



VII. Guidelines for the Dual Studies Award

June 2016

The following Guidelines for the Dual Studies Award are based on Al-Quds University's Systems & Academy Instructions, Chapter IV: Guidelines for Bachelor Degree Award, Article 1 to Article 28, and are complemented as followed:

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Article 1: Objectives and examinations

1. Dual Study students should gain competences that are needed to recognise professional contexts, to apply scientific results and to solve problems comprehensively.
2. Examinations determine the knowledge and skills the student has gained in your course of studies. Examinations serve to ascertain whether the student has met the aforementioned objectives.

Article 2: Duration and structure

1. The Dual Study Bachelor degree at Al-Quds University is usually awarded after four years.
2. Each academic year is divided into theory phases at AQU and practical phases in partner companies. The duration of the theory phase is equal the practical phase. The sequence of the phases is determined in a Phase Plan; the student is informed accordingly. Usually the change of the phases is after three months.

Article 3: Admission process

1. Only those applicants are admitted to Dual Studies who meet AQU's requirements. These requirements are announced by AQU prior the admission process.
2. The admission process consist of following steps:
 - a. The student submits an application to AQU-Faculty of Dual Studies including the selected program.
 - b. If the student meets AQU requirements, the student's application is sent to one or more partner companies.
 - c. The partner companies review the student's applications and contact the shortlisted one/ones for a personal interview, written exam or both.



- d. The partner companies select one or more students to be trained in-house during the practical phases.
- e. An education contract has to be signed by the partner company, the Dual Study student and Al-Quds University.
- f. After having signed the contract by all parties, the student is officially enrolled in the Dual Studies.
- g. Finally, the student continues his/her registration process at AQU by paying the tuition fees and submitting other requested documents.

Article 4: Assessment rules in the theoretical phases

The Dual Studies program applies the official assessment policies and procedures of Al-Quds University for the theoretical phase 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.

Article 5: Assessment rules in the practical phases

1. The student's performance during practical phases I to VI is awarded with five Credit Hours each.
2. In practical phase VII and VIII Credit Hours are awarded for the project (5 Credit Hours) and the Graduation Thesis (5 Credit Hours).
3. The grading in the practical phases is compliant with the 0-100 grading scale aforementioned in Article 4.
4. Upon conclusion of each week during the practical phase, the student has to complete a weekly report (Annex 1) and submit it for signature to the coach.
5. Upon conclusion of the complete practical phase, the student has to submit a final report detailing all activities performed at the work place (Annex 2).



6. The partner companies complete an evaluation form that shows student's performance and submit it to AQU (Annex 3).
7. At the beginning of the following theoretical phase at AQU, the students present and discuss the highlights of their practical phase.
8. The final grade of the practical phase is compiled as followed:
 - a. Student's report 30%
 - b. Evaluation form 50%
 - c. Presentation 20%
9. The pass grade for a practical period is 70%.
10. If a student fails a practical phase, 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.

Article 6: Absentees and withdrawals

A. Theoretical phase

1. The student must attend all classes.
2. If the student skips 20% of the classes, he/she is considered to be 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 desired.
6. Late withdrawals are permitted before the second hour exam. Students will lose the course fees and will not be allowed to decide for a replacement course.

B. Practical phases

1. Students have to follow to company's work regulations.
2. The company can take measures in order to encourage students adhering to the company's work regulations.
3. Punctuality and regular attendance are issues of the companies for assessing the student's performance according to the aforementioned evaluation form.
4. Students cannot withdraw from a practical phase except for emergency situation (i.e. long-term illness, political unrest/violence/inability to reach workplace, etc.).



Annex 1

Student's Weekly Progress Report No.: ..

Student's name and Registration no.:

.....

Date: From: / /20 To: / /20	
Performed Activities/ Tasks	
1.	
2.	
3.	
4.	
5.	
6.	
Lessons Learned	
1.	
2.	
3.	

Student's Signature

Coach's Approval

Date:

Date:

Note: This report should be approved and signed by the coach at the beginning of each week.



Annex 2

Final Report

Practical Phase No.: ..

Student's name: (Registration No.)

Company's name:

Supervisor's name:

Academic year: (Spring/Fall 20..)

Jerusalem, (date)



Annex 2 (contin.)

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Report length (excluding appendix): 5-10 pages

Table of Contents

A list of the major and minor sections of your report.

Introduction

State the aim/purpose of the practical period, Background about the company.

Activities carried out

Organize the sections in a logical sequence! Use short informative headings and subheadings! Which activities? Shortcomings? Difficulties? Analyses and Judgments?

Achievements

Results and significance of your findings? Grades of targets/goals that you achieved?

Obstacles

Bullet points about difficulties faced during the practical phase

Lessons learned

Bring together any insights gained during the practical phase that can be usefully applied on future phases.

Recommendations

Which things have to be taken into consideration for following practical phase?

Appendices

Any information (graphs, charts, tables, photos, or other data) you used in your report but did not include.