2, will be reviewed by an External Examiner, who will give a comprehensive viva voce examination.

INSTRUCTIONS TO EXAMINATION CANDIDATES

1. If a student is unable to sit an examination because of illness, the student or his/her relative if he/she is unable to come personally should report to the Vice Dean (Academic Affairs) without delay.
2. It is the students' responsibility to ensure that they attend the examination at the right time, date and venue. They should be ready to enter the examination room 10 minutes before the scheduled starting time for the examination.
3. No bags, mobile telephones, pagers, books or papers may be taken into the examination room, unless specified.
4. Candidates must sit at the places that have been allocated to them.
5. No student will be permitted to enter the examination room more than 30 minutes after the examination has started.
6. No student shall leave the examination room before the expiry of 30 minutes from the start of the examination, or during the last 15 minutes of the examination.
7. Students shall not turn over the question paper until instructed by the Invigilator.
8. Students must ensure that they write their student number on all answer books used by them.
9. There must be no talking or other communication between students once they enter the examination room. If any student does so that shall constitute cheating.
10. No student should try to see the answers written by another student during the examination. If any student does so, that shall constitute cheating.
11. Smoking, eating, chewing and making any noise are not permitted during the examination.