



Course Specification of Research Methods in Linguistics

I. Course Identification and General Information:					
1	Course Title:	Research Methods in Linguistics			
2	Course Number & Code:	LNG 5115			
3	Credit hours:	C.H			
		Theoretical	Practical	Training	Seminar
		3			
4	Study level/ semester at which this course is offered:	MA – Semester 1			
5	Pre –requisite (if any):	None			
6	Co –requisite (if any):	None			
7	Program (s) in which the course is offered:	M A Program in Linguistics			
8	Language of teaching the course:	English			
9	Location of teaching the course:	Faculty of Languages			
10	Prepared by:	Dr. AbdulHameed Al-Namshah			
11	Date of approval:				

II. Course description:

This course is intended to provide students a solid knowledge about the concepts, methods and techniques of research in the area of linguistics. It aims at enabling the students to plan and carry out research project in their area independently and appropriately.

رئيس الجامعة
أ.د/ القاسم عباس

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

رئيس القسم
د/ عبد الحميد النمشة



I. Intended learning outcomes (ILOs) of the course:

After completing this course, students will be able to:

- Demonstrate awareness of the basic concepts, theories and principles of research and its methodologies and the ethics of conducting research in the area of linguistics.
- Show a sound knowledge of the various components of academic research and the qualities of a good research/researcher.
- Identify the various types, components, stages, and methods of academic research.
- Describe various methods, procedures and techniques of sampling, data collection, analysis and interpretation of qualitative and quantitative data.
- Independently and systematically apply research skills to plan, organize and prepare a research project in the field of linguistics.
- Decide on a proper research topic, design, instruments, sample, techniques of analyzing and interpreting results of their projects
- Write a research report of their research projects following academic standards and research ethics.
- Access information sources including people, libraries, database, and research papers
- Apply principle of integrity and research ethics, judgment and responsibility to carry out a research project in linguistics.
- Use critical thinking and problem-solving strategies skills in solving research problems
- Employ available computer facilities in conducting their research project

III. Intended learning outcomes (ILOs) of the course:

(A) Knowledge and Understanding:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **Knowledge and Understanding.**

Program Intended Learning Outcomes (Sub-PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding	
After completing this program, students will be able to:		After completing this course, students will be able to:	
A1	Show understanding of the relevance of theories form and research in the fields and subfields of linguistics, and in other related disciplines;	a1-	- Demonstrate awareness of the basic concepts, theories and principles of research and its methodologies and the ethics of conducting research.
A2	Show knowledge and understanding of ethical issues and related aspects in the conduct of linguistic enquiry	a2-	- Show a sound knowledge of the various components of academic research and the qualities of a good research/researcher.

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

رئيس القسم
د/ عبد الحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



A3	Show awareness of ethical issues and related aspects in the conduct of linguistic enquiry		
Teaching And Assessment Strategies For Achieving Learning Outcomes:			
Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Strategies:			
Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding		Teaching strategies to be used	Strategies of assessment
After completing this course, students will be able to:		<ul style="list-style-type: none"> Interactive lectures Group and pair work Guided individual reading Classroom discussions Oral Presentations 	<ul style="list-style-type: none"> Assignments Quizzes Oral Assessment and feedback
a1-	- Demonstrate awareness of the basic concepts, theories and principles of research and its methodologies and the ethics of conducting research.		
a2-	- Show a sound knowledge of the various components of academic research and the qualities of a good research/researcher.		

(B) Intellectual Skills:			
Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills			
Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
B1-	Critically evaluate linguistic research and identify problematic areas in language	b1-	- Identify the various types, components, stages, and methods of academic research.
B2-	Differentiate various research methods, and decide on research topics in linguistics.	b2-	-Describe various methods, procedures and techniques of sampling, data collection, analysis and interpretation of qualitative and quantitative data.
Teaching and Assessment Strategies for Achieving Learning Outcomes:			
Alignment of Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:			
Course Intended Learning Outcomes (CILOs) in Intellectual Skills.		Teaching strategies to be used	Strategies of assessment
After completing this course, students will be able to:		- Classroom discussions	▪ Written exams



b1-	- Identify the various types, components, stages, and methods of academic research.	- Exercises - Group and pair work - Group projects -	<ul style="list-style-type: none"> Assignments Quizzes Presentations Coursework activities Oral Assessment and feedback
b2-	-Describe various methods, procedures and techniques of sampling, data collection, analysis and interpretation of qualitative and quantitative data.		

(C) Professional and Practical Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills

Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
C1-	Employ fundamental techniques for collecting data in various areas of linguistics, such as creating and exploiting electronic bodies of data, eliciting tasks, and conducting phonological transcription, laboratory experiments, tests, questionnaires and interviews;	c1-	-Independently and systematically apply research skills to plan, organize and prepare a research project.
C2-	Apply fundamental techniques for the analysis of data, including the use of statistical and qualitative corpus and textual analytic techniques.	c2-	-Decide on a proper research topic, design, instruments, sample, techniques of analyzing and interpreting results of their projects
C3	Observe and employ the ethical standards involved in data collection, storage, analysis and reporting.	c3-	-Write a research report of their research projects following academic standards and research ethics.
C4	Undertake high-quality research tasks following academic professional standards with minimum guidance.	c4-	-Access information sources including people, libraries, database, and research papers

Teaching and Assessment Strategies for Achieving Learning Outcomes:

Alignment of Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Strategies:

Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies to be used	Strategies of assessment
After completing this course, students will be able to:		-Interactive lectures -Group and pair work -Guided individual	<ul style="list-style-type: none"> Written exams Assignments Quizzes
c1-	-Independently and systematically apply research		

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

رئيس القسم
د/ عبد الحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



	skills to plan, organize and prepare a research project in the field of linguistics.	reading -Presentations, role plays, and discussions in class	<ul style="list-style-type: none"> Presentations Coursework activities Oral Assessment and feedback
c2-	-Decide on a proper research topic, design, instruments, sample, techniques of analyzing and interpreting results of their projects		
c3-	-Write a research report of their research projects following academic standards and research ethics.		
c4-	-Access information sources including people, libraries, database, and research papers		

(D) General / Transferable Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: **General and Transferable skills**

Program Intended Learning Outcomes (PILOs) in General / Transferable skills		Course Intended Learning Outcomes (CILOs) in General / Transferable skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
D1-	Work in teams, draw conclusions and reflect differences of opinion, and independently employ self-organization, time-management skills, and identify own needs for development	d1-	-Apply principle of integrity and research ethics, judgment and responsibility to carry out a research project.
D2-	Employ effective skills in research capability, creative thinking and interpersonal relationship skills.	d2-	-Use critical thinking, problem-solving strategies skills in solving research problems
D3-	Employ problem-solving strategies to tackle problems and overcome challenges.	d3-	-Employ available computer facilities in conducting their research project

Teaching And Assessment Strategies For Achieving Learning Outcomes:

Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Strategies:

Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies to be used	Strategies of assessment
After completing this course, students will be able to:			
d1-	-Apply principle of integrity and research ethics, judgment and responsibility to carry out a research project.	<ul style="list-style-type: none"> Self and independent learning Group and pair work Directed reading Presentations, role plays, and discussions in class Problem solving 	<ul style="list-style-type: none"> Written Assignments Quizzes Presentations Coursework activities Oral Assessment and feedback Report writing/project Authentic assessment
d2-	-Use critical thinking, problem-solving strategies skills in solving research problems		
d3-	-Employ available computer facilities in conducting their research project		

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

رئيس القسم
د/ عبد الحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



IV. Course Content:

1 – Course Topics/Items:

No	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	An Introduction	a1, a2,	<ul style="list-style-type: none"> - Definition of Research - Objectives of Research - Motivation in Research - Criteria of a good research - Qualities of a good researcher 	1 week	3
2	Selecting a research topic	a1, a2, b1, b2, c2	<ul style="list-style-type: none"> - Research Approaches - Significance of Research - Problems associated with topic selection - Answering the five questions - Where and how to find research topics 	1 week	3
3	Defining the Research Problem and Objectives	a1, a2, b1, c1, c2,	<ul style="list-style-type: none"> - What is a Research Problem? - Selecting the Problem - Technique Involved in Defining a Problem - Formulating Research Topic. - Guidelines for writing research Objectives/ questions/hypotheses 	1 week	3
4	Types of research	a1, a2, b2, c2,	<ul style="list-style-type: none"> - Qualitative vs quantitative - Types of quantitative data - empirical vs analytical - experimental vs non-experimental 	1 week	3
5	Literature review	a1, a2, b1, b2, c1, c2,	<ul style="list-style-type: none"> - What is literature review? - The need for literature review - How to carry out a literature review - How to report a literature review 	1 week	3
6	Choosing your research methods and Instruments	a1, a2, b1, b2, c2, c3, c4, , d3	<ul style="list-style-type: none"> - Types of data - Sources of data - Data collection instruments (tests/ interviews/Focus groups /questionnaires / checklists/ participant observation ...etc.) - Checking validity and reliability of research instruments 	1 week	3

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ عبدالحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



			-Piloting the instruments -The Role of electronic tools in collecting data		
7	How to construct questionnaires and tests	b2, c2, c4, d1, d2, d3	-types and uses of tests -types and uses of questionnaires -piloting tests/questionnaires	1 week	3
8	Collecting data through interviews, focus groups and observation	a1, b2, c2, c4, d1, d2, d3	-types and uses of interviews -piloting the instruments -techniques and procedures for conducting interviews, focus groups and observations	1 week	3
9	Sampling Fundamentals	b2, c2, c4, d1, d2, d3	- Need for Sampling - Some Fundamental Definitions - Population - Sampling - Sample size	1 week	3
10	Processing and Analysis of Data	b2, c2, c4, d1, d2, d3	- Elements/ Types of Analysis - Statistics in Research -what is analysis -Deciding which approach to use -Qualitative data analysis -Quantitative data analysis	1 week	3
11	Interpretation and Report Writing	b2, c2, c4, d1, d2, d3	- Meaning of Interpretation - Why Interpretation? -Technique of Interpretation -Precaution in Interpretation -Significance of Report Writing -Different Steps in Writing Report -Layout of the Research Report -Types of Reports -Oral Presentation -Mechanics of Writing a Research Report -Precautions for Writing Research Reports	1 week	3
12	Research proposal and research ethics	a1, c1, c2, c3, c4, d1, d2, d3	-The components of a proposal -Qualities of a good proposal -Why research proposals fail - Treating participants with respect -Overt and covert research - Code of ethics	1 week	3

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ عبدالحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



13	Seminars	a1, a2, b1, b2, c1, c2, c3, c4, d1, d2, d3	Oral presentations of students' proposals	1 week	3
14	Seminars	a1, a2, b1, b2, c1, c2, c3, c4, d1, d2, d3	Oral presentations of students' proposals	1 week	3
Number of Weeks /and Units Per Semester				14	42

b- Training Aspect:				
No	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
1				
Number of Weeks /and Units Per Semester				

V. Teaching strategies of the course:

- Interactive lectures
- Group and pair work
- Guided individual reading
- Classroom discussions
- Exercises
- Brainstorming
- Problem solving
- Presentations
- Authentic assessment

3-Assessment Strategies:

- progress quizzes, mid-term test, writing research proposal, oral presentation and the final written exam

I. Tasks and Assignments

No.	Tasks and Assignments	Week Due	Mark	Aligned Course Learning Outcomes (CILOs symbols)
1	Research proposal	10	10	a1,a2, b1,b2, c1,c2, d1,d2
2	Presentations	6-10	10	a1,a2, b1,b2, c1,c2, d1,d2
Total			20	

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ عبدالحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



VI. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Attendance-participation- punctuality- language proficiency	1-15	10	10%	
3	Mid-Semester Test	7	20	20%	
4	Research Proposal	6-13	10	10%	
4	Presentations	6-13	10	10%	
5	Final Exam	16	50	50%	
Total			100	100%	

VII. Learning Resource (MLA style or APA style)S:

1- Required Textbook(s) (maximum two)

- Dawson, C. (2007). Practical research Methods: A user-friendly guide to mastering research. UK: How To Books Ltd.
- Al-Samawi, A. (2006). Introduction to Research Techniques in Linguistics and Literature. Yemen: Alwan

1. Recommended Readings and Reference Materials

- Kothari, C. R. (2004). Research Methodology: Methods & Techniques. India: New Age International (p) limited
- : Litosseliti, L. (2010). Research Methods in Linguistics. England: Bloomsbury Publishing Plc

2. Essential References

- Samawi, A. (2006). Introduction to Research Techniques in Linguistics and Literature. Yemen: Alwan

3. Electronic Materials and Web Sites etc.

1. <https://www.scribbr.com/category/methodology/>
2. <https://research-methodology.net/research-methods/>

4. Other Learning Material:

- How to Use SPSS - An Introduction to SPSS
- 1. https://www.youtube.com/watch?v=_zFBUfZEBWQ
- 2. <https://www.dadoslivres.com/telecharger/spss-statistics-a-practical-guide/>

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1 Class Attendance:

Class Attendance is mandatory. A student is considered absent and shall be banned from taking the

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ عبدالحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



	final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The Higher Studies By-law and University regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	ملاحظات
١	د/ عباس مطهر	نائب العميد للدراسات العليا	
٢	أ.م.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	
٣	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشئون الأكاديمية	

رئيس القسم
د/ عبد الحميد النمشة

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

عميد الكلية
د/ محمد الناصر

عميد مركز التطوير
أ.م.د/ هدى العماد

رئيس الجامعة
أ.د/ القاسم عباس



Course Plan of Research Methods in Linguistics

II. - Information about Faculty Member Responsible for the Course:

Name of Faculty Member	AbdulHameed AlNamshah	Office Hours					
Location & Telephone No.	777228387	SAT	SUN	MON	TUE	WED	THU
E-mail	Hamido72ym@yahoo.com	11-2	8-11			10-12	

III. Course Identification and General Information:

1-	Course Title:	Research Methods in Linguistics				
2-	Course Number & Code:	LNG 5115				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		3				
4-	Study level/year at which this course is offered:	MA – Semester 1				
5-	Pre –requisite (if any):	None				
6-	Co –requisite (if any):	None				
7-	Program (s) in which the course is offered	M A Program in Linguistics				
8-	Language of teaching the course:	English				
9-	System of Study:	Regular				
10-	Mode of delivery:	Interactive Lectures				
11-	Location of teaching the course:	Faculty of Languages				

IV. Course Description:

This course is intended to provide students a solid knowledge about the concepts, methods and techniques of research in the area of linguistics. It aims at enabling the students to plan and carry out research project in their area independently and appropriately.

عميد مركز التطوير
أ.م.د/ هدى العماد
رئيس الجامعة
أ.د/ القاسم عباس

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ عبدالحميد النمشة



V. Intended learning outcomes (ILOs) of the course:

After completing this course, students will be able to:

- Demonstrate awareness of the basic concepts, theories and principles of research and its methodologies and the ethics of conducting research in the area of linguistics.
- Show a sound knowledge of the various components of academic research and the qualities of a good research/researcher.
- Identify the various types, components, stages, and methods of academic research.
- Describe various methods, procedures and techniques of sampling, data collection, analysis and interpretation of qualitative and quantitative data.
- Independently and systematically apply research skills to plan, organize and prepare a research project in the field of linguistics.
- Decide on a proper research topic, design, instruments, sample, techniques of analyzing and interpreting results of their projects
- Write a research report of their research projects following academic standards and research ethics.
- Access information sources including people, libraries, database, and research papers
- Apply principle of integrity and research ethics, judgment and responsibility to carry out a research project in linguistics.
- Use critical thinking and problem-solving strategies skills in solving research problems
- Employ available computer facilities in conducting their research project.

VI. Course Content:

A – Theoretical Aspect:

No	Topics List	Week Due	Contact Hours
1	An Introduction	Week1	3
2	Selecting a research topic	Week 2	3
3	Defining the Research Problem and Objectives	Week 3	3
4	Types of research	Week 4	3
5	Literature review	Week 5	3
6	Choosing your research methods and Instruments	Week 6	3
7	How to construct questionnaires and tests	Week 7	2
8	Mid-term Test	Week 8	3
9	Collecting data through interviews, focus groups and observation	Week 9	3
10	Sampling Fundamentals	Week 10	3

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

رئيس القسم
د/ عبد الحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



11	Processing and Analysis of Data	Week 11	3
12	Interpretation and Report Writing	Week 12	3
13	Research proposal and research ethics	Week 13	3
14	Seminars	Week 14	3
15	Seminars	Week 15	3
16	Final Exam	Week 16	3
Number of Weeks /and Units Per Semester		16	48

Training Aspects:			
No	Training Tasks	Number of weeks	Contact hours
1			

I. Tasks and Assignments			
No.	Tasks and Assignments	Week Due	Mark
1	Research proposal	10	10
2	Presentations	6-10	10
Total			20

VII. Teaching strategies of the course:				
<ul style="list-style-type: none"> Interactive lectures - Group and pair work - Guided individual reading- Classroom discussions - Exercises Brainstorming - Problem solving – Presentations - Authentic assessment 				
VIII. Assessment Strategies:				
progress quizzes, mid-term test, writing research proposal, oral presentation and the final written exam				
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Attendance-participation-	1-15	10	10%

رئيس القسم
د/ عبد الحميد النمشة

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

عميد الكلية
د/ محمد الناصر

عميد مركز التطوير
أ.م.د/ هدى العماد

رئيس الجامعة
أ.د/ القاسم عباس



	punctuality- language proficiency			
2	Mid-Semester Test	7	20	20%
3	Research Proposal	6-13	10	10%
4	Presentations	6-13	10	10%
5	Final Exam	16	50	50%
6	Total			100

I. Learning Resource (MLA style or APA style)s:	
2- Required Textbook(s) (maximum two)	
	-Dawson, C. (2007). Practical research Methods: A user-friendly guide to mastering research. UK: How To Books Ltd. -Al-Samawi, A. (2006). Introduction to Research Techniques in Linguistics and Literature. Yemen: Alwan
5. Recommended Readings and Reference Materials	
	- Kothari, C. R. (2004). Research Methodology: Methods & Techniques. India: New Age International (p) limited : Litosseliti, L. (2010). Research Methods in Linguistics. England: Bloomsbury Publishing Plc
6. Essential References	
	Samawi, A. (2006). Introduction to Research Techniques in Linguistics and Literature. Yemen: Alwan
7. Electronic Materials and Web Sites etc.	
	3. https://www.scribbr.com/category/methodology/ 4. https://research-methodology.net/research-methods/
8. Other Learning Material:	
	How to Use SPSS - An Introduction to SPSS 3. https://www.youtube.com/watch?v=_zFBUfZEBWQ 4. https://www.dadoslivres.com/telecharger/spss-statistics-a-practical-guide/

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects:

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ عبدالحميد النمشة

رئيس الجامعة
أ.د/ القاسم عباس



	Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The Higher Studies By-law and University regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.