

Qatar University

Document Number:	VPAA-VPSA-PD-02-V3*
Document Type:	President Decision
Document Title:	Undergraduate Students Course Repeat
Responsible Sector:	Vice President for Academic Affairs and Vice President for Student Affairs
Approval Date:	18/09/2022
Effective Date:	Spring 2023

President Decision

Number (36) of (2022)

To Amend President Decision Number (17) of (2022)

Regarding Undergraduate Students Course Repeat

Related Legal Documents:	None
---------------------------------	------

Approval of the President:	Date: 18/09/2022
-----------------------------------	-------------------------

*As per the latest amendment approved by the President on 16/5/2023

President Decision
Number (36) of (2022)
To Amend President Decision Number (17) of (2022)
Regarding Undergraduate Students Course Repeat

(This is as true as possible translation, where the Arabic version is the only official document)

The President:

After perusal of:

- Decree-Law No. (34) of (2004) on regulating Qatar University;
- Academic Bylaws approved by the Board of Regents on 16/06/2005 and its modifications;
- Recommendation of the Executive Management Committee issued in its meeting held on 31/05/2022;
- President Decision number (17) of (2022);
- And in consideration of the public interest;

Resolution

Article (1)

- This decision is entitled: “President Decision Regarding Undergraduate Students Course Repeat.”
- This decision applies to undergraduate students at Qatar University.

Article (2)

The Course Repeat Policy (ACADEMIC_Course Repeat Policy_038) shall therefore be cancelled by the issuance of this decision.

Chapter One: Definitions

Article (3)

In the application of the provisions of this decision, the following terms and phrases have the meanings ascribed to them:

- a. **University:** Qatar University (QU)
- b. **President:** President of Qatar University

- c. **Concerned Vice President:** The Vice President as appropriate
- d. **Course Repeat:** A course registered at Qatar University is considered a course repeat if the student registers for a course with the same ID, the same title, and the same content.
- e. **Common Year Courses:** A package of first-year courses for specific college or sector-specific programs that students of the college or sector must fully pass before moving to register for major courses, as determined by the Vice President to which the college or sector reports, and the Vice President for Student Affairs.
- f. **TC Grade:** A grade assigned to courses taken at other universities or colleges and approved by Qatar University as transferred credit (TC) hours and are not included in the student's average cumulative grade points at Qatar University.
- g. **IP Grade:** A grade assigned to a student who has not been able to meet the course requirements when taking a resit exam again, in order to allow this student to register in the next semester.

Chapter Two: Provisions

Article (4)

A student may repeat any course already taken at the university, in which a final grade below “C” was earned. A student may not repeat any course in which a final grade of “C” or above was earned.

Article (5)

A student wishing to repeat any course for the third time must first obtain the approval of the academic advisor and the college, and pay the designated fees to repeat the course according to the applicable policies regulating this process.

In the case of repeating a course in another university or college, the financial fees policies of that university or college shall be applied.

Article (6)

The final grade earned by the student in the last attempt when repeating a course shall be the official final grade that will be counted when calculating the cumulative average points, regardless of the number of repeat attempts and the student's performance in the previous attempts.

Article (7)

A student seeking to repeat a course that has been phased out or deactivated may register for an equivalent or substitute course to complete the graduation requirements, taking into consideration the following:

- a. The grade obtained by the student in the substitute course shall not replace the grade obtained in the original course.
- b. The grade obtained by the student in the equivalent course shall replace the grade in the original course.

Article (8)

A student may repeat a course taken at the university or, at another university or college with whom Qatar University has a cross-registration agreement, in which case the final grade obtained at the other university or college shall be calculated for the student in accordance with the policies and procedures approved by Qatar University.

In the case of repeating a course in other universities or colleges that do not have a cross-registration agreement with Qatar University, the repeated course shall be included in the student record and assigned a grade of "TC". The course shall be used to complete the graduation requirements for the degree, however, the grade shall not be considered in the cumulative grade point average calculation.

Article (9)

The student may be allowed to repeat assessment or exams for "Resit" courses in the following cases:

- a. The student is registered in one of the courses that are part of programs that follow the yearly system.
- b. The student is registered in common year courses, which are determined by the college that offers the courses, and approved by the concerned Vice President and the Vice President for Student Affairs.

The student shall be assigned an "IP" grade for the course in which assessments were approved to be repeated (Resit), in order to be able to repeat the assessment or the exam for that course.

Article (10)

Registering for courses with the same title and number but different topics in different semesters shall not be considered a course repeat.

Article (11)

The student will not earn additional credit hours upon repeating a course.

Article (12)

The student's transcript shall include all repeated courses grades, regardless of whether they are included in the cumulative grade point average calculation or not.

Article (13)

The "R" letter next to any course in the student's transcript indicates that the course is repeated.

Article (14)

In the case of a student repeating a course after graduation, or after the student has obtained the degree, it is not permitted in any way to modify the student's record or his/her cumulative grade point average for that degree.

Article (15)

All competent authorities, each within its own competence, shall implement this decision, and any provisions contradicting the provisions in this decision shall be repealed. This decision shall come into force as from the beginning of the academic semester Spring 2023.

Dr. Hassan Rashid Al-Derham
President of Qatar University