



Al-Quds University

University By-Laws

(4)

The Academic By-Laws

## **First: Student Admission By-Laws at Al-Quds University**

- Article (1):** These By-laws shall be called Student Admission By-laws at Al-Quds University and shall come into effect from the date of its approval by the Board of Trustees.
- Article (2):** The following words, wherever mentioned in these by-laws, shall have the meanings assigned thereto hereunder unless context requires otherwise.
- University: Al-Quds University.
- Board of Trustees: The Board of Trustees of the University.
- Council: Al-Quds University Council.
- Article (3):**
- a) The University Board of Trustees shall, at the recommendation of the University Council, establish the general policy for admission of students to the University.
  - b) The Council shall, by the end of each academic year, recommend to the Board of Trustees the number of students who may be admitted to the University in the following academic year at the recommendation of the Faculty Boards.
- Article (4):** Students who are newly admitted to the university to obtain a bachelor's degree shall be admitted in accordance with the instructions issued by the Council based on the needs and capabilities of each faculty, always provided that:
- a) The applicant must hold a Palestinian Secondary School Certificate or its equivalent.
  - b) The applicant must be free from infectious diseases according to a medical report from a reference approved by the university.

## **Second: Students Admission Instructions issued by the Board of Trustees of Al-Quds University**

- Article (1):** The University Council shall determine, before the beginning of each academic year, the number of students who can be admitted to each faculty of the university and refer the same to the Board of Trustees.
- Article (2):** The Central Admission Committee shall consist of the Vice-President for Academic Affairs (Chairman) and the membership of the Deans of faculties and the Dean of Admission and Registration (Rapporteur) or the delegate for each of them.
- Article (3):** The Committee shall decide on all issues arising from the application of the provisions of these by-laws by decisions to be ratified by the University's President.
- Article (4):** Students are admitted to Al-Quds University according to the following conditions:
- a) Student shall hold a Palestinian Secondary School Certificate or its equivalent.
  - b) The secondary school certificate that the student holds shall be from the branch that qualifies him/her to join the applicant faculty as follows:
    1. Secondary school certificate / scientific branch, accepted to all faculties.
    2. Secondary school certificate / literary branch, accepted to faculties such as Faculty of Arts, Faculty of Education, Faculty of Da'wa and Fundamentals of Religion, Faculty of Law, and Faculty of Quran and Islamic studies.
  - c) Students are admitted to different faculties according to their average grade in the secondary school certificate or its equivalent and according to the numbers to be accepted in each faculty, provided that student's average in the secondary school certificate shall be not less than 90% for Faculty of Medicine and Dentistry, not less than 85% for Faculty of Pharmacy, not less than 85% for Faculty of Engineering, not less than 80% for Faculty of technology and Information, not less than 70% for Faculty of Economic and Administrative Sciences, and not less than 65% for other

- faculties.
- d) A student shall pass the personal interview examination (written and oral) in each of the following faculties: Faculty of Medicine, Faculty of Dentistry, and Faculty of Law.

**Article (5):**

- 1) Admission to the University shall be closed one week prior to the commencement of study (during the first and second semesters).
- 2) To complete the admission process, the admitted student must:
  - a. Submit the following documents to the Admission and Registration Department:
    - 1) Transcript of the Palestinian Secondary School Certificate, a certified copy thereof, or its equivalent.
    - 2) Certified copy of birth certificate.
    - 3) Medical clearance certificate issued by the university doctor of certified thereby.
    - 4) Duly certified certificate of good conduct from the high school he/she has graduated from.
    - 5) Nationality documents.
    - 6) Recent photographs (two).
  - b. Payment of prescribed fees.

**Article (6):**

- Students who are transferred from other universities will be admitted in case of a vacancy, provided that the following conditions are met:
- a. Meeting the general admission requirements in the year of obtaining the Palestinian Secondary Certificate or its equivalent.
  - b. A student must have completed at least 30 credited hours or equivalent from the transferor university.
  - c. A student must be transferred from a recognized university or institute.
  - d. The cumulative GPA shall not be less than five marks above the grades required for graduation in the transferor university.
  - e. A student shall not be awarded the mark of any course less than five marks above the mark of success in his/her university.
  - f. A student shall not be credited more than 48% of the credit hours of the study plan of the department transferred to at Al-Quds University, provided that these courses are supplementary or complementary to the specialized courses to be studied at the University.
  - g. The courses which the student has studied at the university he/she has transferred from and has been equated at Al-Quds University after his/her enrollment shall not be included as grades but to be substituted as a pass mark.
  - h. One semester will be deducted for every 15 credit hours equivalent to the time allowed to complete the requirements for obtaining a bachelor's degree.
  - i. The University shall not be obliged to accept the academic record of the transfer student for the purposes of equivalency and transfer if the student drops out of study for more than two consecutive years.
  - j. If the transfer student holds the second university degree in any other scientific discipline, he/she shall be credited with 72% of the courses he/she passed mentioned in the study plan of the transferee's faculty.
  - k. If the transfer student holds the third university degree in any other scientific discipline, he/she shall be credited with 84% of the courses he/she passed mentioned in the study plan of the transferee's faculty.

**Article (7):**

The Dean of Admission and Registration shall be responsible for applying and implementing the provisions of these by-laws.