



**Regulations for Applying Lectures, Midterm & Final Exam Leaves
(For Undergraduate Students)**

The Vice Presidency for Academic Affairs

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To protect students' rights, the Vice Presidency for Academic Affairs states that students should take into account the commitment to the regulations of applying leaves for lectures, midterm and final exams, as the following:

First: The process of applying leaves

- Students must submit their leave of absence for lectures via “lecture leave of absence” service, and for midterm and final exams students must submit their leave of absence via “exam leave of absence” service during the specified timetable according to the academic calendar. No other process is acceptable.
- The date of the aforementioned services will be announced on the home-page of the university website.
- If a student faces a problem in submitting a leave via the service, he/she should do the following: (1) Submit a ticket to the Information Technology Deanship via “Academic Support” to solve the issue. (2) Submit a ticket to the First Common Year Deanship or the course College via “Academic Support” and attach evidence (a picture of the technical issue – a proof of contacting the Information Technology Deanship explaining the issue – student’s leave).

Second: Conditions of acceptable lecture, midterm and final exam leaves

1. Sick leaves:

Sick leaves should be issued from:

- Public hospitals
- Private hospitals
- Public clinics or medical centers (**sick leaves from private medical centers or clinics are not acceptable**).



Regulations of sick leaves:

- Students should submit a medical report indicating the sick leave period, the signature of the doctor supervising the case, and the hospital sealing.

All the aforementioned leaves must be verifiable via a link to [Seha](#).

2- Patient caregivers:

- Inpatient: the patient should be a first-degree* relative to the student. Students should submit a letter stating that he/she was a caregiver, issued by the Department of Patient Relations and certified by the hospital sealing.
- Hospital appointments: the patient who has the appointment should be a first-degree relative to a student (only appointments at [public hospitals](#) on the same day and at the same time of the exam).

*First-degree relatives are family members (Parents, children, spouse, or sibling).

3- Relative's death:

- The deceased should be a first-degree relative to the student.
- A student will be granted only three days off since the death date.



- A student should bring a death certificate or a burial permit and nothing else is accepted.

4- Delivery (for female students):

- The leave of delivery will be accepted only for the first week since the date of giving birth.
- A student should bring a delivery certificate issued from the hospital or a baby's birth certificate.
- In cases of illness that accompany the delivery and need more time to get leave, a student should bring a medical report stating this case, refer to point no.1(sick leaves).

5- Car accidents:

- The car accident should happen on the same day and at the same time of the exam.
- A student should bring a certification of the accident such as a report from the police station or Najem Company.

6- Other cases:

- In case of other compulsive leaves not mentioned above, the student should bring a formal letter to the Dean of the College or his/her behalf, stating his/her name, the application date, signature, and all certificates related to this application, then the College will decide whether to approve or reject the leave.

Third: Reviewing the acceptable leaves



Midterms	Finals
<p>The midterm exam grade will be included with the final grade for students with acceptable leaves: Midterm: 20 points Final: 40 points Total grade: 60 points.</p>	<p>The alternative exam date for students with acceptable leaves (in attendance) is determined according to what is announced in the university calendar.</p>

Thank you



The University Vice-Presidency for Academic Affairs

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