

CASP027 Academic Degree Award Policy

1. Purpose

The aim of these procedures is to determine the special requirements for granting bachelor's degrees and diplomas at CAS Colleges and Rustaq College of Education.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

Graduation Requirements Plan: A set of courses, which a student must successfully complete to be awarded a bachelor's degree or a diploma.

Study plan: A set of courses distributed over several semesters.

Bachelor's degree: A degree awarded in any specialization upon successfully passing the academic program according to the number of credit hours in the College.

Diploma degree: A degree awarded in any specialization upon successfully passing the academic program according to the number of credit hours in the College.

3. Procedures

First: Bachelor's degrees and diplomas are awarded on the basis of the credit hours system in accordance with the requirements plan of the College and the program after successfully completing the graduation requirements for a given bachelor's degree or a diploma.

Second: The following procedural steps are observed to ensure the awarding of degrees:

1. The student has passed the Foundation Program.
2. The study plan has been submitted to the student at the beginning of their enrolment in the program, and their commitment to the plan has been followed up by their academic advisor.
3. At the beginning of each semester, the Admissions and Registration Centre reviews the transcripts of the students who are expected to graduate at the end of the semester.
4. Once the academic departments have submitted students' marks and the College Council has approved them at the end of each semester, the Admission and Registration Centre shall review the study plans of the students. Based on that assessment, the Admission and Registration

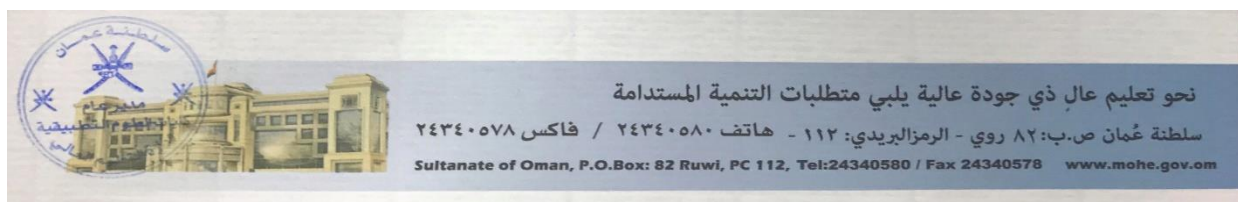
Centre shall indicate to which extent the students have met the requirements of graduation for a bachelor's degree or a diploma.

5. The graduates' transcripts shall be submitted by the Head of the Admission and Registration Centre to the Deanship of the College after the College Council's approval, and then forwarded to the Department of Academic Programs at the General Directorate of the Colleges of Applied Sciences at MoHE.
6. The Academic Programs Department shall submit the academic transcripts and statistics to the Academic Council, which in turn shall recommend submitting the transcripts to the Board of Trustees for the accreditation of the degrees.
7. The Academic Programs Department shall submit a report containing the students' academic transcripts and statistics to the Technical Office to be presented at the meeting of the Board of Trustees for the accreditation of grades.
8. The Academic Programs Department shall submit the graduates' reports to the Director General to be approved by the Minister.
9. The Academic Programs Department shall print the graduation certificates based on the approved reports.
10. The student is entitled to receive a certificate of graduation and a complete academic transcript from the College after the approval of the results by the Board of Trustees, according to the dates set by the Directorate General of Colleges of Applied Sciences.
11. The Academic Programs Department shall send the original copies of the graduates' list with the copies of the certificates to the Colleges, keeping copies of the academic transcripts and certificates in the Departments of all respective academic programs.
12. Students are officially awarded a degree accredited by the academic council at the graduation ceremony of their College.

Third: The Colleges of Applied Sciences and the College of Education in Rustaq award the following degrees:

- Bachelor of Information Technology
- Bachelor of Design
- Bachelor of Communication Studies / Mass Communication
- Bachelor of International Business / Business Administration
- Bachelor of Applied Biotechnology
- Bachelor of Engineering
- Bachelor of Education
- Diploma in Applied Science (Business Administration, Communication Studies, Design, and Information Technology)

4. Supporting Materials





4.1- CAS Executive Bylaws

4.2- The Academic System of colleges of Applied Sciences issued on 26/1/2017

5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures' Sponsor

The General Director of the Colleges of Applied Sciences.

8. Contact person/office

Admission and Registration Centres, Academic Departments and Department of Academic Programs.