

Syrian Arab Republic

Ministry of Higher Education

Decree No. 99/O

Minister of Higher Education

Based on the provision of legislative decree /25/ for the year 2002 and its amendments including the establishment of the Syrian Virtual University

On the proposal of the University's Board of directors

On the proposal of the University's Board of Trustees, the following shall be decided:

Article 1: The Internal regulation list of the accompanying Syrian Virtual University is adopted.

Article 2: This Resolution shall be published and shall be communicated to whoever is required for its implementation.

Damascus in

October 22, 2017

Minister of Higher Education

Dr. Atef Naddaf

Copy to:

The Syrian Virtual University presidency

Minister's office

Secretariat of the Higher Education Council

Ministry of Finance, please distribute resolution and inform us

Legal Affairs office

Archive

Internal Regulation List of the
Syrian Virtual University

Chapter One

Definitions

Article 1- Definitions: In the application of the provisions of these Regulations, the following terms shall have the meaning that is indicated next to each one of them:

The Minister: The Minister of Higher Education

The Ministry: The Ministry of Higher Education

Board of Trustees: The Syrian Virtual University Board of Trustees

University President: The President of the Virtual University

The University: The Syrian Virtual University

University Council: The Syrian Virtual University Council

Financial System: The Financial system of the Syrian Virtual University

Approved University: Any university approved by the Ministry

The College: A scientific regulatory framework for a set of academic programs

The Institute: A scientific regulatory framework for a group of licensed assistant programs.

The Academic Program: The organizational framework for educational and learning activities, leading to an academic degree (Technical or Academic Diploma, qualifying and specializing Master's, Academic Master's or Doctorate_ at different levels.

The Training Program: The regulatory framework for specific training activities leading to a training or attendance document in general or specialized areas.

The Research Laboratory: The regulatory framework for scientific research activities in a specialized field.

Learning Outcomes: are the knowledge and skills that the student must attain in order to be successful.

Approved Unit: it represents the volume of learning based on targeted learning outcomes and related workloads. Each course has a specific number of accredited units and the student is considered to acquire those units in case the specific criteria of success in this course are met.

One approved unit equals (25) of the time a student spends attending and following synchronized and non-synchronized sessions, doing assignments, tasks, and self-study during one term in which at least / 14 / hours per week are designed for actual teaching.

The course: is the learning unit in which the student's examination is conducted.

The Virtual class: is a group of students enrolled in one of the program courses, where they can follow the synchronized sessions, communicate among each other, and communicate with the tutor through the approved systems at the university.

Synchronized Session: is a meeting through the Internet with the students of a virtual class with the aim of making debates and discussions in the context of covering a scientific or training material.

Non-synchronized Session: is a (audio visual) recording, by one of the specialists, that covers part of the scientific subject of the course, and is saved in accordance with the regulations of the University in case the student needs to refer to it whenever they wish to.

Chapter Two

The University's mission and Vision

Article 2 - University Mission:

Providing a system of learning, training and researching in the academic and professional fields that will enable the learner and the trainee to be involved directly and effectively in the labor market by developing their knowledge and skills in a variety of areas that are appropriate to their needs and to the development of the local and regional economy, and with the growing use of the Internet in local, regional and international activities and businesses.

Article 3: University's Vision:

The aim is to be among the best internationally recognized universities and to be a leader in the virtual learning process and scientific research in the region; in addition to qualifying human resources in line with the academic levels and the international professional trends and to meet the needs of the national labor market in various fields to attract the best educational and research expertise and put them into a scientific network in which the learner, the teacher, and the graduate interact.

Chapter Three

Scientific structure

(Colleges, institutes, departments and training centers)

Article 4 The University shall consist of the following colleges, institutes, departments, programs and training centers:

A - Graduate Studies and Rehabilitation and Specialization Studies, this includes the following sections:

1- Department of Higher studies and Qualifying Studies and Specialization:

The following programs are included:

- Diploma of Educational Qualification.
- Master's Degree in Quality Assurance
- Master of Business Administration
- Master of qualification and specialization in the Web
- MA in Technology Management
- Master of Education Qualification and Specialization in Technology Integration in Education

2. Postgraduate Studies Department: The following programs are included:

- Master's in Web Science
- Master's in Quality Management
- Master's in Technology Management
- Master of Business Administration
- PhD

B- Information and Communication College. The following academic programs are available:

1. Information Engineering
2. Information Technology
3. Communications Technology
4. Certified Assistant in computer (two years study)

C- Independent Academic Programs:

1. Economics
2. Law
3. Media and communication

D- English language program (a service program for all programs)

E- Training and Lifelong Learning Center.

Article 5- A- Colleges, academic programs and institutes are established and opened by a decision of the Minister upon the proposal of the University Board of Directors and the approval of the Board of Trustees.

B- Colleges and institutes form the regulatory frameworks for scientific activities and consist of the programs and laboratories that form them. They aim at the coordination and scientific integration among its components.

Article 6- A- The academic program shall be independent of faculties and institutes and shall constitute an organizational framework for educational academic activities.

B- The program, whether independent or affiliated to the College, shall have a Board consisting of at least three members of the faculty or research nominated by the President of the University upon the proposal of the Council of Scientific Affairs.

C) A director of a program shall be named from the members of the teaching or research body and is entitled to a term of two renewable years.

D) The Board of Directors shall serve the functions of the department Board if it is affiliated with the faculty; and functions of the College Council if it is independent.

Article 7 (A) The research laboratory shall be independent of colleges and institutes and shall constitute a regulatory framework for Scientific research activities.

B – A director of the research laboratory shall be named from the members of the teaching or research body.

Chapter Four

Conditions for university admission to university degree

First: Registration requirements

Article 8- A student is required to have a Syrian secondary certificate or its equivalent.

Article 9- Graduates of technical institutes may be admitted to certain programs according to the bases and rules specified in the internal regulations of these programs.

Article 10- The conditions of admission, the number of students who can be accepted among the Syrians and others who are subject to same rules, and special conditions are determined by the University council on the proposal of the Scientific Council before the beginning of each term, taking into consideration the conditions in the internal regulations of the Program.

Article 11- If a student fails to complete their papers, he/ she shall have a conditional registration for the University's programs during the registration period; and they must apply for all the required tests for admission. A student who registered conditionally has to complete all their papers before the end of the registration for the first term courses in the program and is accepted according to the test results that are declared.

Second: Admission for Admission to Courses

Article 12- The registration should be done on the approved units (courses) before the beginning of each semester and students start their study after registration and registration and payment of their premiums in accordance with the University's financial system.

Articles 13- A student shall choose the courses they wish to enroll in each term out of the list of courses available with regard to the specific priorities for each course.

Article 14- The University council shall establish the minimum number of students registered for the opening of a course; if this is not available the course will not be opened.

Article 15- Each program will in its internal list identifies the minimum and the maximum limits of the approved units that the student can register in each term, provided that the number of units shall not be less than (15) units unless the priority condition does not allow it, or if the student has less than that to graduate. Also the number of units in one term should not exceed (38) units in one term.

Article 16- The course which the student has registered in, submitted its assignments and examinations is in accordance with the precedence requirement upon registration for the courses and passing it is not required with the exception of the English language courses.

Article 17- Students are entitled to postpone two terms during their studies in any university program, even if it is the first term for the student; except for students who have obtained a certificate for postponing their military service or any other document from the University. The postponement is not considered part of the maximum duration of study in this program.

Third: Recognition of degrees and Transfer

Article 18-A- Admission to the university shall be made by the differentiation in accordance with the conditions set by the University Council.

B- Students who wish to be transferred or moved to the university will be accepted by means of differentiation with the new students in accordance with the provisions of paragraph (A) of this Article, and the courses which the student passed in the university he was transferred from may be recognized according to the conditions set by the University Council, taking into consideration the following:

1. The number of approved units is equal.
- 2- The scientific content is equal by not less than 75%.
- 3 - To have a "good" average in the course.

Article 19 – The student applies for the recognition of their degree one month prior to the beginning of teaching in the first term accompanied by a certified transcript and courses description and a document of their life at the university indicating the students' penalties.

Article 20 – The approved units (courses) obtained by the student from outside University programs may be recognized by a decision of the University Council, upon the proposal of the program Council and the Council of Scientific Affairs, if the courses are from an accredited university and with a “good” average, and equivalent to the learning outcomes of the corresponding courses in the program which is followed by the student. If the learning outcome is not equivalent to any of the program’s optional or obligatory courses of the program, these can be calculated from the number of courses’ units that a student can obtain from outside the specialization in the programs that allow for optional courses outside the specialization as specified in the internal regulations of the programs.

Article 21 – Moving or transferring to qualifying and specialization programs and postgraduate programs at the University is not allowed.

Article 22- The number of units to be recognized shall not exceed 50% of the minimum number of approved units which qualifies the student is for the degree and the student is required to study 50% of the number of units approved at the university.

Article 23 - The minimum number of studying terms is decreased by the number of approved units for recognised courses divided by the average number of units approved quarterly in the program, approximated to the nearest minimum integer, and this makes the maximum of the studying terms double its minimum.

Chapter Five

General provisions and schedule of the examinations

First: General rules governing the trial

Article 24- The written examination of the university students shall be held in approved examination access centers that allow students to take exams through computer systems connected with the University's examination systems through the Internet.

Article 25- The examinations of one course are held at periods of time approved by University Council.

Article 26- A-The examination of a student or a group of student may be repeated or postponed by a decision of the University Council.

B - If a student fails the course, they have to repeat the assignments and the examinations as the new student.

Article 27-A - Students are prohibited from introducing any means to the Examination Access center except Exam requirements.

B- During the examination, the student is not allowed to connect to any website via the Internet except the exam system; or to use any file or run any program on it except for what is specified as an exam requirement (and the Directorate of Information shall with the co-operation of the Directorate of Access Centers establish the appropriate mechanism for monitoring the computers during the examinations).

C. The student is not allowed to enter the exam after the start of the exam, except in cases of extreme necessity and with the approval of the President of the University.

D. If a connection failure to the Internet or electricity occurred, the student has to wait for the whole period of the exam and if the connection or electrical power is back before the end of the period, the exam is resumed and the students will take the necessary time for the examination. In case the Internet connection or the electrical power is not back, the student must leave and their name will be registered in the make-up examination.

E. Transferring / changing between examination centers and times for any student is prohibited. If it is necessary, the student may submit a request for a make-up exam to be presented to the President of the University to make the appropriate decision.

F- It is prohibited for any companion to the student to enter the examination centers during the examination times or in between periods of examination

G. The duties of the exam invigilators and supervisors are determined by a decision of the University Council upon the proposal of the Council of the Students 'Affairs.

Second: Success and Graduation

Article 28- The student shall be assessed in the course with a mark of / 100 / distributed on the students' grades and the final exam. The percentage of each is determined by the internal regulations of the programs, so that the degree of classwork does not exceed 40% and the final exam should not be less than 60%

Article 29- The student shall submit written exams, and subjects excluded from this rule are the ones mentioned in the internal regulations of the programs.

Article 30- The rules for passing the graduation projects and theses shall be determined in the internal regulations of the programs.

Article 31- The grade of the student's classwork is to be assessed by the teacher based on the assignments, seminars, attendance and participation.

Article 32- A student passes the course if they meet the following conditions:

A- Attaining a final average determined in the internal regulations of the programs.

B- If the final exam mark is greater than or equal to 40% of the exam's major mark.

C- If the student's classwork mark is greater than or equal to 40% of the major classwork mark.

Article 33- The student shall be awarded a university degree if they meet the following conditions:

A- Passing all the subjects specified in the Program's internal regulations.

B- The student has paid the full fees and obligations incurred.

C- The graduation average is not less than the rate specified in the program's internal regulations list.

Article 34- Graduation decisions are issued after they have been audited by both the examinations and the student affairs' departments, approved by the Council of the student Affairs, and adopted by the University Council.

Article 35- the student's graduation rate shall be calculated according to the following formula:

$$\text{Graduation rate} = \frac{\sum_{i=1}^n w_i \cdot a_i}{\sum_{i=1}^n w_i}$$

Wi: Number of credit units approved for course (i)

ai (i) Course Mark

n: Number of successful courses, including graduation project or thesis.

Article 36 - The marks of the assignments, the exams and the graduation rate are rounded up to the closet two-digit integer.

Article 37- The course mark is shown after it is rounded to the nearest integer.

Article 38- Graduation rates for undergraduate students and for students applying for the University are estimated as follows:

A. Degrees with success rate 60

Evaluation	Mark
Accepted	From 60 to below 65
Good	From 65 to below 75

Very Good	From 75 to below 85
Excellence	From 85 to below 95
Honour's	From 95 to 100

B. Degrees with success rate 50

Evaluation	Mark
Accepted	From 50 to below 60
Good	From 60 to below 70
Very Good	From 70 to below 80
Excellence	From 80 to below 90
Honour's	from 90 to 100

Article 39- The student shall be assisted by a maximum of two marks in one course or distributed on two courses in the following cases:

A-If this assistance leads to the student moving to the next year.

B-if such assistance leads to the success of the student in the course provided that the number of their registered units is not less than (30 units).

C- If this assistance leads to the student's graduation.

Article 40 - The student shall be assisted by a maximum of 6 marks in one course or distributed on two courses if this help leads to the student not exhausting their chances to continue studying.

Article 41- The help contained in Articles 39 and 40 shall not be combined.

Article 42 - The exam help shall not be included in the calculation of the general average of the student unless this rate is less than the minimum for success, in which case a number of marks that helped the student are added to the total number of marks until the total reaches the success rate (50% or 60%) according to the program.

Article 43- In the statements of marks given to the student, an indication to the help the student benefited from will be pointed out.

Article 44- The examination aids shall be applied quarterly and on the courses in which the student applies for exams of the term where help is applied. It shall not be applied to courses that were submitted in the previous term where exam help does not apply.

Article 45- Exam help is applied quarterly on all students. Students can submit an application through e-mail from the student's account within two weeks from the date of the announcement of the results of the exam help in which they express their wish not to benefit from the assistance which they will not later benefit from no matter what.

Fourth: The mechanism of objection

Article 46- Students may object to the results of the student's assignment and the examination assessment in accordance with the approved mechanisms in the following cases:

- A-** Uncorrected assignment.
- B-** Uncorrected examination
- C-** Objection on the evaluation of an assignment.
- D-** Objection on the result of an examination evaluation.

Article 47- A- The student applies for an objection through the digital applications system approved by the University exclusively within a week from the announcement of the results. The request for objection shall include an explanation of the problem.

B- The student must pay the application fee specified in the financial system.

C- The objection is referred to the Content Delivery Section to verify the data of the assignments or exam files in technical terms.

D- Objection is sent from the Content Delivery Section to both the teacher and the program director to address the problem and to express their opinion.

E- The objection is transferred from the Program Director to the Examination Committee, which examines the problem and submits its proposal to the Students' Affair Council to take a suitable decision.

F- The objection fee shall be returned to the student if they are found to be correct in their application.

Article 48- The Examination Committee shall consist of:

A- The University Vice President for Student Affairs and Administrative Affairs.

B- The director of the Examination.

C- Information Director.

Fifth: Violations and Constraints

Article 49 - General Provisions:

A- Any violation that requires disciplinary punishment action is a violation of university laws and regulations in particular:

1 Deliberate abstention from attending classes, lectures and other university activities that regulations impose.

2. Cheating in the exam, initiating it, participating in it, facilitating it, or violating the examination system

3. Acts violating public morals and ethics within or outside the university, which harms its reputation.

4. Establishing or joining associations or organizations within the university or participating in its work prior to authorization from the university or specialized authorities.

5. Participation in acts of political nature contrary to the laws and regulations in force.

6. Misuse of university resources or damage to equipment or materials.

7. Infringement of university staff and invigilators (inside or outside the exam)

8. Offending the teacher at university through mail, telephone, social media or any other way.

9 - Student accessing an assignment of a course prepared by others at his request and using it.

10. Changing exam centre or exam period.

11. Not holding the university card or any document proving their identity during the exam.

12 - Forging university certificates or any document provided by the University.

13. Impersonation or the presence of other than the student in the examinations.

14. Using the university systems for any purpose other than legitimate school purposes, including materials of trade nature or advertisements.
15. Sending unnecessary attachments or downloading them to the university systems is a violation of the mentioned university policy.
16. Fraudulently to access another student's account on any university system.
- 17 - Giving the password to other parties or to students or users.
18. Conducting various frauds to obtain information about a student's account such as impersonation through email or phone.
- 19- To hack the University's website and to make any change in the users' accounts data or modifying the settings of the different systems related to them.
20. Accessing the university's systems using the data of another student's account.

B – Disciplinary Punishments are:

1. Oral warning.
2. Written warning.
3. Warning.
4. Cancelling the student's exam in one or more examination cycle in one or more courses.
5. disqualifying the student from taking the exam in one or more courses in a semester.
6. Disqualifying the student from registration for one to four semesters.
7. Ultimate expelling from the University.

C- The penalty shall be increased in case of repetition of the offense. As for punishments 4-6, they will be doubled

Article 50 - Penalties for Examination Violations: The penalties for exam violations shall be imposed in accordance with the following schedule

M	Offence	Penalty	procedure
1	- Trying to speak during the exam for the purpose of cheating and affecting in the exam process and	The penalty will increase starting with : Oral Warning To giving the student a	In the case of speaking for the purpose of cheating: the student is warned, or asked to change seat (If available). If the student repeated the attempt to

	<p>discipline</p> <ul style="list-style-type: none"> - Causing disturbance in the examination hall 	<p>written warning and the right to give the student a Zero mark in the course (escalation is related to the level of disturbance caused).</p>	<p>speak (without this causing disturbance in the exam), a report of cheating in the exam is written against the student. In case the student does not comply with the warning, or refusing to change his place, or make a fuss in the hall (affecting the smooth functioning of the exam process), the student is dismissed out of the room a record of cheating in the exam is written against the student</p>
2	<p>In case the student disposes of any cheating mean to discard material evidence</p>	<p>The student is given a zero mark in the course he/she is caught violating rules in and all other courses to follow, in addition to prohibiting him/her from registering in the next semester</p>	<p>In the event that the student is proven to have disposed of any means of cheating to discard material evidence. The student is dismissed out of the examination center, and a report of cheating is written against the student.</p>
3	<ul style="list-style-type: none"> - Discovering a cheating device in the student's possession within the exam hall related to the course (small sheets, summaries, a book, a mobile phone, or a wired or wireless headset or any other electronic device with the 	<p>The student is given a zero mark in the course he/she is caught violating rules in and all other courses to follow, in addition to prohibiting him/her from registering in</p>	<ul style="list-style-type: none"> - In case the mobile phone is turned off, the student is warned orally without any other procedure. <p>In case the mobile phone is on the student's exam is immediately terminated the invigilator will report to the supervisor and will write a full report about the case accompanied by evidence in case it is retained. The invigilator will submit the report to the supervisor (Only in Damascus Centers) As for other</p>

	<p>capability to save and display data) that helps the student to cheat in the tests or the final exam.</p> <ul style="list-style-type: none"> - Writing on seats, walls, Calculator, body organs, etc., - Dependence on the "Internet" to find an answer or help, whether this benefits the student or not - Facilitate cheating to another student within the hall. 	the next semester	<p>centres(governorates and centres abroad) The centre's supervisor will send an e-mail about the case to the exam supervisor in addition to mentioning it in the report sent by them.</p> <ul style="list-style-type: none"> - The exam supervisor will send the report to the disciplinary committee.
4	<ul style="list-style-type: none"> - Having a student from outside the exam hall facilitating cheating to another student inside the exam hall. 	<p>The penalty increases from giving the student a zero mark in the course they are caught in violating rules to applying this to all other registered courses in the semester until final expulsion from the University according to the type of cheating. (whether it is inside or outside exam hall)</p>	<p>A report of the cheating is written against the student and his/her accomplice from outside the exam hall (with the report including a full description of facilitating the cheating process) then the report is sent to the disciplinary committee.</p> <p>In case the accomplice from outside the exam room is not recognized, this shall be mentioned in the exam cheating report</p>
5	<ul style="list-style-type: none"> - Student's reluctance 	The student is	In case the student does not comply

	to obey the exam hall management (delay in finishing the exam when it the time is up, the student's refusal to change seat, and any other instructions the exam hall management issues)	given a zero mark in the course where the violation takes place	with the instructions, refusing to change his/her place, or making noise in the room (affecting the smooth process of the examination), the student is dismissed from the examination room and a report of cheating is written against the student.
6	- Hiding or trying to hide the draft sheet in the exams that require the use of drafts	The student is given a zero mark in the course where the violation is caught and he/she shall be expelled from the University for a period of time defined by the disciplinary committee	In case the student does not submit the draft, the student shall be dismissed out of the examination hall and a cheating a report will be written against him/her.
7	If the student beats the invigilator	Permanent expulsion from the University	The student is dismissed of the examination hall, a written report explaining the case is written, and attached with it proof of the event.
8	- In case the student intentionally impersonates someone else in the intension of taking the exam on their behalf or uses a substitute for that purpose. - Counterfeiting or fraudulent use	The student is permanently expelled from the University and referred to a court of law in the case of impersonation or counterfeiting. The penalty shall be	A copy of ID for both the student's and the forger is taken, the University's card is confiscated and a report is written explaining the event and attached to it a proof of it.

		extended to all Syrian universities	
9	- Obtaining or seeking to obtain exam questions unlawfully in whatever way.	Expulsion from University until confession is made; presenting the case again to the disciplinary committee	

Article 51- Written warning is given in the following cases:

- A-** Changing the examination centre.
- B-** the student not presenting their University card
- C-** Changing exam time.
- D-** Disturbance during the exam.

Article 52- The student shall be given a second written warning when the cases stated in the previous article occur again or when there is a new case, and the student's exam is automatically stopped; that is within one semester the student is given two written for all specified cases.

Article 53 - penalties related to offenses related to the student's work:

A- The student shall be failed in an assignment which is proven to be copied from other students or literally copied from a source on the Internet. The penalty can reach the disqualifying of student from taking the exam for a whole semester in cases where this is required.

B- A student who has received a course assignment prepared by others at his request and who has used it shall be prohibited from enrolling in the University for two academic semesters and shall fail the course.

C- If a graduate from the University is proven to have obtained a course assignment prepared by someone else other than himself and on his/her own request,

he/she shall be prohibited from enrolling in the University's Master's degree and this shall be extended to all the Syrian universities.

D- The provisions of paragraph (A) above shall apply to the student who misses all chances of continuing studies at the University and who has been proved to have obtained and used assignments done by someone else other than him/herself upon their request. This student shall be disqualified from registering in the special exam sessions that follow the issuance of this resolution.

E- The student shall be dismissed from the university in the event that they submit a graduation project or a thesis (or parts of it) prepared by someone else.

F- The certificate shall be withdrawn from the graduate student if it is subsequently proven that he /she has submitted a graduation project prepared by someone else other than themselves or belongs to others.

G- The certificate of a higher education graduate shall be withdrawn from the student if it is subsequently proven that he/she has submitted their dissertation (or parts of it), or attempted to unlawfully publish or has published in magazines or conferences containing the results of the work of others.

H- The student shall be given a warning penalty if he/she has unlawfully copied their research plan or parts of it. The student shall be expelled from the University in case this happens again.

Article 54- Penalties related to the bad use of information tools range from giving a warning to permanent dismissal from the University.

Article 55- The disciplinary committee has a discretionary power to impose the appropriate penalty for offenses that are not mentioned in the preceding articles, depending on the magnitude of the violation.

Article 56- A- Reports of exam violations shall be prepared by the examination supervisor in case of irregularities related to exams.

B- Reports of violations related to the work of the student (assignments, attendance, participation...) shall be done by the Director of the program in which the student is enrolled.

C- All examination violations shall be submitted to the Disciplinary Committee on the same day or the next day at the latest. There is no discretionary authority not to report violations to the Disciplinary Committee.

D- The President of the University or one of his deputies may refer any student to the Disciplinary Committee.

E- The Disciplinary Committee shall summon the student to listen to him.

Article 57-A-The Disciplinary Committee shall consist of:

1. Vice President for Student Affairs (Chairman)

2 - Three program directors or deans of the colleges who are chosen annually and periodically.

B- The Committee shall have a secretariat of the employees of the University.

Article 58- Decisions made by imposing the first three punishments of article 49 (b) shall be final.

Article 59- A student may file a petition to the University Council for the decision made against him concerning the disciplinary punishments mentioned in this list item (4) until the last item of paragraph (B) of Article (49) and the petition shall be submitted by the student to the University President within a maximum period of 15 days from the date of sending the notification to the student by e-mail or any other means acceptable by the University, and the University council has the discretion in establishing, alleviating or cancelling the punishment.

Article 60- A student who has been punished is entitled to submit an appeal to the University Council even if he/she does not attend the disciplinary committee meeting when invited.

Article 61- The period in which the student is dismissed from the University for disciplinary reasons; or the period for which he is prohibited from registration because of cheating, shall be calculated out of the maximum period of study allowed in his/her program.

Article 62 – Issued decisions of disciplinary punishments shall be kept, except for the oral warning, in the student's file and the disciplinary punishment decision shall be announced on the University's website; and the decision made about the student's permanent dismissal from the university shall be announced to other universities.

Article 63- The penalty may be lifted by a decision of the University Council once from the student's file upon a written request by the student after at least one year of the end of its implementation and in the event of violation after the lifting of the penalty, the provisions of paragraph (c) of Article (49) shall apply.

Article 64- The University Council may reconsider the decision of the permanent dismissal from the University once after a minimum of two years from the issuance date and a maximum of three years; and the student is not entitled to return if the remaining units do not allow him/her to graduate, if the student registered in each semester for the

maximum of approved credits allowed to be registered in one semester as specified in the internal regulations of the student's program.

Article 65-The student's objection against his knowledge of the University's regulations and rules, or of not being informed of what has been posted on its website, shall not be accepted; and what is published on the University's website is considered known from the time of publication.

Chapter six

Teaching methods and methods

Article 66- The University shall provide an information system for the management of the scientific digital content of the courses in the programs, and the students shall select a set of courses in each semester that make available open virtual classes. Then the students study them in a self-learning and interactive process according to the guidance of the supervisor/ lecturer, through the study of the scientific content of the courses and following-up synchronized and non-synchronized sessions, referring to the relevant supporting references, and completing required assignments(such as homework, projects, seminars, ...) and submitting scheduled exams for each course.

Article 67- The University shall develop a pilot study plan that allows the student to distribute the burden of study among the several semesters, and is consistent with the precedence of the courses.

Article 68- Courses shall be submitted over two semesters in one academic year.

Article 69- At the beginning of the semester, the student will receive a course definition document containing the learning outcomes and evaluation criteria, teaching and learning methods, as well as an action plan that outlines the dates of synchronized sessions, assignments and activities which the student shall be asked to do and the dates of their submission.

Article 70- The student shall study independently relying on the available scientific material on the University's website and the developed interactive content, non-synchronized sessions and any of the sources listed in the course definition document, as well as any additional sources the student see fit.

Article 71- The supervisor/ lecturer will follow the learning process of the students depending on the learning management system, will communicate with a class of students, and organize synchronized sessions through the class virtual tool to answer students' questions and their inquiries and explore their information and enrich them with examples and explain some practical cases. Students can attend synchronized sessions from anywhere that is connected to the "Internet".

Article 72- The course supervisor must record a number of non-synchronized sessions and make them available to students in accordance with the number of theoretical hours specified in the course definition file, which is located on the learning management system, in order to clarify some of the points within the curriculum that the supervisor believes is necessary to present and explain in this way. The supervisor selects some topics, issues and exercises that students have found difficult to understand, or those which the tutor thinks are particularly important to focus on, then he/ she records the appropriate explanation for them, and makes this recording available for all students (all course classes).

Article 73- Attendance and active participation in the synchronized sessions shall be an essential part of the formation of knowledge and skills of the student. The student will be required to attend the synchronized sessions of each course in an average that is determined by a decision of the University Council as a condition for admission to the final exam of the course, and not less than 75% of the number of sessions in the applied programs and programs of qualification and specialization, and postgraduate studies; and 50% in the theoretical programs for bachelor degree.

Chapter VII

Study Period and its Dates

First: The academic year

Article 74- The University operates by the credit hours' system in measuring the level of accumulation of knowledge and skills achieved by the student within the framework of their program, and in the calculation of the average time the student needs to obtain the certificate.

Article 75- One academic year (in the semester system) is equivalent to an average of (60) credit hours in the credit unit system and it is called the annual average of approved units.

Article 76- Credit hours for one course shall not be divided and the student shall be given, as a result of success in the course, all of the allocated credit hours of that course.

Article 77- A- The University Council shall determine the annual calendar at the beginning of each academic year.

B- The University Council may, when necessary, decide to start the study and end it in other than the mentioned dates.

Article 78- The following table shall specify the minimum number of accredited units that qualify the student for the degree:

Degree	Minimum of credit hours
Doctorate	180
Academic Master's	120
qualifying and specializing Master's	120
Qualifying and specializing Diploma	60
B.Sc. In Engineering	300
Bachelor degree	240
Licensed assistant	120

Second: Years of study and exhaustion

Article 79 - The years of study shall be determined in the various programs of the University as follows:

A- The number of accredited units required to obtain the program certificate shall be divided by the minimum number of study years in the program, and the resulting figure is the number of accredited units that defines one academic year.

B- The internal regulations of the programs determine the conditions for success and the transition from one academic year to the other.

C- The student shall be considered to have exhausted their chances if the remaining period is not sufficient to obtain the degree if they registered in each semester for the maximum number of units allowed by the internal regulations of the program, (and in this case, the student is notified by an official letter about his/her status and is entitled to continue the program after submitting a letter by e-mail in which he/she undertakes to have read the provisions of this paragraph).

D- The student is considered to have exhausted their chances if the maximum number of years of study in the program is exceeded.

Article 80- A-The maximum number of years of study in the bachelor programs and institutes is twice the minimum number of study years.

B- The maximum number of study years in the qualification and specialization diploma and master programs and the Master's is twice the minimum number of study years.

Chapter VIII

Internal regulations and special regulations for programs and their study plans

First: The internal regulations of the first bachelor degree

Article 81-A- The internal regulations of the University's academic programs shall be drawn up by specialized committees to be formed by the University Council the suggestion of the Council of Scientific Affairs.

B- The internal regulations shall be adopted by a decision of the Minister after the approval of the University Council and the Board of Trustees. The Program and the registration of students may not be opened before the adoption of its regulations.

Article 82-The objectives of the program, learning outcomes at the program level, the admission conditions, the criterion of differentiation among candidates for studying in the program, the courses with their coding, descriptions, and classification (Mandatory, optional), the precedents and the number of credit hours approved for each course distributed with the corresponding contact hours (synchronized session, non-synchronized sessions, exams or interviews, and presentations), participation hours that the student does independently, the minimum and the maximum number of credit hours that the student may register for their courses in the one semester, the conditions for the transition from one year to the next, the pilot study plan, any professional orientation, requirements for success in the course and project, and requirements for obtaining a certificate shall be defined in the internal regulations list taking into account the provisions contained in these regulations.

Second: Regulations concerning programs of qualification, specialization and postgraduate studies

Article 83- The regulations concerning the programs of qualification, specialization and postgraduate studies shall be issued by a decision of the Minister on the proposal of the Council of Scientific Affairs and the approval of the University Council and Board of Trustees including the program's objectives, learning outcomes at the program level, the criterion of differentiation among candidates for studying in the program, the courses with their coding, description, and classification (Mandatory, optional), the precedents and the number of credit hours approved for each course distributed with the corresponding contact hours (synchronized session, non-synchronized sessions, exams or interviews, and presentations), participation hours that the student does independently, the minimum and the maximum number of credit hours that the student may register for their courses in the one semester, the conditions for the transition from one year to the next, study plan, any professional orientations, requirements for success in the course,

project, and thesis, and requirements to obtain the degree and taking into account the provisions contained in these regulations, and the conditions of acceptance and enrollment in these degrees and the conditions for obtaining them and their branches is according to the contents of the following articles.

Chapter IX

Studies of qualification, specialization and postgraduate studies

First: qualification and specialization studies

Article 84- The University shall award the following two scientific degrees:

A- Diploma of qualification and specialization.

B- Master of qualification and specialization.

Article 85- The two degrees shall be granted according to their respective regulations and the following rules:

A- The minimum period for obtaining the degree of qualification and specialization diploma is one academic year, and the maximum period for obtaining Master's degree of qualification and specialization is two years of study.

B- For the student to be enrolled in a Diploma or Master of qualification and specialization to be a holder of a bachelor degree in one of the specializations specified in the special regulations for the programs of these two degrees from one of the accredited universities.

C- The regulations concerning the qualification and specialization diploma programs and the Master of qualification and specialization shall specify rules of differentiation among applicants registering for a master's degree.

D- Provisions that apply to bachelor degree students also apply to the qualification and specialization diploma or master students.

E- The University's approved disciplinary penalties shall apply to qualification and specialization diploma or master's degree students. In case the cheating in the examinations is proved, the punishment shall be the permanent dismissal from the university and the student does not have the right to return to the University.

F- To qualify for a qualification and specialization diploma or master's degree, the student must fulfill the requirements defined in the special regulations of the programs of these two degrees.

G- A student who fulfills the conditions for obtaining a diploma or master degree of qualification and specialization shall be granted a certificate signed by the Dean of the College or the Program director and the President of the University. The form of this certificate shall be determined by a decision of the Minister upon the proposal of both the Board of Trustees and the University Council.

Second: Postgraduate studies

Article 86- The University shall award the following two scientific degrees: Master's and Doctorate's.

1. Master's degree

Article 87- to enroll in a master's degree, a student is required:

A- To have a bachelor degree in the specialization branch determined by the special system of the program with at least a 'good' grade from one of the universities of the Syrian Arab Republic or an equivalent degree from a college or higher institute recognized by the University Council according to the rules established by the University Council

B- To pass the English language examination in accordance with the conditions approved by the University Council.

C- To pass the specialized entrance examination.

D- The rules of differentiation among Master's applicants are determined by special regulations.

E- The minimum period for obtaining a Master's degree is two years.

Article 88- In order for a student to obtain a master's degree, it is necessary to meet the requirements specified in the regulations for Masters' programs and according to the following bases:

A- to continue study and to succeed in all the examinations of the courses determined by the system of the program within a period that is not less than the minimum period and does not exceed the maximum period specified therein.

B- the student shall, after succeeding in all courses, prepare a research paper on a subject approved by the University Council upon the proposal of the concerned department Council and the College Council, provided that the preparation period of the research shall not be less than one year from the date of the approval of the University Council on the research plan.

C-The student shall present in his/her research results a letter that is accepted by the Judiciary Committee after a public debate.

Article 89 - A student who fulfills the requirements for obtaining a master's degree shall be granted a certificate signed by both the Dean of the College or the program director and the president of the University and the Minister. The University Council proposes a form of this certificate and this is approved by the Board Trustees and issued by a decision of the Minister.

2. Doctorate degree

Article 90- To register in a doctorate degree, a student is required:

A- To have a master's degree in one of the specialties specified by the degree system, with at least a 'very good' grade from an accredited university.

B- To pass the English language test offered by the university at the fourth level, or one of the equivalent grades of the internationally standard tests, such as the TOEFL or the IELTS exam, provided that the date of obtaining any of them has not been more than two years.

C- To have the ICDL certificate with the exception of students with a bachelor degree in Computer Science and Information.

D- To submit a research plan that is accepted by the Council of Scientific Affairs, after determining the subject matter of the thesis upon the agreement between the supervisors and the student.

E- To present an initial seminar that is scheduled by the Council of Scientific Affairs; and the specialized and concerned people with the subject of the research shall be invited and a specialized committee named by the University Council upon the proposal of the Council of Scientific Affairs shall attend. This committee shall submit its recommendations to the Scientific Affairs Council to approve the title and the research plan, and then to issue a decision of the final approval of the subject of the thesis by the University president upon the approval of the University Council.

F- The minimum period of obtaining a doctorate degree is three years and the maximum is five years, and the University Council may extend this maximum period for one additional academic year upon a justified proposal submitted by the Council of Scientific Affairs.

G- The date by which the University Council approved the research plan is the approved date for the start of the preparation of the thesis. The student may not submit their thesis until at least three calendar years after the adoption of his research plan.

Article 91- In order to obtain the degree of doctorate, the student must achieve the following:

A- The fifth level of the English language successfully completed.

B- Preparing an innovative research on the subject approved by the Council of Scientific Affairs.

C- Publishing two papers in the English language on the subject of their research in one of the scientific journals that is approved by the Council of Scientific Affairs, or obtaining the approval of the journal to publish.

D- Presenting the thesis in a public hearing before a panel of judges formed by the Council of Scientific Affairs, and obtaining a mark granted by the judging committee of not less than 60%.

Article 92- A student who fulfills the requirements for obtaining a PhD degree shall be granted a certificate signed by each the Dean of the higher studies and specialization and Qualification College and the University president and the Minister. The form of this certificate is determined by a decision of the minister upon the proposal of the Board of Trustees and the University Council.

Article 93-Provisions applied on bachelor degree students shall apply on the doctoral students and in case of cheating, the student shall be permanently dismissed from the university and he/she is not entitled to return.

Article 94-A- A PhD student shall be dismissed from the University in the event of an attempt to publish a scientific paper or submit a thesis (or parts of it) that violates the principles, rules and ethics of research, publication and authorship.

Chapter X

Compulsory and optional courses

Article 95- The courses in internal regulations list and the special systems for programs are defined as follows:

A- Compulsory Courses that enable the student to obtain homogeneous and integrated skills and knowledge in a special field.

B- Optional Courses (Mandatory) that direct the student's professional knowledge to suit their needs and wishes to improve their chances in the labor market.

C- A set of optional professional units, which is a subset of the optional courses and forms a Sub-branch within the general specialization, and this sub-branch is stated in the certificate granted to the learner.

D- Extra-curricular courses whose total number of hours is determined only in the internal regulations of the program. The student may obtain them from outside the program and out of the specialization, which gives the student an opportunity to diversify, expand and deepen their knowledge and skills.

Chapter XI

Training and Lifelong learning programs

Article 96- Training and lifelong learning programs are put and developed by specialized committees formed by the University Council upon the suggestion of the Student Affairs Council.

Article 97- The training and lifelong learning programs shall be established and opened by a decision of the University Council.

Article 98- The training program is an independent entity and it forms a regulatory framework for training activities and lifelong learning under the supervision of the Vice President for Lifelong Learning affairs.

Article 99- An internal regulation of each of the training and lifelong learning programs shall be issued by a decision of the Board of Trustees upon the approval of the University Council and the proposal of the Student Affairs Council.

Article 100- Types of programs:

A- Programs directed to university students, including:

1 - Training courses in a range of skills that facilitate their entry into the labor market.

2 - Definition of the labor market according to their specialties.

B- Programs for university employees: Courses that help to implement the training plan based on the performance evaluation process.

C- Programs for teachers at the university: training of teachers on the university systems and all the requirements of the teaching process.

D- Specialized training and lifelong learning programs for individuals and workers in different sectors:

1 – The Objective is to qualify the trainee to enter the labor market or to develop their knowledge and skills according to their specialty in line with the development of labor market requirements.

2 - These programs are proposed by the Center for Training and Lifelong Learning or at the request of a specific party from any of the various work sectors.

Article 101- Admission Requirements:

A- Programs directed towards university students and admission shall be according to the differentiation in relation to the size and the order of registration in the program.

B- Programs for university employees: approval of the University Council on the nomination from the employees' direct director relying on the results of performance evaluation for university employees.

C- Programs for teachers at the university: All teachers assigned for teaching for the first time at the university.

D- Specialized Lifelong learning and training programs for individuals and workers in different sectors: Conditions of admission are put in the bylaws of each program.

Article 102- Documents and certificates:

A- Programs aimed at university students: The trainee is given a training or attendance certificate depending on the training program. It is signed by the Director of the Center for Lifelong Learning and Training and the Vice President for lifelong Learning affairs.

B- Programs for university employees: The trainee is given a certificate of attendance signed by the director of the training and learning center and the Vice President for lifelong Learning affairs.

C- Specialized Lifelong learning and training programs: The trainee is given a life-long training and learning certificate or attendance Certificate in accordance with the rules specified in the bylaws of the program, signed by the director of the training and lifelong learning center and the vice president for lifelong learning affairs and the University president.

Article 103- The Director of the Training and Lifelong Learning Center shall be appointed by the University president on the proposal of the Vice-President of the University for Lifelong Learning affairs and the approval of the University Council.

Article 104- Fees for registration in training programs shall be determined in the financial regulations of the University and issued by a decision of the Minister in coordination with the Minister of Finance.

Article 105- The University Council shall determine the form of the training and lifelong learning certificate and the attendance certificate of the training and lifelong learning programs.

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Chapter XII

Free and discounted grants

Article 106- Free and reduced scholarships and conditions on tuition fees shall be determined in the financial regulations of the University.

Chapter XIII

Final Provisions

Article 107- Articles 15 and 80 of these Regulations shall apply as of the autumn of 2018.