

DSIT-Annex 2 (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.)