



Guidelines for Bridging Courses Students



Academic Regulation
Postgraduate Students
2018

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Introduction

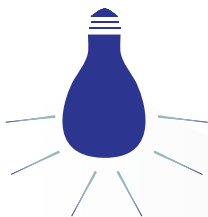
In accordance with the Postgraduate Academic Regulations 2018, Item #4.4 stipulates that “Department admission committees may require some candidates to take no more than 18 credits at the bachelor degree level to improve their competency in their chosen specialization, based on the conditions listed below. These courses must be completed with a minimum cumulative GPA of 2.75 within a maximum of one academic year”.

Conditions of Bridging Courses:

1. Student must have Band 5.5 or higher in the academic International English Language Testing System (IELTS), or a score of 69 or higher in the International TOEFL-IBT for programs taught in English in order to be able to register in the bridging courses.
2. The student has to register for bridging courses in the first semester; otherwise admission to the program is withdrawn.
3. Students may repeat only one course provided that they do not exceed the one-year duration of the bridging courses.
4. Bridging course credits and grades will not count towards the master's program degree plan.
5. The student's admission to the program is withdrawn if the student obtains an F grade in two courses or an F grade in the same course twice.
6. The bridging courses period will not count towards the official master's degree study duration.
7. Postponement of study is not allowed.

Notice:

The students will be enrolled in the postgraduate program, if they completed all the Bridging Courses with a minimum cumulative GPA of 2.75



Bridging Courses Students has to:

1. Follow **the announcement of online registration** for postgraduate students each semester.
2. **Get the required bridging courses** from the program coordinator in the college.
3. Visit the program coordinator to discuss **the mechanism of registering the bridging courses** during one semester or one academic year as maximum with ensuring if the courses will be offered.
4. **Register for the bridging courses** in the first semester to avoid changing the academic status to withdraw.
5. In case the student finishes all the bridging courses in the first semester, but got a cumulative **GPA less than the required (2.75)**, then the student should visit the program coordinator to discuss the possibility of repeating a course or substituting a course with another one in the second semester.
6. In case the student obtained an **F grade in one course** in the first semester, he/she should visit the program coordinator to discuss the possibility of repeating the same course or substitute it with another one in the second semester.
7. **Complete the bridging courses within a maximum of one academic year** with a minimum cumulative GPA of 2.75.
8. Attend lectures, classes and other required university sessions.
9. Students are expected to attend all classes they are registered in and will be issued an official **"Absentee Warning Notice"** if they miss 10% of the total semester contact hours.
10. Students will receive an FW grade if they miss 20% of the total semester contact hours and will be issued an **"Absentee Failure Notice"**.
11. Students must **pay tuition fees**. Students will be considered to be "unofficially withdrawn from the university" in case of failing to pay tuition fees.