

Examinations

- The Department of Graduate Studies prepare student list for each course and distributes it to teachers to monitor grades.
- The final examination is prepared with its model answer (not more than three hours for the exam).
- Before the start of the final exam by at least two weeks, the teacher must send the Forced Withdrawal Form to the Department of Graduate Studies (if any).
- Final exam must be held in the last week of the semester or the following week.
- The teacher keeps the answer notebooks till the end of the coming semester. In condition that the teacher travels abroad he sends the answer notebooks to the head of department.
- Two lists of marks must be prepared for each course one of them is detailed including all marks of the year, reports, and final exam and the other includes only the Grade earned in letters. These two lists are sent (in enclosed letter) to the Vice Dean of Higher Studies and Research or his/her representative not later than one week after the examination. The teacher also announces the Grades of the course in the graduate studies board of notes.
- The course file must be delivered including a copy of the final exam and model answer with the result of the course.
- The Department of Graduate Studies to compile lists of the final results (grades only) of the various programs and recorded in the database for the results.
- The Department of Graduate Studies completes registration forms of students with the results obtained by each student, which will be used in the next semester for registration.