Course Specification of Biology

I. Course Identification and General Information:						
1	**Course Title:**	Biology				
2	**Course Number & Code:**	FR112				
3	**Credit hours:**	**C.H**				**Total**
		Theoretical	**Practical**	**Training**	**Seminar**	
		2	**1**	**-**	**-**	**3**
4	**Study level/ semester at which this course is offered:**	First Year - First Semester				
5	**Pre –requisite (if any):**	None				
6	**Co –requisite (if any):**	None				
7	**Program (s) in which the course is offered:**	Bachelor of Veterinary Medicine				
8	**Language of teaching the course:**	English language				
9	**Location of teaching the course:**	Faculty of Veterinary Medicine Building				
10	**Prepared by:**	Dr. Basheer Ahmed Mufreh				
11	**Date of approval:**					

II. Course description:

Biology is a Facility required course, This course provides a student by basic and advanced skills for understand Biology at studying environment, and at home. It presents the knowledge of basic Biology concepts. The course provides the knowledge needed to operate and utilize the operating system and office software package, and to use the. Biology and further develops students' communication skills in design, describe, Draw and using a moderately advanced materials. It also provides the students with a wide range of basic concept and develops their use

Experience of medical Biology, and processes to investigate the effect of varying resistance on the Science of Biology in the environment, solve simple problems on the cost of using Science of Biology appliances, using machines and Networks.	

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

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:**	
A3 -	Identifies various causes of animal diseases, animal epidemics and how they can be diagnosed; including common and life-threatening diseases of animals, poultry and fish.	a 1-	Describe how arrangement of the components of an e Biology system affects the outputs of the system.
A4 -	Describes the foundations and procedural steps for treating all diseases that affect different animals, highlighting the medical conditions that need surgical interventions.	a 2-	Distinguish what is meant by Biology , relate it to an output of an Biology system

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding		Teaching strategies/methods to be used	Methods of assessment
completing this course, students will be able to:		Lectures Investigation Explanation Open question Demonstration	Home Work Class Work Class Active Case Studies Research Papers
a1 -	Describe how arrangement of the components of an e Biology system affects the outputs of the system.		

a2 -	Distinguish what is meant by Biology , relate it to an output of an Biology system	Presentation Observation. Cooperative learning workshops Pair work Group work	Group Projects Watch Video Collect sample Mid-semester exam Final exam Cooperative learning

(B) Intellectual Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectua

Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs Intellectual Skills	
After completing this program, students will be able to:		**After completing this course, students will be able to:**	
B2-	Predicts an appropriate medical diagnosis for the most common disease states through analysis of clinical story data and the results of medical examinations of sick animal.	**b1-**	Analyze Science of Biology system.
B3-	Design appropriate nursing and treatment care plans for different animal diseases and determine prioritizing of therapeutic.	**b2-**	Explain the design of biological Organization

Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Intellectual Skills.		Teaching strategies/methods to be used	Methods of assess
After completing this course, students will be able to:		Lectures Investigation Feedback Open question Demonstration Observation. Cooperative learning workshops	Home Work Class Work Class Active Case Studies Research Papers Group Projects Watch Video Mid-semester exan
b1-	Analyze Science of Biology system.		
b2-	Explain the design of biological Organization		

		Pair work Group work	Final exam Cooperative learni

(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:**	
C2-	Practicing practical, diagnostic, clinical and research skills, including the collection of samples in various fields of veterinary medicine and related sciences, in a safe and effective manner, taking into account the ethics of the profession.	**c1-**	Use the microscope in diagnose the bacteria and parasites.
C3-	Reads the results of laboratory investigations and diagnostic scans and writes reports and prescriptions for all common cases in a proper way.	**c2-**	Perform calculations on Biology

Teaching And Assessment Methods For Achieving Learning Outcomes:

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

Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:		Lectures Investigation Explanation Feedback Open question Demonstration Presentation	Home Work Class Work Class Active Case Studies Research Papers Group Projects Watch Video
c1-	Use the microscope in diagnose the bacteria and parasites.		
c2-	Perform calculations on Biology		

(D) General / Transferable Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General / Transferable skills			
Program Intended Learning Outcomes (PILOs) in General / Transferable skills		**Course Intended Learning Outcomes (C General / Transferable skills**	
After completing this program, students will be able to:		**After completing this course, students will be able t**	
D2-	Develops his scientific, professional and research capabilities and follow what is emerging in his field of specialization and using computer applications and information and communication technology.	**d1-**	Calcute the value of pressure in Biolog
D3-	Practices problem-solving, negotiation, supervision and veterinary medical management skills and writing research reports efficiently and professionally.	**d2-**	Draw Type of living tissues

Teaching And Assessment Methods For Achieving Learning Outcome

Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Me

Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used	Methods of a
After completing this course, students will be able to:		Investigation Open question Presentation Observation. Pair work Group work	Class Active Research Pap Group Projec Watch Video Mid-semeste Final exam
d1-	Calcute the value of pressure in Biology		
d2	Draw Type of living tissues		

IV. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction of Biology	a1, a2, b1, c2, d1, d2	Biology Zoology	1	2

			Botany Ecology Biotechnology		
2	The cell		The cells structure composition and function	1	2
3	Prokaryote	a1, a2, b1, c2, d1, d2	Desin probability Description kind of p origin Observation sample of origin origin properties	1	2
4	Kingdom	a1, a2, b1, c2, d1, d2	Data the kingdom distributions. kingdom properties Identify kingdom continuous kingdom.	1	2
5	Phylum	a1, a2, b1, c2, d1, d2	Protozoa Platyhelminthes Nematheliminthes Arthropoda Chordata	3	6
6	Comparison between Prokaryote and Eukaryote cells			1	2
7	Mitosis	a1, a2, b1, c2, d1, d2	Replication of Eukaryote cells Reduction division and Gametogenesis	1	2
8	Types of living tissues	a1, a2, b1, c2, d1, d2		1	2
9	Stem of cells	a1, a2, b1, c2, d1, d2	Cell cell properties drawing cell	1	2

نائب العميد لشئون الجودة الجامعة **عميد الكلية** **عميد مركز التطوير وضمان الجودة** **رئيس**

د. عبدالرقيب الشامي محمد عباس **د. عبدالرؤف الشوكاني** **أ.د. هدى العماد** **أ.د. القاسم**

10	Blood composition and function	a1, a2, b1, c2, d1, d2		1	2
11	General characteristic of Bacteria			1	2
12	General characteristic of virus	a1, a2, b1, c2, d1, d2		1	2
Number of Weeks /and Units Per Semester				**14**	**28**

b- Training Aspect:

Order	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
1	The microscope and The cell	c1, c2, d1, d٢	1	2
2	Prokaryote and Eukaryote cells	c1, c2, d1, d٢	1	2
3	Mitosis	c1, c2, d1, d٢	1	2
4	Types of tissues	c1, c2, d1, d٢	1	2
5	Protozoa: Mastigophora, Sarcodena, Ciliphora, Sporozoa	c1, c2, d1, d٢	2	4
6	Nematoda: Ascaris, Ancylostoma	c1, c2, d1, d٢	1	2
7	Trematoda: Fasciola, Schistosoma	c1, c2, d1, d٢	2	2
8	Cestoda: Taenia	c1, c2, d1, d٢	1	2
9	Mosquitoes	c1, c2, d1, d٢	1	2
10	Organismal	c1, c2, d1, d٢	1	2
11	Draw and design	c1, c2, d1, d٢	2	4
Number of Weeks /and Units Per Semester			**14**	**28**

V. Teaching strategies of the course:

- Brainstorming
- Teacher explanation
- Directed reading
- Silent Reading
- Self-learning
- Problem solving
- Cooperative learning
- Group work
- Pair work
- Listening to short dialogues

3-Assessment Methods:

Home Active

Home Work

Class Work

Research Papers

Watch Video

Note sample

Abstract

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	**Participation, quizzes and assignments**	**2-14**	**10**	**10%**	**a1, a2, b1, b2, c1, c2,d1**
2	**Mid-Term Exam**	**8**	**10**	**10%**	**a1, a2, b1, b2, c1, c2**
3	**Mid-Term Practical Exam**	**8**	**10**	**10%**	**a1, a2, b1, b2, c1, c2**

نائب العميد لشئون الجودة الجامعة — عميد الكلية — عميد مركز التطوير وضمان الجودة — رئيس

د. عبدالرقيب الشامي محمد عباس — د. عبدالرؤف الشوكاني — أ.د. هدى العماد — أ.د. القاسم

4	**Final Practical Exam**	**15**	**10**	**10%**	**a1, a2, b1, b2, c1, c2**
5	**Oral Exam**	**16**	**5**	**5%**	**a1, a2, b1, b2, c1, c2,d1**
6	**Final Exam**	**16**	**55**	**55%**	**a1, a2, b1, b2, c1, c2**
	Total		**100**	**100%**	

VII. Students' Support:

Office Hours/week	Other Procedures (if any)
Every sun day	Non

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

1- Required Textbook(s) (maximum two)

- **Morris Mano, " Biology 3 ", by Prentice – Hall 2011 ISBN. 1995**

2- Recommended Readings and Reference Materials

- **R. A. Serway and J. S. Faughn, General Biology , 2006, Holt, USA.**
- **John F.Warrly, " General Biology ", Pearson Education ,Russia**

3- Essential References

Richards, Jack C., Hull, Jonathan and Proctor, Susan. (2008).Biology-o. Third edit

Cambridge U

http://www.ph.utexas.edu/~ General Biology /resources/resources.html

4- Electronic Materials and Web Sites *etc*.

- **http://mastersinesl.com/2012/40-best-sites-for-esl-study-materials-textbooks-and-software/**
- **http://learnenglishteens.britishcouncil.org/skills/listening-skills-practice**

http://www.everythingesl.net/inservices/elementary_sites_ells_71638.php

- **http://www.everythingesl.net/inservices/elementary_sites_ells_71638.php**
- **http://www.5minuteenglish.com/the-fun-of-learning-english.htm**

http://www.funbrain.com/cgi-bin/gg.cgi?A1=m&A2=0&A3=0&AFUNCT=1&ALEVEL=0

نائب العميد لشئون الجودة **عميد الكلية** **عميد مركز التطوير وضمان الجودة** **رئيس الجامعة**

د. عبدالرقيب الشامي **د. عبدالرؤف الشوكاني** **أ.د. هدى العماد** **أ.د. القاسم محمد عباس**

	▪ **http://classroom.jc-schools.net/basic/la-grammar.html** **http://classroom-aid.com/2012/08/28/25-online-games-for-english-language-learners/** ▪ **https://www.vocabulary.co.il/** **http://www.talkenglish.com/listening/listenintermediate.aspxhttps://learnenglish.britishcouncil.** **grammar/clause-phrase-and-** ▪ **sentence/sentence-structure** ▪ **http://classroom.jc-schools.net/basic/la-grammar.html** ▪ **http://www.factmonster.com/homework/writingskills1.html**
5-	**Other Learning Material:**

I. Course Policies: (including plagiarism, academic honesty, attendance etc)

١	**Class Attendance:** - Attendance in all lectures and practical classes are required, except in very emergency circumstances, such as serious illness or death in the family with providing an acceptable documentation approved by the university and forwarded by the chairman of the department. Otherwise the absence shall be considered unexcused. - In accordance with the university rules, if the percentage of student's absence exceeds 25 % of the total lectures or practical classes, the student involved shall be disqualified in the final written and practical examination of the course and shall be deemed to have failed in the course.
٢	**Tardy:** Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable cause, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.
٣	**Exam Attendance/Punctuality:** ▪ It is incumbent on student to report at the examination hall for checking in and rolls calling at least 15 minutes before the commencement of examination. ▪ A student is not allowed to submit answer booklet and leave the examination hall only on or after the passage of the half examination duration. ▪ A student who comes late shall not be admitted to the examination hall, only within the first 30 minutes of the examination. After this time, the student will be considered to be missed in the examination and shall be deemed to have failed in the course.

	▪ When a student misses the final examination due to a legitimate medical problems or death in the family, an acceptable documentation approved by the university medical unit for the excused absence must be provided no later than three weeks and consequently the student shall be disqualified in the examination but with the excused absence.
٤	**Assignments & Projects:** ▪ Assignments and practical reports must be submitted for assessment on or before the due date. ▪ The submission date extension will not be granted only by the consent of the faculty member concerned. ▪ In the case of late submission, the student must provide a reasonable explanation to the faculty member. Otherwise, 1% of the obtained marks will be subtracted for each late day, including weekends and holidays.
٥	**Cheating:** ▪ If a student is found cheating in examination (midterm or final or quizzes) (copying from unauthorized materials and another students' work or allowing other students to copy from his/her own work), the student involved shall be disqualified in the examination and shall be deemed to have failed in the course and also suspended from examinations of two more courses. ▪ If a student is found engaging in any unauthorized communications (oral, sign, call, etc.), while the examination is in progress or in possessing of any authorized materials or electronic devices before the distribution of examination papers , the student involved shall be disqualified in the examination and shall be deemed to have failed the course.
6	**Plagiarism**: ▪ Plagiarism is the presentation of any material (text, data or figures) from any other source in preparation of assignments or practical reports without clear and adequate acknowledgement of the source. ▪ Plagiarism is also the use or copy of other students' work (with, or without payment) to prepare all or part of undertaken assignments or practical reports of work submitted for assessment. ▪ All types of plagiarism are unacceptable and are considered dishonest practices. If a student is found plagiarism, the student involved shall be subjected to the same penalties as in the case of cheating as already mentioned in the sub-section (5) of the course policies.
7	**Other policies:** ▪ Students must switch off their mobile phones, laptops, electronic devices etc. before entering lecture room or lab. If a student is found using these devices

نائب العميد لشئون الجودة	عميد الكلية	عميد مركز التطوير وضمان الجودة	رئيس الجامعة
د. عبدالرقيب الشامي	د. عبدالرؤف الشوكاني	أ.د. هدى العماد	أ.د. القاسم محمد عباس

	while the lecture or practical work is in progress, the student involved shall be expelled out of the class and shall be considered to be absent.

Course Plan of Biology

X. - Information about Faculty Member Responsible for the Course:								
Name of Faculty Member		Office Hours						
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

IX. Course Identification and General Information:						
1	Course Title:	Biology				
2	Course Number & Code:	FR114				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		2	-	1	-	3
4	Study level/ semester at which this course is offered:	First Year - First Semester				
5	Pre –requisite (if any):	None				
6	Co –requisite (if any):	None				
7	Program (s) in which the course is offered:	Bachelor of Veterinary Medicine				
8	Language of teaching the course:	English language				
9	Location of teaching the course:	Regular/ Semester				
10	Mode of delivery:	Lectures and Practical				

نائب العميد لشئون الجودة — عميد الكلية — عميد مركز التطوير وضمان الجودة — رئيس الجامعة

د. عبدالرقيب الشامي — د. عبدالرؤف الشوكاني — أ.د. هدى العماد — أ.د. القاسم محمد عباس

1 1	**Location of teaching the course:**	Faculty of Veterinary Medicine Building

X. Course description:

Biology is a Facility required course, This course provides a student by basic and advanced skills for understand Biology at studying environment, and at home. It presents the knowledge of basic Biology concepts. The course provides the knowledge needed to operate and utilize the operating system and office software package, and to use the. Biology and further develops students' communication skills in design, describe, Draw and using a moderately advanced materials. It also provides the students with a wide range of basic concept and develops their use Experience of medical Biology, and processes to investigate the effect of varying resistance on the Science of Biology in the environment, solve simple problems on the cost of using Science of Biology appliances, using machines and Networks.

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

After completing this course, students will be able to:

a1- Describe how arrangement of the components of an e Biology system affects the outputs of the system.

a2- Distinguish what is meant by Biology , relate it to an output of an Biology system

b1- Analyze Science of Biology system.

b2- Explain the design of biological Organization

c1- Use the microscope in diagnose the bacteria and parasites.

c2- Perform calculations on Biology.
d1- Calcute the value of pressure in Biology.
d2 Draw Type of living tissues.

I. Course Content:

A – Theoretical Aspect:			
Order	**Topics List**	**Week Due**	**Contact Hours**
1	Introduction of Biology	1	2
2	The cell	2	2
3	Prokaryote	3	2
4	Kingdom	4	2
5	Phylum	5,6,7	6
6	**Mid-Term Exam**	8	2
7	Comparison between Prokaryote and Eukaryote cells	9	2
8	Mitosis	10	2
9	Types of living tissues	11	2
10	Stem of cells	12	2
11	Blood composition and function	13	2
12	General characteristic of Bacteria	14	2
13	General characteristic of virus	15	2
14	**Final Exam**	16	2
Number of Weeks /and Units Per Semester		**16**	**32**

b- Training Aspect:			
Order	**Training Tasks**	**Week Due**	**Contact hours**
1	The microscope and The cell	1	2
2	Prokaryote and Eukaryote cells	2	2

نائب العميد لشئون الجودة **عميد الكلية** **عميد مركز التطوير وضمان الجودة** **رئيس الجامعة**

د. عبدالرقيب الشامي **د. عبدالرؤف الشوكاني** **أ.د. هدى العماد** **أ.د. القاسم محمد عباس**

3	Mitosis	3	2
4	Types of tissues	4	2
5	Protozoa: Mastigophora, Sarcodena, Ciliphora, Sporozoa	5,6	4
6	Nematoda: Ascaris, Ancylostoma	7	2
7	**Mid-Term Exam**	8	2
8	Trematoda: Fasciola, Schistosoma	9,10	4
9	Cestoda: Taenia	11	2
10	Mosquitoes	12	2
11	Organismal	13	2
12	Draw and design	14,15	4
13	**Final Exam**	16	2
Number of Weeks /and Units Per Semester		**16**	**32**

I. Teaching strategies of the course:

- Brainstorming
- Teacher explanation
- Directed reading
- Silent Reading
- Self-learning
- Problem solving
- Cooperative learning
- Group work
- Pair work
- Listening to short dialogues

3-Assessment Methods:

Home Active

Home Work

Class Work
Research Papers
Group Projects
Watch Video
Note sample
Abstract

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	**Participation, quizzes and assignments**	**2-14**	**10**	**10%**
2	**Mid-Term Exam**	**8**	**10**	**10%**
3	**Mid-Term Practical Exam**	**8**	**10**	**10%**
4	**Final Practical Exam**	**15**	**10**	**10%**
5	**Oral Exam**	**16**	**5**	**5%**
6	**Final Exam**	**16**	**55**	**55%**
	Total		**100**	**100%**

II. Students' Support:

Office Hours/week	Other Procedures (if any)
Every sun day	Non

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

1- Required Textbook(s) (maximum two)

- **Morris Mano, " Biology 3 ", by Prentice – Hall 2011 ISBN. 1995**

2- Recommended Readings and Reference Materials

- **R. A. Serway and J. S. Faughn, General Biology , 2006, Holt, USA.**
- **John F.Warrly, " General Biology ", Pearson Education ,Russia**

3- Essential References	
	Richards, Jack C., Hull, Jonathan and Proctor, Susan. (2008).Biology-o. Third edit Cambridge U http://www.ph.utexas.edu/~ General Biology /resources/resources.html
4- Electronic Materials and Web Sites *etc*.	
	▪ http://mastersinesl.com/2012/40-best-sites-for-esl-study-materials-textbooks-and-software/ ▪ http://learnenglishteens.britishcouncil.org/skills/listening-skills-practice http://www.everythingesl.net/inservices/elementary_sites_ells_71638.php ▪ http://www.everythingesl.net/inservices/elementary_sites_ells_71638.php ▪ http://www.5minuteenglish.com/the-fun-of-learning-english.htm http://www.funbrain.com/cgi-bin/gg.cgi?A1=m&A2=0&A3=0&AFUNCT=1&ALEVEL=0 ▪ http://classroom.jc-schools.net/basic/la-grammar.html http://classroom-aid.com/2012/08/28/25-online-games-for-english-language-learners/ ▪ https://www.vocabulary.co.il/ http://www.talkenglish.com/listening/listenintermediate.aspxhttps://learnenglish.britishcouncil. grammar/clause-phrase-and- ▪ sentence/sentence-structure ▪ http://classroom.jc-schools.net/basic/la-grammar.html ▪ http://www.factmonster.com/homework/writingskills1.html
5- Other Learning Material:	

II. Course Policies: (including plagiarism, academic honesty, attendance etc)

١	**Class Attendance:** - Attendance in all lectures and practical classes are required, except in very emergency circumstances, such as serious illness or death in the family with providing an acceptable documentation approved by the university and forwarded by the chairman of the department. Otherwise the absence shall be considered unexcused.

نائب العميد لشئون الجودة	عميد الكلية	عميد مركز التطوير وضمان الجودة	رئيس الجامعة
د. عبدالرقيب الشامي	د. عبدالرؤف الشوكاني	أ.د. هدى العماد	أ.د. القاسم محمد عباس

	- In accordance with the university rules, if the percentage of student's absence exceeds 25 % of the total lectures or practical classes, the student involved shall be disqualified in the final written and practical examination of the course and shall be deemed to have failed in the course.
٢	**Tardy:** Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable cause, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.
٣	**Exam Attendance/Punctuality:** ▪ It is incumbent on student to report at the examination hall for checking in and rolls calling at least 15 minutes before the commencement of examination. ▪ A student is not allowed to submit answer booklet and leave the examination hall only on or after the passage of the half examination duration. ▪ A student who comes late shall not be admitted to the examination hall, only within the first 30 minutes of the examination. After this time, the student will be considered to be missed in the examination and shall be deemed to have failed in the course. ▪ When a student misses the final examination due to a legitimate medical problems or death in the family, an acceptable documentation approved by the university medical unit for the excused absence must be provided no later than three weeks and consequently the student shall be disqualified in the examination but with the excused absence.
٤	**Assignments & Projects:** ▪ Assignments and practical reports must be submitted for assessment on or before the due date. ▪ The submission date extension will not be granted only by the consent of the faculty member concerned. ▪ In the case of late submission, the student must provide a reasonable explanation to the faculty member. Otherwise, 1% of the obtained marks will be subtracted for each late day, including weekends and holidays.
٥	**Cheating:** ▪ If a student is found cheating in examination (midterm or final or quizzes) (copying from unauthorized materials and another students' work or allowing other students to copy from his/her own work), the student involved shall be

نائب العميد لشئون الجودة	عميد الكلية	عميد مركز التطوير وضمان الجودة	رئيس الجامعة
د. عبدالرقيب الشامي	د. عبدالرؤف الشوكاني	أ.د. هدى العماد	أ.د. القاسم محمد عباس

	disqualified in the examination and shall be deemed to have failed in the course and also suspended from examinations of two more courses. ▪ If a student is found engaging in any unauthorized communications (oral, sign, call, etc.), while the examination is in progress or in possessing of any authorized materials or electronic devices before the distribution of examination papers , the student involved shall be disqualified in the examination and shall be deemed to have failed the course.
6	**Plagiarism**: ▪ Plagiarism is the presentation of any material (text, data or figures) from any other source in preparation of assignments or practical reports without clear and adequate acknowledgement of the source. ▪ Plagiarism is also the use or copy of other students' work (with, or without payment) to prepare all or part of undertaken assignments or practical reports of work submitted for assessment. ▪ All types of plagiarism are unacceptable and are considered dishonest practices. If a student is found plagiarism, the student involved shall be subjected to the same penalties as in the case of cheating as already mentioned in the sub-section (5) of the course policies.
7	**Other policies:** ▪ Students must switch off their mobile phones, laptops, electronic devices etc. before entering lecture room or lab. If a student is found using these devices while the lecture or practical work is in progress, the student involved shall be expelled out of the class and shall be considered to be absent.