

DSEE-Annex 3 (Policies, formative and summative procedures and learning outcome assessment)

With regards to official assessment methods, the Dual Studies program follows assessment policies and procedures of Al-Quds University for the theoretical part as follows:

1. Grading: 0-100 scale is adopted as the grading scale across all courses
2. A student passes a course if he/she scores 60% or more
3. Grading within a course is usually divided as follows:
 - a. First Hour Exam 15-30%
 - b. Second Hour Exam 15-30%
 - c. Project/assignments 20-40%
 - d. Final Exam 30-40%
4. Depending on the nature of the course, the course instructor can adapt items a, b, c in point 3 to serve the course goals. (for example, he/she might have a mid-term exam and put more emphasis on project(s), assignments)
5. Minimum grade for the final exam is 30%.
6. If a course requires lab sessions, part of the project/assignments grade is allocated for the lab sessions.
7. Students will pass the lab if he/she passes the course regardless of his/her lab grade. If a student's fails the course and passes the lab, he/she is required to retake the course without retaking lab sessions.
8. A student should score a GPA 65% or higher for a status of Normal students
9. An Honor-listed student must score 85% or more in all subjects per semester
10. A student with GPA lower than 65% will be placed on probation and will be allowed to register a maximum of 6 credit hours
11. If a student's GPA is lower than 65% for the third time, he/she is dismissed from the program

As for the practical period, both partner companies and the Dual Studies faculty assess students' performance as follow:

1. Students register a course (Practice Period I – VIII) that is compliant with the 0-100 grading scale mentioned above
2. Upon conclusion of a practical period, students submit a report detailing all activities performed at the work place
3. Partner companies also submit an evaluation form that assesses student's performance (Annex 3)
4. Students make a presentation to the Dual Studies faculty and discussion of the report and evaluation form is initiated.
5. Final grade is distributed as follows:
 - a. Student's report 30%
 - b. Evaluation form 50%

- c. Presentation 20%
- 6. Pass grade for a practical period is 70%
- 7. If a student fails a practical period, he/she should retake it in the next available practical period. Delays are not permitted as each practical period is a prerequisite for the next one.

Absentees and withdrawal:

A. Theoretical Period

- 1. Students must attend classes
- 2. If a student skips 20% of classes he/she is considered withdrawn from the course
- 3. If a student skips 30% of classes he/she automatically fails the course
- 4. Cases with acceptable excuses (i.e. sick leaves) are excluded
- 5. Students can normally withdraw a course in the first week of the semester. They will be able to retain course fees and add another course if they like
- 6. Late withdrawals are permitted before the second hour exam. Students will lose the course fees and will not be able to add a replacement course

B. Practical Period

- 1. Students should adhere to company's policies and regulations regarding showing up to work
- 2. Company can take whatever measure it sees fit in order to encourage students to adhere to company's policies and regulations
- 3. Attendance is an item that companies assess students in the evaluation form, mentioned above
- 4. Students cannot withdraw from a practical period unless for emergency situation (i.e. long-term illness, political unrest/violence/inability to reach workplace, etc.)