# مواصفات مقرر: هندسة مكامن (1)

## Course Specification of: Reservoir Engineering (1)

| General information about the course المعلومات العامة عن المقرر | | | | | | |
|---|---|---|---|---|---|---|
| .1 | اسم المقرر<br>Course Title | Reservoir Engineering (1)<br>هندسة مكامن (1) | | | | |
| .2 | رمز المقرر ورقمه<br>Course Code and Number | PNGE 341 | | | | |
| .3 | الساعات المعتمدة للمقرر<br>Credit Hours | Credit Hours الساعات المعتمدة | | | | الإجمالي<br>Total |
| | | محاضرات<br>Lecture | عملي<br>Practical | سمنار/تمارين<br>Seminar/Tutorial | تدريب<br>Training | |
| | | 2 | 1 | - | - | 3 |
| .4 | المستوى والفصل الدراسي<br>Study Level and Semester | 3rd level, 1st semester | | | | |
| .5 | المتطلبات السابقة المقرر (إن وجدت)<br>Pre-requisites (if any) | PNGE 209 | | | | |
| .6 | المتطلبات المصاحبة (إن وجدت)<br>Co-requisites (if any) | - | | | | |
| .7 | البرنامج الذي يدرس له المقرر<br>Program (s) in which the course is offered | BSc in Petroleum and Natural Gas Engineering | | | | |
| .8 | لغة تدريس المقرر<br>Language of teaching the course | English/ Arabic | | | | |
| .9 | نظام الدراسة<br>Study System | Semesters | | | | |
| .10 | مكان تدريس المقرر<br>Location of teaching the course | Class | | | | |
| .11 | اسم معد(و) مواصفات المقرر<br>Prepared by | Assoc.Prof. Adel Al-Matary<br>Eng. Abdulsalam Al Kamel | | | | |
| .12 | تاريخ اعتماد مجلس الجامعة<br>Date of Approval | 2020 | | | | |

## Course Description وصف المقرر

| وصف المقرر ر بالإنجليزية | وصف المقرر ر بالعربية |
|---|---|
| This course aims to enrich students' knowledge about the basic, critical properties of reservoir rock and fluid. The main subjects are properties of reservoir formations and fluids; reservoir volumetric, reservoir statics, reservoir dynamics. Darcy's law and the mechanics of single and multiphase fluid flow through reservoir rock, material balance, and reservoir drive mechanisms. | |

| Prepared by | Quality Assurance Unit | Dean of the Faculty | Dean of the Development & Quality Assurance Center |
|---|---|---|---|
| Assoc.Prof. Adel Al-Matary | Assoc.Prof. Adel Al-Matary | Assoc.Prof. Bassim AlKhirbash | Assoc.Prof. Huda Al-Emad |

Rector of Sana'a University
Prof. Dr. Al Qaseem Mohammed Abas

| Course Intended Learning Outcomes (CILOs) مخرجات تعلم المقرر | | | |
|---|---|---|---|
| **After completing the course, the student will be able to:** | | **بعد الانتهاء من دراسة المقرر سوف يكون الطالب قادرا على أن:** | |
| **a1.** | Review mathematics, physics, and chemistry related to reservoir characteristics | | **- a1** |
| **a2.** | Define properties of reservoir rock and fluid in oil and gas bearing formation | | **– a2** |
| **a3.** | Describe the basics of material balance and fluid flow equations. | | |
| **b1.** | Evaluate design, operations, equipment and machinery. | | **–b1** |
| **b2.** | Identify maps and reservoir traps. | | **- b2** |
| **b3.** | Solve problems to determine the parameters that impact well/reservoir performance over time. | | |
| **c1.** | Calculate the original oil in place by volumetric and MBE method | | **- c1** |
| **c2.** | Deal with the high level of uncertainty in definition and solution of petroleum reservoir problems | | **- c2** |
| **d1.** | Collaborate effectively within multidisciplinary teams. | | **- d1** |
| **d2.** | Present Technical report for the group work | | **- d2** |

| مواءمة مخرجات تعلم المقرر مع مخرجات التعلم للبرنامج:<br>Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes) | | | |
|---|---|---|---|
| **مخرجات التعلم المقصودة من المقرر**<br>(Course Intended Learning Outcomes) | | **مخرجات التعلم المقصودة من البرنامج**<br>(Program Intended Learning Outcomes)<br>(تكتب جميع مخرجات البرنامج كما هي رمزا ونصا) | |
| **a1.** | Review mathematics, physics, and chemistry related to reservoir characteristics | A1 | |
| **a2.** | Define properties of reservoir rock and fluid in oil and gas bearing formation | A2 | |
| **a3.** | Describe the basics of material balance and fluid flow equations. | A3 | |
| **b1.** | Evaluate design, operations, equipment and machinery. | B1 | |
| **b2.** | Identify maps and reservoir traps. | B2 | |
| **b3.** | Solve problems to determine the parameters that impact well/reservoir performance over time. | B2 | |
| **c1.** | Calculate the original oil in place by volumetric and MBE method | C2 | |

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| | | | |
|---|---|---|---|
| **c2.** | Deal with the high level of uncertainty in definition and solution of petroleum reservoir problems | C3 | |
| **d1.** | Collaborate effectively within multidisciplinary teams. | D1 | |
| **d2.** | Present Technical report for the group work | D3 | |

## مواءمة مخرجات التعلم باستراتيجيات التعليم والتعلم والتقويم
Alignment of CILOs to Teaching and Assessment Strategies

### أولا: مواءمة مخرجات تعلم المقرر (المعارف والفهم) باستراتيجية التعليم والتعلم والتقويم:
**First: Alignment of Knowledge and Understanding CILOs**

| مخرجات المقرر/ المعرفة والفهم<br>Knowledge and Understanding CILOs | | استراتيجية التعليم والتعلم<br>Teaching Strategies | استراتيجية التقويم<br>Assessment Strategies |
|---|---|---|---|
| a1 - | Review mathematics, physics, and chemistry related to reservoir characteristics | - Lectures<br>- Discussion<br>- Demonstration | Examinations,<br>Assignments<br>Oral presentation |
| a2 - | Define properties of reservoir rock and fluid in oil and gas bearing formation | | |
| a3 - | Describe the basics of material balance and fluid flow equations. | | |

### ثانيا: مواءمة مخرجات تعلم المقرر (المهارات الذهنية) باستراتيجية التدريس والتقويم:
**Second: Alignment of Intellectual Skills CILOs**

| مخرجات المقرر/ المهارات الذهنية<br>Intellectual Skills CILOs | | استراتيجية التعليم والتعلم<br>Teaching Strategies | استراتيجية التقويم<br>Assessment Strategies |
|---|---|---|---|
| b1 - | Evaluate design, operations, equipment and machinery. | Discussion<br>Demonstration<br>Brain storming<br>Problem solving | Essay test,<br>Assignments,<br>Laboratory<br>Performance |
| b2 - | Identify maps and reservoir traps. | | |

### ثالثا: مواءمة مخرجات تعلم المقرر (المهارات المهنية والعملية) باستراتيجية التدريس والتقويم:
**Third: Alignment of Professional and Practical Skills CILOs**

| مخرجات المقرر/ المهارات المهنية والعملية<br>Professional and Practical Skills CILOs | | استراتيجية التعليم والتعلم<br>Teaching Strategies | استراتيجية التقويم<br>Assessment Strategies |
|---|---|---|---|
| c1- | Calculate the original oil in place by volumetric and MBE method | Self and independent learning<br>Tutorials & practical classes,<br>Case study,<br>Computer based teaching | Achievement tests<br>Chart Drawing<br>practical exams |
| c2- | Deal with the high level of uncertainty in definition and solution of petroleum reservoir problems | | |

### رابعا: مواءمة مخرجات تعلم المقرر (المهارات العامة) باستراتيجية التدريس والتقويم:

| Fourth: Alignment of Transferable (General) Skills CILOs | | | |
|---|---|---|---|
| مخرجات المقرر<br>Transferable (General) Skills CILOs | | استراتيجية التعليم والتعلم<br>Teaching Strategies | استراتيجية التقويم<br>Assessment Strategies |
| d1- | Collaborate effectively within multidisciplinary teams. | Small group working<br>Case Study Method | Team working<br>Interviews |
| d2- | Present Technical report for the group work | | |

## Course Content محتوى المقرر

### Theoretical Aspect موضوعات الجانب النظري

| الرقم<br>Order | الموضوعات الرئيسة/ الوحدات<br>Topic List / Units | الموضوعات الفرعية<br>Sub Topics List | عدد الأسابيع<br>Number of Weeks | الساعات الفعلية<br>Contact Hours | رموز مخرجات التعلم للمقرر<br>(CILOs) |
|---|---|---|---|---|---|
| 1 | Basics of Reservoir Engineering | (Porosity (ϕ) and Saturation (S). | 2 | 4 | a1, a2 c1 |
| 2 | Basics of Reservoir Engineering: | Permeability and relative permeability curves | 2 | 4 | a1, a2 c1 c3 d1 d2 |
| 3 | Reservoir Rock Properties | Wettability and Capillary Pressure | 2 | 4 | a2 b1 b2 c1 |
| 4 | Reservoir Fluid Properties | | 2 | 4 | a2 b1 b2 c1 d1 d2 |
| 5 | Classification of Oil and Gas Reservoirs. | | 1 | 2 | a1, a2 |
| 6 | Reservoir Drive Mechanisms and their Characteristics | | 1 | 2 | a1, a2, a3 |
| 7 | Diffusivity Equation | | 1 | 2 | a1c2c3 |
| 8 | Calculation of Oil in Place | | 1 | 2 | a1, a3 b1 b2 c1 c3d1 d2 |
| 9 | Material Balance Equation (MBE) | Calculation of Hydrocarbon Volumes | 2 | 4 | a3 b1 b2 c1 c2 c3d1 d2 |
| عدد الأسابيع والساعات الفعلية<br>Number of Weeks /and Contact Hours Per Semester | | | 14 | 28 | |

### Practical Aspect (if any) الموضوعات العملية (إن وجدت)

| الرقم<br>Order | التجارب العملية/ التمارين / تدريبات<br>Practical / Exercises/ Tutorials topics | عدد الأسابيع<br>Number of Weeks | الساعات الفعلية<br>Contact Hours | رموز مخرجات التعلم<br>Course ILOs |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| **1** | (Porosity (ϕ) andSaturation (S). | 1 | 2 | a1, a2, c1 |
| **2** | Permeability and relative permeability curves | 2 | 4 | a1, a2, c1 c2 c3 d1 d2 |
| **3** | Wettability and Capillary Pressure | 1 | 2 | a2 b1 b2 |
| **4** | Reservoir Fluid Properties | 2 | 4 | a2 b1 b2 c3 d1 d2 |
| **5** | Classification of Oil and Gas Reservoirs. | 1 | 2 | a1, a2, b2 |
| **6** | Reservoir Drive Mechanisms and their Characteristics | 1 | 2 | a2, b2 |
| **7** | Diffusivity Equation | 2 | 4 | a2, c2 c3 |
| **8** | Calculation of Oil in Place | 1 | 2 | a2, a3 b1 b2 c1c3 d1 d2 |
| **9** | Material Balance Equation (MBE) Calculation of Hydrocarbon Volumes | 1 | 2 | a3 b1 b2 c2 c3d1 d2 |
| **اجمالي الأسابيع والساعات الفعلية Number of Weeks /and Contact Hours Per Semester** | | **12** | **24** | |

## Teaching Strategies استراتيجيات التعليم والتعلم

- **Lectures**
- **Discussion**
- **Demonstration**
- **Brain storm**
- **Problem solving**
- **Tutorials & practical classes,**
- **Case study,**
- **Computer based teaching**
- **Small group working**

## Tasks and Assignments الأنشطة والتكليفات

| م No | التكليف/ الواجب Assignments/ Tasks | نوع التكليف (فردي/ تعاوني) | الدرجة المستحقة Mark | أسبوع التنفيذ Week Due | خرجات التعلم CILOs (symbols) |
|---|---|---|---|---|---|
| **1** | | | | | |
| | **Total Score إجمالي الدرجة** | | | | |

## Learning Assessment تقييم التعلم

| الرقم No. | أنشطة التقييم Assessment Tasks | أسوع التقييم Week due | الدرجة Mark | نسبة الدرجة إلى الدرجة النهائية Proportion of Final Assessment | مخرجات التعلم CILOs (symbols) |
|---|---|---|---|---|---|

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| | | | | | |
|---|---|---|---|---|---|
| 1 | **Report** | **Quarter** | **5** | **3.4%** | a1 a2 a3 |
| 2 | **Participation** | **Weekly** | **10** | **6.6%** | a1 a2 a3 c1 d2 |
| 3 | **Quizzes** | **End of a topic** | **10** | **6.6%** | a1, a2, a3 b1 b2 b3 |
| 4 | **Mid-Term (theoretical)** | **Week 9** | **15** | **10%** | All |
| 5 | **Mid-Term (practical)** | **Week 7** | **15** | **10%** | b1 b2 c1 c2 c3 |
| 6 | **Final Exam (practical)** | **Week 14** | **25** | **16.7%** | b1 b2 c1 c2 |
| 7 | **Final Exam (theoretical)** | **Week 16** | **70** | **46.7%** | All |
| **Total الإجمالي** | | | **150** | **%100** | |

## Learning Resources مصادر التعلم

توثق المراجع حسب نظام APA (اسم المؤلف، سنة النشر، اسم الكتاب، دار النشر، بلد النشر).

**Required Textbook(s) المراجع الرئيسة (لا تزيد عن مرجعين)**

. Tarek Ahmed: **2010** "Reservoir Engineering Handbook" 4th Edition, Gulf Professional Publishing;
2. Nnaemeka Ezekwe: **2010** "Petroleum Reservoir Engineering Practice," Pearson Education, Technology & Engineering - 816 pages

**Essential References المراجع المساندة**

3. Tarek Ahmed **2006** Reservoir Engineering Handbook, 3rd Edition, Gulf Professional Publishing, ISBN 0-7506-7972-7.
4. B.C. Craft and M.F. Hawkins **1991** Applied Petroleum Reservoir Engineering, 2nd Edition, Revised by R. Terry, Prentice Hall PTR, , ISBN 0-13-039884-5.
5. L.P. Dake **1998** Fundamentals of Reservoir Engineering, Elsevier Science B.V., ISBN 0-444-41830-X.
6. Handouts, lecture notes, assigned specific chapters from other books and journal papers

**Electronic Materials and Web Sites *etc.* المصادر الإلكترونية ومواقع الإنترنت**

1-www.spe.com
2- www.schlumberger.com
3-www.aapg.com

## Course Policies:

| | |
|---|---|
| **1** | Class Attendance:<br>- Students are expected to attend classes regularly and promptly.<br>- The attendance should not be less than 80%.<br>- If the student has been absent, he is responsible for finding out any missed material by consulting other students or going to the professor's office hours. |
| **2** | Tardy:<br>- Attendance and arriving on time for the class are necessary. If the student is late, he will be prevented from class. |
| **3** | Exam Attendance/Punctuality:<br>- According to the rules the student gets absent in the exam of the course. |
| **4** | Assignments & Projects:<br>- Papers survey or projects should be submitted by the time detriment by the professor. |

| | |
|---|---|
| **5** | Cheating:<br>- According to the rules, cheating is a serious offense and will always result in an imposition of a penalty. The penalties that can be started from the range of canceling the result of the course to canceling the student's admission. |
| **6** | Plagiarism:<br>- Plagiarism is a serious offense and will always result in an imposition of a penalty. The penalties that can be started by making a zero mark for the work. |
| **7** | Other policies:<br>- The student should by a commitment by the rules inside class and university. Therefore, he is expected to show respect for his classmate, instructors &others. |

قسم/ برنامج: هندسة النفط والغاز الطبيعي

العام الجامعي: 2019- 2020م

# خطة مقرر: هندسة مكامن (1)

## Course Plan (Syllabus): Reservoir Engineering (1)

| Information about Faculty Member Responsible for the Course معلومات عن أستاذ المقرر | | | | | | | |
|---|---|---|---|---|---|---|---|
| الاسم Name | | الساعات المكتبية (أسبوعيا) Office Hours | | | | | |
| المكان ورقم الهاتف Location &Telephone No. | | السبت SAT | الأحد SUN | الاثنين MON | الثلاثاء TUE | الأربعاء WED | الخميس THU |
| البريد الإلكتروني E-mail | | | | | | | |

| General information about the course معلومات عامة عن المقرر | | | | | | |
|---|---|---|---|---|---|---|
| .1 | اسم المقرر Course Title | Reservoir Engineering (1) هندسة مكامن (1) | | | | |
| .2 | رمز المقرر ورقمه Course Code and Number | PNGE 341 | | | | |
| .3 | الساعات المعتمدة للمقرر Credit Hours | Credit Hours الساعات المعتمدة | | | | الإجمالي Total |
| | | محاضرات Lecture | عملي Practical | سمنار/تمارين Seminar/Tutorial | تدريب Training | |
| | | 2 | 1 | - | - | 3 |
| .4 | المستوى والفصل الدراسي Study Level and Semester | 3rd level, 1st semester | | | | |
| .5 | المتطلبات السابقة للمقرر Pre-requisites | PNGE 209 | | | | |
| .6 | المتطلبات المصاحبة (إن وجدت) Co –requisite | - | | | | |
| .7 | البرنامج الذي يدرس له المقرر Program (s) in which the course is offered | BSc in Petroleum and Natural Gas Engineering | | | | |
| .8 | لغة تدريس المقرر Language of teaching the course | English/ Arabic | | | | |
| .9 | مكان تدريس المقرر Location of teaching the course | Campus | | | | |

## Course Description وصف المقرر

This course aims to enrich students' knowledge about the basic, critical properties of reservoir rock and fluid. The main subjects are properties of reservoir formations and fluids; reservoir volumetric, reservoir statics, reservoir dynamics. Darcy's law and the mechanics of single and multiphase fluid flow through reservoir rock, material balance, and reservoir drive mechanisms.

## Course Intended Learning Outcomes (CILOs) مخرجات تعلم المقرر

| After completing the course, the student will be able to: | بعد الانتهاء من دراسة المقرر سوف يكون الطالب قادرا |
|---|---|

| | على أن: |
|---|---|
| **a1** Review mathematics, physics, and chemistry related to reservoir characteristics | **- a1** |
| **a2** Define properties of reservoir rock and fluid in oil and gas bearing formation | **– a2** |
| **a3** Describe the basics of material balance and fluid flow equations. | **– a3** |
| **b1** Evaluate design, operations, equipment and machinery. | **–b1** |
| **b2** Identify maps and reservoir traps. | **- b2** |
| **c1** Solve problems to determine the parameters that impact well/reservoir performance over time. | **- c1** |
| **c2** Calculate the original oil in place by volumetric and MBE method | **- c2** |
| **c3** Deal with the high level of uncertainty in definition and solution of petroleum reservoir problems | **- c3** |
| **d1** Collaborate effectively within multidisciplinary teams. | **- d1** |
| **d2** Present Technical report for the group work | **- d2** |

## Course Content محتوى المقرر

### Theoretical Aspect خطة تنفيذ الموضوعات النظرية

| الرقم Order | الوحدات (الموضوعات الرئيسة) Units | الموضوعات التفصيلية Sub Topics | الأسبوع Week Due | الساعات الفعلية Con. H |
|---|---|---|---|---|
| 1 | Basics of Reservoir Engineering | (Porosity (□) andSaturation (S). | Week 1-2 | 4 |
| 2 | Basics of Reservoir Engineering: | Permeability and relative permeability curves | Week 3-4 | 4 |
| 3 | Reservoir Rock Properties | Wettability and Capillary Pressure | Week 5-6 | 4 |
| 4 | Reservoir Fluid Properties | | Week 7-8 | 4 |
| | Mid Term Exam | | Week 9 | 2 |
| 5 | Classification of Oil and Gas Reservoirs. | | Week 10 | 2 |
| 6 | Reservoir Drive Mechanisms and their Characteristics | | Week 11 | 2 |
| 7 | Diffusivity Equation | | Week 12 | 2 |
| 8 | Calculation of Oil in Place | | Week 13 | 2 |

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| | | | | |
|---|---|---|---|---|
| **9** | Material Balance Equation (MBE) | Calculation of Hydrocarbon Volumes | Week 14-15 | 4 |
| **10** | Final Exam | | Week 16 | 2 |
| **عدد الأسابيع والساعات الفعلية**<br>**Number of Weeks /and Contact Hours Per Semester** | | | **16** | **32** |

## Practical / Training/ Tutorials/ Exercises Aspects خطة تنفيذ موضوعات الجانب العملي

| الرقم<br>Order | موضوعات العملي/ المهام / التمارين<br>Practical/ Tutorials/ Exercises Aspects | الأسبوع<br>Week Due | الساعات الفعلية<br>Cont. H |
|---|---|---|---|
| **1** | (Porosity (□) andSaturation (S). | Week 1 | 2 |
| **2** | Permeability and relative permeability curves | Week 2-3 | 4 |
| **3** | Wettability and Capillary Pressure | Week 4 | 2 |
| **4** | Reservoir Fluid Properties | Week 5-6 | 4 |
| **5** | Mid Term Exam | Week 7 | 2 |
| **6** | Classification of Oil and Gas Reservoirs. | Week 8 | 2 |
| **7** | Reservoir Drive Mechanisms and their Characteristics | Week 9 | 2 |
| **8** | Diffusivity Equation | Week 10-11 | 4 |
| **9** | Calculation of Oil in Place | Week 12 | 2 |
| 10 | Material Balance Equation (MBE) Calculation of Hydrocarbon Volumes | Week 13 | 2 |
| 11 | Final Exam | Week 14 | **2** |
| **اجمالي الأسابيع والساعات الفعلية**<br>Number of Weeks /and Contact Hours Per Semester | | **14** | **28** |

## Teaching Strategies استراتيجيات التعليم والتعلم

- Lectures
- Discussion
- Demonstration
- Brain storm
- Problem solving
- Self and independent learning
- Tutorials & practical classes ,
- Case study,
- Computer based teaching
- Small group working

## Tasks and Assignments الأنشطة والتكليفات

| م | التكليف/ الواجب | نوع التكليف<br>(فردي/ تعاوني) | الدرجة المستحقة<br>Mark | أسبوع التنفيذ<br>Week Due |
|---|---|---|---|---|

| No | Assignments | | | |
|---|---|---|---|---|
| 1 | | | | |
| | Total Score إجمالي الدرجة | | 15/150<br>10/ 100 | |

## Learning Assessment تقويم التعلم

| م<br>No | أساليب التقويم<br>Assessment Method | موعد(أسبوع) التقويم<br>Week Due | الدرجة<br>Mark | الوزن النسبي%<br>Proportion of Final Assessment |
|---|---|---|---|---|
| 1 | Report | Quarter | 5 | 3.4% |
| 2 | Participation | Weekly | 10 | 6.6% |
| 3 | Quizzes | End of a topic | 10 | 6.6% |
| 4 | Mid-Term (theoretical) | Week 9 | 15 | 10% |
| 5 | Mid-Term (practical) | Week 7 | 15 | 10% |
| 6 | Final Exam (practical) | Week 14 | 25 | 16.7% |
| 7 | Final Exam (theoretical) | Week 16 | 70 | 46.7% |
| | Total المجموع | | 150 | 100 % |

## Learning Resources مصادر التعلم

توثق المراجع حسب نظام APA (اسم المؤلف، سنة النشر، اسم الكتاب، دار النشر، بلد النشر).

### Required Textbook(s) المراجع الرئيسة (لا تزيد عن مرجعين)

. Tarek Ahmed: **2010** "Reservoir Engineering Handbook" 4th Edition, Gulf Professional Publishing;
2. Nnaemeka Ezekwe: **2010** "Petroleum Reservoir Engineering Practice," Pearson Education, Technology & Engineering - 816 pages

### Essential References المراجع المساندة

3. Tarek Ahmed **2006** Reservoir Engineering Handbook, 3rd Edition, Gulf Professional Publishing, ISBN 0-7506-7972-7.
4. B.C. Craft and M.F. Hawkins **1991** Applied Petroleum Reservoir Engineering, 2nd Edition, Revised by R. Terry, Prentice Hall PTR, , ISBN 0-13-039884-5.
5. L.P. Dake **1998** Fundamentals of Reservoir Engineering, Elsevier Science B.V., ISBN 0-444-41830-X.
6. Handouts, lecture notes, assigned specific chapters from other books and journal papers

### Electronic Materials and Web Sites *etc.* المصادر الإلكترونية ومواقع الإنترنت

1-www.spe.com
2- www.schlumberger.com
3-www.aapg.com

## Course Policies:

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| 1 | Class Attendance:<br>- Students are expected to attend classes regularly and promptly.<br>- The attendance should not be less than 80%.<br>- If the student has been absent, he is responsible for finding out any missed material |

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| | by consulting other students or going to the professor's office hours. |
| **2** | Tardy:<br>- Attendance and arriving on time for the class are necessary. If the student is late, he will be prevented from class. |
| **3** | Exam Attendance/Punctuality:<br>- According to the rules the student gets absent in the exam of the course. |
| **4** | Assignments & Projects:<br>- Papers survey or projects should be submitted by the time detriment by the professor. |
| **5** | Cheating:<br>- According to the rules, cheating is a serious offense and will always result in an imposition of a penalty. The penalties that can be started from the range of canceling the result of the course to canceling the student's admission. |
| **6** | Plagiarism:<br>- Plagiarism is a serious offense and will always result in an imposition of a penalty. The penalties that can be started by making a zero mark for the work. |
| **7** | Other policies:<br>- The student should by a commitment by the rules inside class and university. Therefore, he is expected to show respect for his classmate, instructors &others. |