Academic Regulations for the Award of University Degrees and Diplomas

September 2019

WELCOME TO ABRAR

It is a pleasure, on behalf of the Abrar University staff, to warmly welcome you to your undergraduate studies at Abrar University (AU) for the 2019–2020 academic year. We hope that you will enjoy your period of study with us and assure you that the staff of the University will do everything they can to make your time here as enjoyable and productive as possible.

Abrar University is one of the foremost institutions of higher education in Somalia, and our unique environment unites knowledge and innovative ideas, ambition and imagination, hard work and joy.

The university provides a conducive environment for successful educational realization, creativity; innovation and analytical thinking, in addition to social, cultural and reliable activities to build students' character for the welfare of their communities. The students have to exert great efforts, work hard to build their academic skills and scientific views through reading and integration of knowledge.

The purpose of this handbook is to provide you with a background to the operation of the University which will be important to you during your stay at AU. Our academic and administration staff will also be as helpful as they can if you have any further queries.

Remember that simply by advantage of being here, you are building the next generation of scholars. I hope that you will enjoy your time studying at Abrar University and will find it a rewarding experience.

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1. Introduction

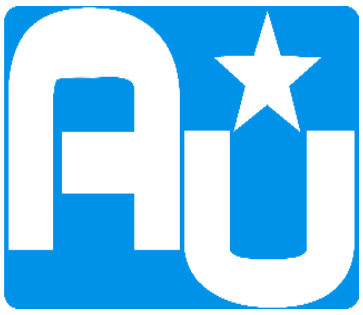
1.1 **About the University**

ABRAR UNIVERSITY (AU) is higher educational institution dedicated to providing innovative undergraduate, postgraduate, and continuing professional education. It has a kick start research and training centres that were founded to avail scientific discoveries, social studies and focuses practical programs on all its fields, considering the importance of practice in the market. The university promotes community participation in the education and research sectors. The University was established on 26th June 2014 in Somalia by an act of Imam Shafi'i Foundation which provides service to eleven schools for over 30 years of service. It is currently located in Hodon district, Benadir region of Somalia.

Motto

From theory to practice (in Somali: Tusid iyo Taabsiin).

University Logo



June 2014 – April 2019



May – August 2019



September 2019 – Present

Vision

The AU aspires to be a sustainable centre of highest quality education, excellent research with values and innovative ideas through practical applications.

Mission

AU creates and disseminates knowledge with modernized practical teachings, research systems equipped with technological skills in all fields of Arts and Science that produces undergraduates and postgraduate professionals through improved student learning in order to contribute the preparation of better future generation and the enhancement of quality life style of the community.

Core Values:

In order to fulfil its vision and mission, the University ensures that the following values serve as its guiding principles in its all activities:

a. Quality
b. Ethics
c. Responsibility and Respectability
d. Transparency and Accountability
e. Community participation
f. Equal opportunity
g. Integrity
h. Commitment
i. Teamwork

Objectives:

Overall objective:

To improve the livelihood of the community by availing educated and well trained individuals to participate in designing and implementing sustainable development strategies for their communities.

Specific objectives:

a. To promote access of learning that will expand educational and employment opportunities for all.
b. To promote excellence in teaching, research and community service.
c. To provide modern educational and research environments that will enable staffs, students and researchers to face current challenges.
d. To promote libraries, laboratories and other teaching facilities to the latest technical standards.
e. To conduct research and development activities in order to contribute quality of life and economic prosperity of the country.
f. To reach international standards in all fields of the university.
g. To produce a highly skilful and competent graduates who makes difference locally and internationally.
h. To encourage community services and activities focused at preserving the natural environments and contribute to the transformation of society through creativity and innovation.

i.To encourage inventiveness, critical thinking and innovative ideas and reward excellence.

University Governance Structure

The University governance structure and constitution have been developed so that they hold true to the attitude, principles and requirements of good governance in higher education. Currently, the main constitutional bodies of Abrar University are:

a. Board of Trustees

The Board of Trustees is the Abrar University's supreme governing body. It is responsible for overall administration of the University and ensuring that the systems, structures, procedures and rules for the running of the University are managed effectively and its legal obligations are being met. The membership of the Board has a majority of persons who are not employed by the University, known as lay members.

b. University Senate

The Senate is the organ responsible for determining all campus policy matters and concerns, including but not limited to: education, budget, personnel, campus-community, long range plans, facilities, and academic and administrative staff, and student affairs. Its constitution and powers are prescribed in the University Statutes and University Senate Handbook. The Senate will be held at least one meeting per each semester and are reporting to the Board of Trustees.

1.2 **About the handbook**

This handbook presents the rules and regulations for the Abrar University to increase student academic awareness and safeguards the rights and responsibilities of all Abrar University Students.

1.3 **Induction Programme**

An introductory meeting for all newly admitted students at the AU will be held at the beginning of the academic year. During the meeting, they will be introduced to the AU policies and regulations, and will be formally introduced to the staff members. All new students will be e-mailed the induction timetable, reading lists and undergraduate studies handbook before the induction meeting.

2. General Academic Information

2.1. Definitions

2.1.1. The term "**University**" means Abrar University (AU).

2.1.2. The term "**College**" means any college, school or centre in the University.

2.1.3. The term "**Department**" means any academic unit of a college in the University.

2.1.4. The term "**Student**" means any registered student in the university.

2.1.5. The term "**Semester**" means the total time allocated for teaching and examining students.

2.1.6. The term "**Course**" means any approved content of a teaching material that carries a specific name, code, credit hours and taught during a semester.

2.1.7. The term "**Credit hour**" means one (1) hour per week of teaching or two (2) hours per week of practical, field work, or research.

2.1.8. The term "**Grade**" is an alphabetical nominal scale (A, B, C, etc.) used to assess the academic performance of a student in a specific course.

2.1.9. The term "**Grade Point**" is the numerical equivalent of the grade obtained by a student in a specific course multiplied by credit hours.

2.1.10. The term "**Grade Point Average (GPA)**" is the sum of grade points divided by the total number of credit hours rounded to two decimal places.

2.1.11. The term **"Senate"** is the senate board of the University.

2.1.12. The term "**College Member**" means any person conducting classroom activities at AU.

2.1.13. The term "**University official**" includes any person employed by the University performing assigned administrative or professional responsibilities.

2.1.14. The term "**Member of the University Community**" includes any person who is a student, college member, University official, or any other person employed by the University.

2.1.15. The term "**University Premises**" includes all land, buildings, facilities, and other property in the possession of or owned, used, managed or controlled by the University.

2.1.16. The term "**Organization**" means any number of persons who have complied with the formal requirements for University recognition.

2.1.17. The term "**Policy**" is defined as the written regulations of the University.

2.2. Enforcement of the Regulations

2.2.1. This document shall come into effect as it is passed by the senate and signed by the chairperson of the senate.

2.3. Academic Programmes

2.3.1. Abrar University offers a wide range of regular education academic programmes in various disciplines that offer certificates, technical diplomas, bachelor degrees, graduate diplomas and master degrees.

2.4. Medium of Instruction

2.4.1. English language is used as a teaching and research media in the University.

2.5. Academic Year

2.5.1. The academic year comprises of two semesters of seventeen weeks each including the examination periods.

2.6. Curricula

2.6.1. The concerned College Board shall set out the curriculum for each college programme which shall be passed by the Senate.

2.6.2. These curricula shall be revised and updated periodically to cope with the new advances and the needs of the country. Such revised curriculum shall only be applied to a new student batch. However, minor revisions in the curriculum can be applied immediately after endorsement of the Senate provided that such revision shall not affect the fate of the students.

2.6.3. The curriculum for any academic programme shall meet all or some of the following requirements depending on the nature of the concerned college:

2.6.3.1. University Requirements: These are the courses which shall be studied by all the students in the University.

2.6.3.2. College Requirements: These are the courses which shall be studied by students in all departments in the college.

2.6.3.3. Department Requirements: These are the courses which shall be studied by students in the specific department depending on the type of the programme.

2.7. Academic Advisor

2.7.1. Throughout the course of study in the University, a group of students shall have a personal tutor. A personal tutor should be a staff member nominated by the respective College Board.

2.7.2. Beside the normal duties and responsibilities, a personal tutor is expected to:

2.7.2.1. Provide academic guidance and follow-up the student's progress and performance.

2.7.2.2. Provide general counselling on non-academic issues and refer student(s), as necessary, to the appropriate support units through the normal channels.

2.7.3. The personal tutor should submit at the end of each semester a report to his/her respective department for evaluation.

2.7.4. A student has the right to appeal for the replacement of his/her personal tutor if the relationship between the two has become unsatisfactory.

2.8. Calendar of Events

2.8.1. The schedule of admissions, registrations, start and close of academic sessions, examinations, semester breaks, academic activities and holidays are all listed in the Academic Calendar prepared by the Academic Office and approved by the Senate. The 2019/2020 Academic Calendar is shown in appendix 1.

2.9. Colleges and Centres

2.9.1. College of Medicine and Health Science (CMHS)

Over the past few years, the demand for health professional services has increased dramatically around the globe including the Horn of Africa region particularly in Somalia which is pulling out of war. The CMHS at Abrar University offers a comprehensive programme producing independent, professional, skilled, reflective and analytical health professionals through quality teaching and learning, skills acquisition, research training and knowledge dissemination. Our doctors and health science specialists will continue to stand tall, meeting international standards anywhere in the world.

The College is organized in to two Schools: School of Medicine and Surgery (founded in 2014), and School of Health Science (founded in 2016) which comprises in to four departments: Medical Laboratory Science, Pharmacy, Nursing and Midwifery, and Public Health.

2.9.2. College of Veterinary Medicine (CVM)

The livestock sector in Somalia is an important contributor to the overall economy of the country, with its vast rangeland grazing area and large animal population. Hence, the College of Veterinary Medicine was established in 2014 to educate future veterinarians, provide services to animal owners and veterinarians, and conduct investigations to improve the health of animals as well as human.

2.9.3. College of Agricultural Science (CAGS)

Agriculture is an important economic activity in Somalia not only in terms of meeting the food needs of the population but also in terms of generating income through crop sales and agricultural labour opportunities. It contributes more than 65% to the national GDP from the two of the main livelihood systems in the Horn of Africa country: agro-pastoralist (mix of agriculture and livestock production based livelihood) and agriculturalist (agriculture based livelihood) and exports to other parts of the continent, the Middle East and Europe.

The AU College of Agricultural Science (founded in 2014) is one of the specialized entities in the University impacting national agricultural development through quality teaching, research and extension, and integrating system-wide innovations to realize tangible and practical results.

2.9.4. College of Economics and Management Science (CEMS)

The College of Economics and Management Sciences was established in 2014, as a main part of Abrar University and it is broadly based on four year programs comprises eight academic semesters; the college aims to transfer theory into practice and encourages experimental sciences and creative arts. The College is organized in to two Schools: School of Economics and School of Management Science.

2.9.5. College of Engineering and Technology (CET)

The College of Engineering & Technology (founded in 2014) strives to provide excellence in teaching and research in a stimulating learning constructed environment conducive to creativity and innovation.

The College is committed to producing competent well-rounded graduates in the areas of civil engineering, architecture, food engineering and information technology, who are able to meet new challenges and responsibilities in a new design driven society. It aims to help students to acquire transferable skills needed in their professional life and develop their critical, creative and analytical thinking and problem solving skills by facing expected challenges that require new ways of mental thinking and greater ability to put those ideas into practice, where our university's slogan known as "from theory to practice", in Somali language "Tusid iyo Taabsiin"

2.9.6. College of Sharia and Law (CSHL)

The college was established in 2019 and it aims to train and rehabilitate students as lawyers, advocates and judges. The college awards the degree of Bachelor of Sharia and Law in four years.

2.9.7. College of Postgraduate Studies (CPGS)

The college of PGS was established simultaneously with the establishment of the undergraduate programmes in 2014. The college has a good number of postgraduate students admitted for different master and PhD degrees in various exchange programmes in the University partnerships, mainly in Turkey and Brazil.

2.9.8. Abrar Research and Training Centre (ARTC)

Abrar Research & training Centre (ARTC) is a modern private scientific centre comprising research and training program and established under the umbrella of Abrar University on in 2014 with the aim to avail scientific data and capacity building as well as community participation under the theme of "One Health for Sustainable Development".

2.9.9. Abrar Languages Centre (ALC)

The centre was established in 2014 and it offers short courses of Arabic Language, English Language and Turkish Language.

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3. Admission and Registration

3.1. Admission

Admission to all programmes at the university are granted on the basis of merit as determined through students' academic records. Applicants for admission are provided with a prospectus which provides details about the admission procedures. Applicants may also obtain the essential details for a particular program by visiting the Office of the Registrar or University website.

3.1.1. Admissions types

3.1.1.1. Fresh Student Admission

The AU accepts students who have not enrolled in another university after the completion of the general secondary school

3.1.1.1.1. Applicant should have been graduated from secondary school with in the range of 5 years and not more than that.

3.1.1.1.2. All applicants are required to pay a non-refundable admission fee.

3.1.1.1.3. An applicant must submit the following materials:

3.1.1.1.3.1. Completed application form (appendix 2).

3.1.1.1.3.2. Two photograph (passport size).

3.1.1.1.3.3. Original and copy of Secondary Leaving Certificate.

3.1.1.1.3.4. Proof of payment of admission fee.

3.1.1.2. Transfer Admission

The university accepts undergraduate programme applicants transferring from other recognized institutions of education (external transfer) and within the AU colleges (internal transfer). Decision concerning the rejection or acceptance will be issued after passing the application to the concerned college. Transfer applicants are eligible for consideration for admission subject to meeting the following conditions:

3.1.1.2.1. External transfer

3.1.1.2.1.1. The student should have spent a semester at least in a recognized university.

3.1.1.2.1.2. Transfer is allowed from the institutions / universities recognized by the University senate.

3.1.1.2.1.3. Transfer of credits only for those courses with similar title, standard, duration, credit hours and matching description.

3.1.1.2.1.4. Students dismissed for any reason from his/her previous university shall not be allowed to transfer to the Abrar University.

3.1.1.2.1.5. The CGPA should be minimum 2.00 out of 4.00 or the equivalent.

3.1.1.2.1.6. Students should have to spend at least 50% of the total prescribed duration of study in the Abrar University.

3.1.1.2.1.7. The following documents are required for transfer:

3.1.1.2.1.7.1. Completed transfer application form (appendix 3).

3.1.1.2.1.7.2. Two photograph (passport size).

3.1.1.2.1.7.3. Original and copy of Secondary Leaving Certificate.

3.1.1.2.1.7.4. Transcript Certificate from the concerned University.

3.1.1.2.1.7.5. Course descriptions.

3.1.1.2.1.7.6. Foreign Certificates must be authenticated by the concerned authorities as well as the Somali Embassy in the pertinent country.

3.1.1.2.1.7.7. Proof of payment of registration fee.

3.1.1.2.2. Internal transfer

3.1.1.2.2.1. Students do not have an automatic right to change degree programme both inter-college and intra-college transfers. If a student has the necessary entry qualifications and places are available, they may be considered for transfer.

3.1.1.2.2.2. Students will remain registered on the current programme until official approval is obtained.

3.1.1.2.2.3. A student considering a change of degree programme should in the first instance discuss the potential change with the current and receiving college/department directors.

3.1.1.2.2.4. Changing your degree programme might have implications on the duration of your study, your fees and/or funding, the Registrar can give advice on this.

3.1.1.2.2.5. Students who wish to transfer degree programmes after the fourth week of teaching in the semester will not normally be allowed to do so within the same academic year. If you have missed the deadline for an ‘in-year’ transfer, but believe there are exceptional circumstances you should talk to receiving college’s dean.

3.1.1.2.2.6. All prior earned credits will be re-evaluated for applicability to the new college or department.

3.1.1.2.2.7. Complete the Programme Transfer form and Submit the completed form to the Registration Office (appendix 4).

3.1.1.2.2.8. All applicants will be notified of their decision by letter within two weeks after the application.

3.1.1.3. Upgrading Admission

3.1.1.3.1. Application for up-grading shall be addressed to the University Senate. The final decision shall be issued after the evaluation by the Registrar's Office and the recommendation of the dean in the respective college.

3.1.1.3.2. Only technical diplomas of 2 or 3 years shall be eligible for upgrading to the level of bachelor degree.

3.1.1.3.3. Holders of Technical Diploma with **Outstanding grade** shall not require a job experience for up-grading.

3.1.1.3.4. Holders of Technical Diploma with **Very good grade** shall require two years' job experience in their field for upgrading.

3.1.1.3.5. All regulations adopted in the academic year shall apply to the upgrading students accepted in that year.

3.1.2. Admissions Decision

3.1.2.1. The AU uses a holistic review process to carefully consider applicants in an individualized context. This requires a deep, comprehensive understanding of the academic context from which you are applying. In addition to academic achievements, we are interested in the behaviours and attitudes, such as a love of learning and intellectual curiosity, that make students great learners and full contributors to the vibrancy of a campus community. We seek to admit students who will contribute fully to campus life.

3.1.2.2. The application is then reviewed by the concerned departments for an admission recommendation.

3.1.2.3. If the applicant meets admission criteria, the Admissions Office notifies the applicant by letter.

3.1.2.4. Applicants whose academic records are not competitive within the overall applicant pool will be denied admission. The Admissions Office notifies the applicant of that decision by letter.

3.1.3. Ineligibility of Admission

3.1.3.1. Students who have previously been dropped from a programme for academic reasons shall not be permitted to re-join the same programme but allowed to join other programmes and this subjects to fulfilment of basic eligibility criteria of that programme.

3.1.3.2. Students expelled for disciplinary reasons shall not be allowed to re-join the University. However, the University senate is competent to make any decision on recommendations of the Dean of the concerned college.

3.2. Registration

3.2.1. All students (both fresh & continuing) are required to register at the beginning of every academic year.

3.2.2. Present your admission letter and receipts for payment of fees to the Registration Office.

3.2.3. If a student registers after the expiry of the registration period, the student asked to pay compensation fees covering the delaying period. Such student shall be dismissed if he/she failed to register after the suspension.

3.2.4. In exceptional cases, the Registrar Office may permit a student to register after the expiry of the registration period (dispensation from the registration deadline), provided that one of the following conditions has been met:

3.2.4.1. Documented illness, occurring immediately prior to or during the registration period.

3.2.4.2. Serious illness or death of a close family member.

3.2.4.3. Other documented factors of relevance to the student's studies.

3.2.5. Students facing any limitations to continue shall have to comply with the rules for freezing of semester.

3.3. Migration to other Universities

3.3.1. Students requesting migration from Abrar University to any other University shall have to submit a Student application on the prescribed format addressed to the Registrar (appendix 5).

3.3.2. The Registrar is competent to issue the Migration certificate after finalization of all the required documents.

3.4. Freezing of Semester

3.4.1. Students may be allowed to freeze the semester due to illness and circumstances beyond control by giving a written application to Registrar Office (appendix 6).

3.4.2. A student may be allowed to freeze the semester anytime during the course till three weeks before the commencement of final Examinations. Nevertheless, he/she is required to deposit tuition fee of the semester, prior requesting to freeze.

3.4.3. Fresh students are not allowed to freeze the semester without payment of the admission processing fee and the submission of the complete documents required meeting the basic eligibility.

3.4.4. A registered student shall have a maximum of two freezing chances during the entire course of his/her study in the University.

3.4.5. Such student shall not be allowed to undertake any academic activity during the freezing period.

3.4.6. Students allowed for freeze of semester shall have to resume their studies in the immediate next regular academic year otherwise his/her name shall be struck off from the roll of the University without any prior notice.

3.5. Student Identity Card

3.5.1. After completing the admission and registration processes, students are issued with university ID card containing their name, photo, college and degree programme.

3.5.2. Students must carry their ID card at all time and present at any point within the various sections of the university.

3.5.3. The student ID cards are also used as an identity for using exam entry, library access, etc.

3.5.4. In the case of loss of the University Card, a student should contact the Registrar Office for replacement with payment of the prescribed fee.

3.5.5. University Cards are non-transferable. Cards that are used illegally or inappropriately will be confiscated and turned over to the Registrar Office.

3.5.6. Students accused of lending Cards and using another's Card will be charged with a violation of the Student Code of Conduct.

3.6. Student Email

3.6.1. Upon registration, each student is issued a unique Abrar University email which will be used as the official means of communication between the student and AU academic and administrative staff. All students must therefore check their official email on a regular basis.

3.7. Orientation for New Students

3.7.1. Orientation is a requirement for all new students.

3.7.2. Provide fresh students with information regarding University services, policies and procedures and student responsibilities.

4. Financial Information

Abrar University's policy on fees and expenses is to charge students at a minimum, consistent with the provision of high quality instruction and superior facilities and equipment.

4.1. Fees Payment Mode

4.1.1. Fees shall be paid in full within the first week of the semester commencement.

4.2. Payment by Instalments

In the event of inability to pay in full before the start of the semester, the student shall be allowed to pay by instalments. Under this mode, payment shall be in two instalments as follows:

4.2.1. First Instalment:

4.2.1.1. Student shall pay 50% of the semester tuition fee plus 100% of the other applicable charges within the first month after the start of the semester.

4.2.2. Second Instalment:

4.2.2.1. Student shall pay the remained 50% of the semester tuition fee by the tenth (10th) week of the semester.

4.3. Eligibility to Sit for University Examination

4.3.1. The Registrar office in consultation with the Finance office shall compile a list of bonafide students (students who are registered and have fully paid requisite fees for the semester) by the eleventh (11th) week of the semester.

4.3.2. Only bonafide students shall be eligible to sit for university examinations.

4.3.3. The list of bonafide students shall be published by the Finance office and made available to the Deans and Director of Academics and these lists shall be used for issuance of examination clearance cards.

4.4. Refunds

4.4.1. Refund of fees may arise out of a student withdrawal from the University, overpayment of fees or if a student is deceased. Refund is subject to clearance with the University.

4.4.2. Fees refunds shall be payable to the sponsor by cheque upon receipt of a written request.

4.4.3. The university does not make fees refunds to individual students. Exceptional circumstances shall be handled at the discretion of the Registrar or Academic Affairs.

4.4.4. Refunds shall be made as follows:

4.4.4.1. Withdraw or deceased refund

4.4.4.1.1. Student who withdraw or deceased before the start of the semester will be refunded all the fees paid less administrative costs.

4.4.4.1.2. Student who withdraw or deceased after the semester has started will be subjected to the refund criteria outlined in table 1.

4.4.4.1.3. All refunds shall attract $100 (one hundred USD) administrative fee.

4.4.4.1.4. There will be no refund for registration, student identification card, and other applicable charges to the students who withdraw or deceased after the semester has started.

4.4.4.1.5. All those withdrawing must complete the clearance process within one week otherwise they shall be deemed to have continued with their studies.

4.4.4.1.6. The Registrar shall determine the effective date for purpose of refund for withdrawal or deceased student.

Table (1): Refunds criteria

Withdrawal/Deceased at the end of week	Amount refundable %
1	90
2	80
3	70
4	60
5	50
6	40
7	30
8	20
9	10
After eighth (8th) week	No refund

4.4.4.2. Overpayment refund

4.4.4.2.1. Refunds due to overpayment shall be paid in full (100%) and will not attract administrative charges.

4.5. Payment Procedures

4.5.1. Fees shall be paid by depositing the specified amount in the bank accounts provided by the University (article 4.5.4) and subsequently presenting the banking /deposit slip for verification and receipting.

4.5.2. All payments must be made in US dollars only.

4.5.3. AU finance office is close down the first day of examination. All students must clear their outstanding balances at least one day before the starting of the exam.

4.5.4. All AU payments should be made through one of the following banks:

Bank name	Account number
Salaam Somali Bank (SSB)	30329911
Premier Bank (PB)	040300281001
International Bank of Somalia (IBS)	0024175

4.6. **Loss of Banking Slip**

4.6.1. Every student who loses his/her bank slip will have to go back to the bank and get the stamped copy of the banking slip which has been lost

4.7. Tuition Fee Structure

The tuition fee structure for bachelor and diploma programmes at Abrar University are illustrated in table 2.

Table (2): AU Tuition Fees

Programmes	Qualification Type	Monthly Fee	Semester Fee	Yearly Fee	Duration
College of Medicine and Health Science (CMHS)					
Bachelor of Medicine & Surgery	Bachelor	$120	$720	$1440	6 years
Bachelor of Medical Laboratory Science	Bachelor	$50	$300	$600	4 years
Bachelor of Public Health	Bachelor	$35	$210	$420	4 years
Diploma of Medical Laboratory Science	Diploma	$20	$120	$240	1 year
Diploma of Pharmacy	Diploma	$20	$120	$240	1 year
Diploma of Nutrition	Diploma	$20	$120	$240	1 year
College of Engineering & Technology (CET)					
Bachelor of Civil Engineering	Bachelor	$100	$600	$1200	4 years
Bachelor of Architecture	Bachelor	$60	$360	$720	4 years
Bachelor of Food Engineering	Bachelor	$60	$360	$720	4 years
Bachelor of Information Technology	Bachelor	$40	$240	$480	4 years
College of Veterinary Medicine (CVM)					
Bachelor of Veterinary Medicine	Bachelor	$30	$180	$360	4 years
College of Economics and Management Science (CEMS)					
Bachelor of Science in Economics and Management	Bachelor	$50	$300	$600	4 years
Bachelor of Accounting	Bachelor	$50	$300	$600	4 years
Bachelor of Business Administration	Bachelor	$50	$300	$600	4 years
Bachelor of Public Administration	Bachelor	$50	$300	$600	4 years
Bachelor of Banking and Finance	Bachelor	$50	$300	$600	4 years
Diploma in Educational Leadership & Management	Diploma	$20	$120	$240	1 year
College of Agricultural Science (CAGS)					
Bachelor of Science in Agriculture	Bachelor	$30	$180	$360	4 years
College of Sharia & Law (CSHL)					
Bachelor of Sharia and Law	Bachelor	$25	$150	$300	4 years

4.8. Other Charges Structure

The other charges of the University will be applied as described in table 3.

Table (3): AU Other Charges

Description	Amount	Payment type
Student Registration	$30	Per Year
Student ID Card	$5	Per Year
Loss of Examination Clearance Card	$3	Accordingly
Migration certificate with interim transcript	$30	Accordingly
Student Activities	$6	Per Semester
Library	$5	Per Semester
Loss of library books	The cost of the book	Accordingly
Internet	$3	Per Semester
Laboratory	$8	Per Semester
Research	$50	One Time
Revaluation of Examination Scripts	$5	Per paper exam
Supplementary and substitution examinations (Re-exams)	$2	Per paper exam
Bonafide Student certificate	$10	Accordingly
English Proficiency certificate	$10	Accordingly
Completion certificate	$10	Accordingly
Interim Transcript	$5 for year one $12 for > one year	Accordingly Accordingly
Degree Certificate	$100	One Time
Transcript	$100	One Time
Graduation Ceremony	$200	One Time

4.9. Scholarships at Abrar University

The university provides eligible applicants with financial aid through its scholarship program. Scholarships are awarded on the basis of an applicant's financial needs, and demonstrated academic excellence and talent. The scholarship program is available in the Administration and Finance Office.

5. Examinations

5.1. Examination Organization

5.1.1. The Examination Administration will determine when the examinations are to be held for the individual programmes/subjects, and specify the examination dates based on the annual academic calendar.

5.1.2. All examinations shall be held at Abrar University.

5.1.3. In exceptional cases, the dean of college with approval of director of academics may grant permission for an examination to be held at another educational institution, provided one of the following conditions is met:

5.1.3.1. Equipment is required which is not available at the Abrar University.

5.1.3.2. Practical matters make it difficult or impossible to hold the examination at Abrar University.

5.2. Examination Registration

5.2.1. Examination registration will occur automatically in connection with registration of the semester.

5.3. Eligibility

5.3.1. A student with less than 75% attendances in theoretical and/or practical components of a particular course shall be barred from sitting for the final examination.

5.3.2. Only students who are financially clear and with attendance of 75% or more shall be eligible to sit for university examinations.

5.4. Examination Calendar

5.4.1. The examinations shall be held according to the annual calendar of dates approved by the Senate or the AU academic committee.

5.4.2. The timetable for the examinations shall be announced by the examination office at least two weeks before the beginning of the examinations.

5.4.3. Mid-term and Final examinations shall be held at the mid and at the end of each semester.

5.4.4. Supplementary and substitute examinations (re-examinations) shall be held twice a year as set in the academic calendar.

5.5. Assessment

5.5.1. Courses are assessed during and at the end of each semester.

5.5.2. A total of 100 marks are assigned for the examinations and distributed as in table 4.

5.5.3. The continuous assessment shall cover theoretical and/or practical parts of the course. This shall include tests, quizzes, assignments, scientific reports, seminars, projects, presentations and essays.

5.5.4. The assessment marking scheme for a course may have one of options set in table (4) and it is according to the internal college regulations, unless the lecturer has clear justification when using different marking scheme.

5.5.5. In order to pass a course, a student shall obtain a final pass mark of at least 50% in that course.

5.5.6. The maximum Grade allocated for Re-examinations will be (grade B) for supplementary (Fail or absent without reason) and (Grade B+) for substitute (absent with acceptable and documented reason).

5.5.7. A student sat more than one substitute or supplementary examination shall be given the chance to resit these examinations upon payment of prescribed fees.

5.5.8. Students who fail the second opportunity examination shall repeat the course (recourse) when it is offered again.

Table (4): Scheme of Marking

Assessment Methods	Marks (Option One)	Marks (Options Two)	Marks (Options Three)
Continuous Assessment	10 or* 20	10	10
Midterm Examination (paper)	30	30	30
Final Examination (paper)	30	60	40
Practical Examination	20 or* 10	0	0
Oral Examination	10	0	20
Total	100	100	100
*Based on the number of assessment activities performed and the weight of the practical examination achieved			

5.6. Examination Instructions

5.6.1. Student should be punctual and be present in vicinity of the examination hall ten minutes before starting time for each paper or practical, and be seated as directed by the invigilation staff.

5.6.2. To minimize disruptions, late arriving students will be allowed to enter the examination room 10 minutes after the exam has started. No extra time will be given beyond the scheduled end of the exam.

5.6.3. No student shall be allowed to leave the examination hall within one hour after the examination starts.

5.6.4. A student who leaves the examination hall during the examination session shall not be readmitted unless, throughout the period of his/her absence, he/she has been continuously under the observation of an invigilator or an authorised person.

5.6.5. A student should bring all that might be needed for the particular examination. No borrowing is allowed.

5.6.6. No student shall be allowed to possess, receive or use any printed or written documents, illustrations, mobile phones, digital devices or any other unauthorised aids in the examination hall. Bags and other such articles must be left in designated areas.

5.6.7. A student shall stop writing when instructed to do so.

5.6.8. A student should not indulge in conversation, or in any mean of communication with other students.

5.6.9. A student must not, directly or indirectly, give or receive assistance to or from any other student.

5.6.10. A student sitting for examination shall display his/her University identity card and examination clearance card.

5.6.11. A Student should write his/her name and the University identity card number on the answer script and question paper immediately after receiving them.

5.6.12. A Student must confirm his/her attendance in the relevant sheet by signing against their names.

5.6.13. A student should remain seated until the invigilators collect the examination scripts.

5.6.14. Only fresh water is allowed in the examination hall.

5.6.15. No page should be torn from the main answer book or extra sheet, and nor part of these is to be taken out of the Examination Hall. Such practice will result in the cancellation of the paper.

5.6.16. A student who leaves the examination hall after handing over his/her answer script should not get involved in any action as to disturb and/or give assistance to students inside the examination hall.

5.6.17. A student should comply with all instructions given by the invigilator without questioning or objecting and must maintain a respectful approach towards invigilators.

5.6.18. Writing on palm, arm or anywhere on the candidate's body is considered enough proof of cheating whether the written material is related or unrelated to the exam paper. Such a written material shall result in the cancellation of the respective paper and strict disciplinary action shall be taken against the student.

5.6.19. The invigilation staff shall be very polite, friendly and helpful but do not ask them for any help in answering the questions. In case, any clarification / correction in examination paper is required or indicated by the students, the subject teacher shall be contacted by the respective invigilator through Examination Officer.

5.6.20. The invigilator will collect all examination materials to the examination office.

5.6.21. All the material confiscated, is to be countersigned by the invigilator and the Examination Officer.

5.6.22. If the Senate is convinced that a student has committed a violation of one or more of these examination instructions, he/she shall be deemed to have committed an offence.

5.7. Cheating Cases

5.7.1. The use of unauthorized materials in any academic assessments are cheating. Some forms of cheating are:

5.7.1.1. Looking at another student's paper during the examination.

5.7.1.2. Looking at text or notes during an examination when specifically prohibited by invigilator.

5.7.2. In such condition the following procedure should be followed:

5.7.2.1. The student shall be allowed to complete the examination after the material evidence of such cheating has been documented and removed from the reach of the student.

5.7.2.2. The invigilator shall sign his/her examination script with a note and shall notify the examination officer or the chief invigilator with the case.

5.7.2.3. The examination officer shall immediately submit such cases to the dean of the college and the registrar for constituting an investigation committee.

5.7.2.4. The student shall be informed to present him/herself before the investigation committee on the same day of the case. If such student failed to appear before the committee, he/she shall be treated as an absentee and the investigation shall continue.

5.7.2.5. The report of the investigation committee on such cases shall be presented to the College Council and if necessary to the Senate with the recommended penalty for final approval.

5.7.2.6. Severe penalties for a student found guilty of cheating are shown in table 5.

5.7.2.7. The investigation committee will evaluate the case in all its aspects (e.g. in which extent a student utilized the cheating material) and then recommend the appropriate penalty for college council or the senate approval.

Table (5): Severe penalties for a student found guilty of cheating

Act of using unfair	Penalty
Writing on palm, arm or anywhere on the candidate's body or clothes	a. Cancellation of his/her relevant paper b. Warning letter with copy to his/her parents
Giving / receiving assistance or allowing any other student to copy from his/her answers.	a. Cancellation of his/her relevant paper b. Warning letter with copy to his/her parents
Possessing unauthorized books, mobile phones, computer and other electronics.	a. Dismissed for one year and repeat in the next academic year. b. Letter to his/her parents

5.8. Absence from Examinations

5.8.1. Any student with an unapproved absence from a scheduled examination without documented and acceptable reason will receive grade F (zero score) for that examination and shall sit for a supplementary examination (Where the maximum grading is B).

5.8.2. In case of an absence from one or more examinations for documented and acceptable reasons, he/she is allowed to sit for substitute examination (Where the maximum grading is B+), otherwise, the student shall be considered absent and required to sit for a supplementary examination.

5.8.3. Both supplementary and substitute examination will be in the re-examination season as stated in the calendar.

5.8.4. A student absents from any examination component of a course composed of more than one (written, practical, oral, etc.), with acceptable reasons shall sit for a substitute examination for that particular component; otherwise, he/she shall sit for a supplementary examination for the whole course.

5.8.5. The student must notify the Examination Officer for the absence from an examination due to illness or other exceptional circumstances by submitting a Self-Certificate of Absence (appendix 7). It is better to be supported by official hospital stamp/paper.

5.8.6. Self-certificate of absence should be submitted within 3 days of the first day of an absence.

5.8.7. If the student is going to miss more exams, the student should complete the form for each day that he/she miss an examination.

5.8.8. Submission of this form does not guarantee that the absence concerned will be approved. The student will be contacted by Examination Officer if further information or documentation is required and the final decision.

5.9. Grading System

5.9.1. Semester and cumulative grade point averages are a numerical representations of a student's academic achievement.

5.9.2. The grade point average ranges from 0.00 to 4.00 (table 6).

5.9.3. Other symbols to be used to indicate the academic status of students are stated in table 7.

5.9.4. The information given below illustrates how the GPA and CGPA are calculated.

5.9.4.1. The grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted as shown the example in table (8).

5.9.4.2. The cumulative GPA is calculated by adding the credit hours and then the grade points from all semesters and after that, divide the total grade points by the total credit hours as shown in table (9).

Table (6): Grading System

Grade	Grade Points	Percentage
A	4.0	80-100
B+	3.5	70-79
B	3.0	60-69
C	2.0	50-59
F	0.0	< 50

Table 7: Symbols for student's academic status:

Symbols	Academic Status	Symbols	Academic Status
Sub	Substitute	W	Withdrawal
Sup	Supplementary	Rpt	Repeated
CO	Carry Over	Frz	Freeze

Table (8): Example of GPA calculation

Example of Student Transcript							
Semester One				Semester Two			
Course Name	Credit hours	Grade	Grade points	Course Name	Credit hours	Grade	Grade points
Islamic Studies I	2	A	8	Islamic Studies II	2	B+	7
Arabic language I	2	A	8	Arabic Language II	2	B+	7
English Language I	4	A	16	English Language II	4	B+	14
Mathematics	4	A	16	Somali Studies	2	A	8
Chemistry	3	B+	10.5	Computer Skills	3	B+	10.5
Physics	3	B	9	Calculus I	4	B	12

Analytic Geometry	2	A	8	Engineering Mechanics	4	B+	14
Drawing I	4	A	16	Drawing II	4	A	16
Total	24		91.5	Total	25		88.5
GPA = total grade points / total credits		91.5 / 24 = 3.81		**GPA = total grade points / total credits**		88.5 / 25 = 3.54	

Table (9): Example of CGPA calculation

Semester One	Grade points	91.5		Credit hours	24		
Semester Two	Grade points	88.5		Credit hours	25		
		180	Divided by		49	=	3.67 CGPA

5.10. Promulgation of Results

5.10.1. The results of examinations are promulgated on the University's website and are also displayed on the notice boards of the University.

5.10.2. Results may be withheld for any of the following reasons:

5.10.2.1. Outstanding fees

5.10.2.2. Unreturned library books

5.10.2.3. Outstanding college equipment

5.10.2.4. Pending disciplinary action

5.11. Rechecking of Examination Scripts

5.11.1. Re-checking (checking the papers for numerical mistakes only) is allowed with free of charge.

5.11.2. The student shall submit a request for re-checking to the Examination Officer within five working days of the declaration of the results.

5.11.3. The Examination Officer shall do the needful and convey the decision to the concerned student, after approval by the College Council or the Senate if necessary.

5.12. Revaluation of Examination Scripts

5.12.1. Revaluation (evaluation of the paper completely) is allowed after payment of prescribed non-refundable fee.

5.12.2. Application for Revaluation is to be made within five days from the date of publication of result.

5.12.3. Revaluation shall be available only for the paper of mid and final term examinations.

5.12.4. Revaluation for the paper shall be sent to two external evaluators for evaluation and the average of the marks awarded by two external evaluators shall be taken as final marks and the original marks obtained by the student shall have no value.

5.12.5. The Examination Officer shall do the needful and convey the decision to the concerned student.

5.13. Academic Progression

5.13.1. The progression from one academic year to the next year is presented in table 10.1 (undergraduate students) and table 10.2 (postgraduate students).

Table (10.1): Undergraduate Progression Scheme

Main examinations		**Supplementary and substitute**	
CGPA	**Remarks**	**CGPA**	**Remarks**
≥ 2.00	Pass	≥ 2.00	Pass
≥1.50 + F(s)	Supplementary	≥2.00 + F(s)	Pass + Carry Over
1.25 – 1.49	Repeat	1.25 – 1.99	Repeat
< 1.25	Withdrawal	< 1.25	Withdrawal

Table (10.2): Postgraduate Progression Scheme

Main examinations		**Supplementary and substitute**	
CGPA	**Remarks**	**CGPA**	**Remarks**
≥3.00	Pass	≥3.00	Pass
≥3.00+F(s)	Supplementary	<3.00	Dismissed*
=2.00-2.99	Supplementary	*Changed to High Diploma	
<2.00	Dismissed		

6. Regulations for the Award of Degrees

6.1. Eligibility

6.1.1. Students completed all the requirements of their respective discipline.

6.2. Graduation time frame

6.2.1. Maximum time limit for degree completion (including thesis) is indicated in table 11.

6.2.2. The maximum allowable period of study shall not exceed those indicated in table 11 by more than two years.

Table (11): Graduation time frame

Programmes	Qualification Type	Duration
College of Medicine and Health Science (CMHS)		
Bachelor of Medicine & Surgery	Bachelor	6 years
Bachelor of Medical Laboratory Science	Bachelor	4 years
Bachelor of Public Health	Bachelor	4 years
Diploma of Medical Laboratory Science	Diploma	1 year
Diploma of Pharmacy	Diploma	1 year
Diploma of Nutrition	Diploma	1 year
College of Engineering & Technology (CET)		
Bachelor of Civil Engineering	Bachelor	4 years
Bachelor of Architecture	Bachelor	4 years
Bachelor of Food Engineering	Bachelor	4 years
Bachelor of Information Technology	Bachelor	4 years
College of Veterinary Medicine (CVM)		
Bachelor of Veterinary Medicine	Bachelor	4 years
College of Economics and Management Science (CEMS)		
Bachelor of Science in Economics and Management	Bachelor	4 years
Bachelor of Accounting	Bachelor	4 years
Bachelor of Business Administration	Bachelor	4 years
Bachelor of Public Administration	Bachelor	4 years
Bachelor of Banking and Finance	Bachelor	4 years
Diploma in Educational Leadership & Management	Diploma	1 year
College of Agricultural Science (CAGS)		
Bachelor of Science in Agriculture	Bachelor	4 years
College of Sharia & Law (CSHL)		
Bachelor of Sharia and Law	Bachelor	4 years

6.3. Graduation Research Projects

6.3.1. Project given to a student or a group of students are a partial requirement for earning a degree from Abrar University with the aim of supplementing classroom studies and practice their application.

6.3.2. Students are required to submit their thesis in-time. No extension shall be given for any reason.

6.3.3. Following rules shall have to be complied:

6.3.3.1. Students submit their proposals to the Dean College for primary approval. For final approval, all proposals should be scheduled and advertised for proposal presentation.

6.3.3.2. The proposal should be applicable and of scientific, technical and socio-economic value.

6.3.3.3. Maximum time period for completion of projects shall be one semester.

6.3.3.4. It is the responsibility of the students to meet the deadlines and targets set by the Supervisor(s), Dean College and Project Coordinator.

6.3.3.5. Project marks may be deducted in case if any student does not meet the deadline.

6.3.3.6. Dean College shall make a project file which should contain meeting records, reports, literature and other documents related to the project.

6.3.3.7. Students shall have to meet their Supervisor(s) at least one time a week to discuss progress and difficulties.

6.3.3.8. Every meeting should be recorded using AU format and kept at the Dean's Office to help in monitoring progress and know the actions to be taken.

6.3.3.9. In case the Supervisor is not available at the scheduled time, students shall have to inform the Project Coordinator.

6.3.3.10. Supervisors shall be submitting the student's monthly progress report to the Project Coordinator as per prescribed format and they shall also maintain a project file of each student.

6.3.3.11. Supervisors shall issue a written warning to any students who do not show progress on his/her project.

6.3.3.12. If any student does not show progress for two consecutive weeks, the Supervisor shall report the matter to the Project Coordinator in writing.

6.3.3.13. If any student does not show progress for six consecutive weeks, his/her registration to the project shall be cancelled and he/she shall have to re-register again in next semester with full payment of fee.

6.3.3.14. Continuous evaluation of the project should be made by the Supervisor.

6.3.3.15. The final thesis should be well revised and corrected by the supervisor/dean before submitted for presentation and examination (discussion).

6.3.3.16. Upon completion, 3 copies of the project shall have to be submitted at least two weeks before the date of presentation and examination (discussion).

6.3.3.17. Graduation thesis/projects are evaluated by a panel of Examiners (comprising internal examiner and external examiner) nominated by the Dean of the College and approved by the academic director, after consultation with the student(s).

6.3.3.18. The supervisor will serve as the chairperson of examination panel.

6.3.3.19. Project Coordinator monitors the project, over sees the evaluation and ensure that deadlines are met.

6.3.3.20. The detailed technical regulations of AU Graduation Thesis Requirements are available in appendix 8.

6.3.3.21. Cost of researches vary depending on the subject under the focus and it under the responsibility of the students.

6.3.3.22. The graduation thesis committee uses the AU evaluation measures to assess the components of the proposal and the detailed guidelines for the evaluation of Graduation Thesis at Abrar University is elaborated in appendix 9.

6.3.3.23. The following marks breakdown of graduation thesis are used at this university:

6.3.3.23.1. Written proposal: 20%

6.3.3.23.2. Proposal defence: 10%

6.3.3.23.3. Meetings: 20%

6.3.3.23.4. Written thesis: 30%

6.3.3.23.5. Thesis defence: 20%

Technical information/regulations

On

AU Graduation Project/Thesis Requirements

Each student shall prepare a thesis that will demonstrate ability to perform and report independent research in an acceptable scholarly fashion.

1.3.1 Preparation

1.1 Selection of thesis topic

The students should discuss with his/her supervisor(s) during the first semester about the thesis. In some cases, the student identifies the topic and in other cases the student becomes involved in a project which is already in progress. In any event, the topic should be of real interest and value to the student, and it must also be feasible within the resources of the AU. The students should prepare a formal proposal under the

guidance of his/her supervisors using the AU format within a period that does not exceed four months.

1.1.1 Title

Thesis titles should be concise, clear and specific. They should be comprehensible to a non-specialist. Titles should contain indications of the precise scope or focus of the work. It could be written in both English and Somali languages.

1.1.1.1 Change of title

If the students' research change during his/her work on their thesis, it is important that they consider whether their current title is still appropriate or whether it should be revised. Change may also be done/indicated during submission of progress report signed by the supervisor.

1.1.1.2 Research Proposal

1.1.1.2.1 A thesis proposal is required of all students and is intended to describe a problem to be investigated and provide details regarding how the research will be performed and reported.

1.1.1.2.2 Approval of the proposal signifies that it meets the standards of the Abrar University for the BSc. degree.

1.1.1.2.3 Proposals should be submitted and presented by the end of Semester seven or semester eleven (MBBS).

1.1.1.2.4 All students must use the following AU Thesis/proposal format:

- Title page
- A signature page
- Dedication (optional)
- Acknowledgements
- Table of contents
- List of tables, figures, plates, abbreviations (if applicable)
- Abstract in both English and Somali languages
- Introduction
- A comprehensive review of the relevant **literature**
- Material and Methods

- Results
- Discussion
- Conclusion and Recommendations
- References
- Appendices (optional)

1.1.1.3 Thesis Format Specifications

1.1.1.3.1 Fonts

All thesis text must be in Times New Roman font of 14-point size.

1.1.1.3.2 Line Spacing

Line spacing must be double-spacing throughout the thesis, except for long quotations, footnotes, endnotes, table of contents, tables, figure legends, appendices and references which must be single-space formatting.

1.1.1.3.3 Page Margins

Each page margins should be 1 inch on all sides except the left margin which must be 1.25 inch to permit binding. All of the text throughout the thesis must be left-justified and formatted for only one column, with the exception of section titles which are centred.

1.1.1.3.4 Pagination

- Upper-case Roman numerals (I, II, III, etc.) are used for the preliminary pages, with standard Arabic numerals (1, 2, 3, etc.) used for all other pages.
- All page numbers should be centred at the bottom of the page.
- Page numbers should be consecutive and appear on every page except the title pages.
- All pages in the thesis must be portrait-oriented. To place large tables and other items that are landscape-oriented, you must rotate those items ninety degrees counter-clockwise on the page to fit portrait-oriented pages.
- Pagination must be carefully checked for correct sequence and completeness.

1.1.1.3.5 References

- The American Psychological Association's style (APA style) is the AU recommended referencing style.

- APA style guide and additional information is available online at http://www.apastyle.org/.
- Consistency of formatting for references is required.

1.1.1.3.6 Images

Images must be clear and of high quality and should be positioned in centre immediately after the paragraph in which they are first cited.

1.1.1.4 Thesis length

Normally, a thesis does not exceed 100 pages in length. However, the length will vary according to the topic and the method of analysis, so the appropriate length will be determined by the student and student's thesis committee.

1.1.2 Initial Thesis Submission

1.1.2.1 Once the thesis supervisor has read and approved the thesis, the student should submit 2 hard copies of the thesis (temporary bound) to the College for distribution to the thesis examination committee.

1.1.2.2 Student's main supervisor/dean college should nominate examiners (internal and external examiners) and complete the nomination form and submit to the academic office for approval.

1.1.3 Plagiarism is not permitted

1.1.3.1 Plagiarism is using another person's thoughts, words or arguments in an unacknowledged way thus implying that they are your own.

1.1.3.2 Students should take particular note of the following:

1.1.3.2.1 Before thesis submission, students with questions of suspected plagiarism will be immediately referred to the supervisor for investigation and correction.

1.1.3.2.2 After thesis submission, confirmed plagiarism will be dealt with severely and will result in a reduction of grade.

1.1.4 Research Ethics should be always considered.

1.1.5 Thesis Examination

1.1.5.1.1 The examiner must be a scholar of established reputation and competence in the field of the thesis research.

1.1.5.1.2 The thesis must be evaluated by two examiners – one internal and one external.

1.1.5.1.3 Supervisor should make sure that the student has revised the thesis as recommended by the examiners before submitting the final hard copy of the thesis.

1.1.5.2 Evaluation of Thesis

1.1.5.2.1 Examiners are asked to evaluate the thesis according to the general criteria for BSc. degree and those listed on the examiner's report form.

1.1.5.2.2 Examiners provide an overall judgment of 'passed' or 'not passed'.

1.1.5.2.3 If the thesis meets the required criteria, it should be evaluated as 'Passed', even if minor changes are recommended after oral defence.

1.1.5.2.4 After two unsatisfactory attempts at the examination, a student will be withdrawn from the University unless the decision is reversed through an appeal.

1.1.5.3 Oral Defence

1.1.5.3.1 The public oral defence is required for all students who complete the thesis.

1.1.5.3.2 Arrange for public notice to appear prior to the oral examination.

1.1.5.3.3 Public announcements should be made at least one week before the scheduled defence.

1.1.5.3.4 The same examiners will conduct the oral defence unless there are not available. If they are not available, new examiner will have selected and nominated.

1.1.5.3.5 Oral presentation (Summary of the whole thesis) must be made prior to the oral examination.

1.1.5.3.6 The length of the oral examination and the subject matter on which the candidate is questioned are left to the judgment of the committee.

1.1.5.3.7 The decision about the outcome of the oral examination is reached in the absence of the student and public participants. After discussion, the decision is reached by means of a vote. Each examiner indicates judgment by posting their decision on the Report on Oral Defence form that must be submitted to the Registrar Office.

1.1.6 Final Thesis Submission

1.1.6.1.1 After a successful oral defence, the Chair of the examination committee will inform the student in general terms of the changes to the thesis which are required by the examiners.

1.1.6.1.2 The Chair of the examination committee will also ask the student's supervisor to oversee these changes.

1.1.6.1.3 After the changes are considered, the student will convert the word document to a pdf version, print three (3) hardcopies and take the signatures from examination committee members and the dean of the college.

1.1.6.1.4 The three (3) copies will be distributed as follows:

- AU Library (2)
- College/Department (1)

1.1.6.1.5 The student also sends the softcopy (pdf version) of the final thesis to ICT department for electronic filing.

1.1.6.1.6 It is the student's responsibility to ensure that all pages of the final thesis are complete and placed correctly before printing the hardcopies and uploading it electronically.

7. Issuance of University Certificates

Abrar University student can request for the issuance of the following documents during or after completion of his/her studies. Student shall have to submit an Application on the prescribed format (appendix 10) addressed to the Registrar.

7.1. Bonafide Student Certificate

This certificate ensures the validity of the enrolment of student at Abrar University to the external institutions / organizations upon their formal request, i.e. it states that the "student" is a full time enrolled student under "registration number" at university in a "program" since the "date of admission". Students can apply for this certificate during their studies; however, after award of Degree/ Transcript students are not issued such certificates.

7.2. English Proficiency Certificate

This certificate ensures that the Medium of Instruction at the University is English and issued upon their request. Students can request for this certificate during or after completion of their studies.

7.3. Character Certificate

This certificate ensures that the student has behaved well and shown good moral character during his/her stay at the University. Students can request for this certificate during or after their studies however, students in the first semester or students having gross disciplinary charges against them are not eligible for the issuance of this certificate.

7.4. Migration Certificate

This certificate ensures that the Abrar University has no objection if a student intends to transfer his/her credit hours to some other institution. Students may request for this certificate during or after their studies. However, students in first semester are not eligible for the issuance of this certificate. Students issued this certificate shall not remain registered students of the AU. The procedure is:

7.4.1. Student is required to submit an application for issuance of the certificate.

7.4.2. The Registrar prepares the student's clearance checklist and ensures that student has studied courses as per his/her admission prospectus & that courses are marked and results are clearly highlighted in the transcript.

7.4.3. The Registrar submits his recommendations along with the checklist to the Director of Academics for further processing at his end.

7.4.4. The Director of Academics returns the checklist to the Registrar after making corrections, if any.

7.4.5. The Registrar prepares and issues the migration certificate.

7.5. Interim Transcript

7.5.1. Students shall be issued interim transcripts after announcement of final result of each semester by the Registrar Office and after the payment of the prescribed fee.

7.5.2. A copy of the Interim Transcript shall also be attached in the student's personal file, maintained at the Registrar office.

7.6. Complete Transcript Certificate

This certificate is issued on the University's prescribed format. It reflects the student's academic record as well as personal information. The procedure is:

7.6.1. Student is required to submit an application to the Registrar along with clearance slip.

7.6.2. Student should double check the whole data including his/her name to avoid mistakes.

7.6.3. The Registrar check the application and prepare the certificate from the records after payment of prescribed fee.

7.6.4. The Registrar shall maintain official record of all the Complete Transcripts counter-signed and issued.

7.6.5. The student shall collect the Complete Transcript in person from the Registration Office.

7.7. Completion Certificate

7.7.1. A provisional certification may be needed if an employer requires proof of degree completion well in advance of official certification of the degree.

7.7.2. A provisional certification is only issued after all grades are submitted.

7.7.3. The Registrar's Office will issue a letter of provisional certification if requested by the student.

7.8. Degree Certificate

7.8.1. The University senate receives and approves the list of degree recipients at its next regular meeting after the end of the semester.

1.1.6.2 After the end of the semester in which the student finishes, the degree awarded will appear on the student's transcript.

1.1.6.3 After the certificate authorizations done, the students are required to submit an application to the Registrar along with clearance slip.

1.1.6.4 Student should double check the whole data including his/her name to avoid mistakes.

1.1.6.5 The Registrar check the application and prepare the degree certificate from the records and sign from all concerned parties.

1.1.6.6 The Registrar shall maintain official record of all the degree certificates counter-signed and issued after payment of prescribed fee.

1.1.6.7 The student shall collect the degree certificate in person from the Registration Office.

8. Student Conduct and Discipline

8.1. Student Code of Conduct

8.1.1. Respect for convictions and traditions of others.

8.1.2. Loyalty to Somali and refraining from doing anything which is repugnant to its honour and prestige in any way.

8.1.3. Truthfulness and honesty in dealing with other people.

8.1.4. Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.

8.1.5. Special respect for teachers and others in authority in the University Campuses.

8.1.6. Cleanliness of body, mind, speech and habits.

8.1.7. Helpfulness to fellow beings.

8.1.8. Commitment to studies and prescribed co-curricular activities.

8.1.9. Co-operate with the university security and carry permanently your university identity card.

8.1.10. All societies have dress codes, most of which are unwritten but understood by the members of the society. At Abrar University students are allowed to wear any decent dress permissible under socio-religious culture.

8.1.11. In maintaining a safe and healthy environment for our students, employees, and visitors, smoking and the use of all tobacco products is prohibited in all buildings or structures owned, rented or operated by the University.

8.1.12. Observance of thrift and protection of public property.

8.1.13. Observance of the rules and regulations of the University in force from time to time.

8.2. Types of Misconduct and Consequences

8.2.1. The tables below set out the types of behaviours which the University defines as a misconduct and it is divided into in which they are separated into:

8.2.1.1. Misconduct against the University (table 12).

8.2.1.2. Misconduct against property (table 13).

8.2.1.3. Misconduct against a person (students/employees) (table 14).

8.2.2. If any other misconduct is reported against a student, the Senate will evaluate and take action depending upon the seriousness and nature of the case.

8.2.3. Warning Points System

8.2.3.1. Offences, for the purpose of warnings, fall into different levels of seriousness classified on a five-point scale and scored on a 1 to 5 basis as follows:

8.2.3.1.1. Minor – 1 point

8.2.3.1.2. Serious – 2 points

8.2.3.1.3. Grave – 3 points

8.2.3.1.4. Suspension – 4 points

8.2.3.1.5. Dismissal – 5 points

8.2.3.2. The greater the severity of the misconduct, the greater the number of warning points and the greater the severity of the penalty. The range of penalties available include: a formal warning, restrictions/conditions, a written apology, suspension or expulsion.

8.2.4. These warnings are only a guide and it is expected that the Senate will use their discretion and take into account the individual circumstances of each offence and vary the type of warning and/or penalty issued accordingly.

8.2.5. Warnings will be recorded in the student's file and warning points will be accumulated.

Table (12): Misconduct against the University

Type of Misconduct	Example of Misconduct	Level of Warning
Obstruction of the working of the University	• Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University	1-5
	• Administrative (e.g. refusal to present a student ID card when requested by an employee of the University)	1-2
	• Academic (e.g. disruption of teaching or learning environment)	1-5
Reputational Damage	• Behaviour which could have damaged the reputation of the University or could have brought the University into disrepute	1-2
	• Behaviour which has damaged the reputation of the University or brought the University into disrepute	3-5
Fraudulent Behaviour	• Knowingly making a false claim against the University or against any student or staff member	2
	• Use or issue of fraudulent documentation relating to qualifications, academic performance or financial documents	3-5

Table (13): Misconduct against property

Type of Misconduct	Example of Misconduct	Level of Warning
Damage to Property	Causing damage or defacement to university or associated property or the property of students, employees or visitors to the University caused by: • misuse/inappropriate use of property • negligence	 1-2 1-3
Unauthorised Use of Property	• Unauthorised use of/entry onto university premises or property, including computers and laboratory equipment	1-3
Taking of Property	• Taking property belonging to another person without permission	1-3
	• Stealing personal property including cash and goods	3
	• Repeated act of stealing	4-5

Table (14): Misconduct against a person

Type of Misconduct	Example of Misconduct	Level of Warning
Physical Misconduct	• Pushing, Shoving, Punching, Kicking, Slapping, Pulling hair, Biting	1-2

Abusive Behaviour	• Use of inappropriate (violent, aggressive, abusive, threatening, defamatory or offensive) language	1-2
	• Repeated act of abusive behaviour	4-5

8.3. Disciplinary process

8.3.1. Where a student engages in any activity which may constitute misconduct under the University's Student Conduct and Discipline rules, the following procedures shall apply (flowchart 1).

8.3.2. The University is committed, where possible, to ensuring students can remain engaged in their studies whilst disciplinary proceedings are ongoing. However, suspension is most likely to be used if the seriousness of the case warrants it.

Flowchart (1): Disciplinary procedures

Step 1: Early Detection and Reporting

- Any misconduct must be reported to the Director of Student Affairs (or nominee).
- The Director of Student Affairs (or nominee) will progress the disciplinary process to step 2 and commence investigatory proceedings.

↓

Step 2: Investigation

- The Director of Student Affairs (or nominee) gathers evidence.
- Student will attend an investigatory meeting to answer questions and present their version of events.
- The Director of Student Affairs (or nominee) considers the evidence and determines the following:
  - to take no further action;
  - to issue a written warning;
  - to order the making good or compensation of damage or loss; or
  - to set up a disciplinary panel.

↓

Step 3: Disciplinary Panel

- Student advised in writing to attend disciplinary hearing in front of a penal to answer questions about the suspected misconduct and give an account of his/her version of events.
- Student has the right to be accompanied by a student or staff member.
- The panel considers all evidence presented before them to decide if:
  - to take no further action;
  - to issue a written warning;
  - order the making good or restitution of damage or loss; or
  - to suspend or expel the student;
- Where 10 points have been exceeded, a decision of suspension, or expulsion must be reached.

↓

Step 4: Appeal

- Student has the right to appeal to the Vice-Rector (or nominee) within two weeks if aggrieved by the decision made by the disciplinary panel.
- The Vice-Rector (or nominee) will reconsider the case and shall decide whether to support or amend the decision made. The decision of the Vice-Rector (or nominee) shall be final.
- A student will be issued with a disciplinary letter by the Director of Student Affairs (or nominee).

9. University Library

The University having a well-stocked library, and time spent by you in it shall meet your research requirements and your need for a quiet study place. The library also provides electronic access through the internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that you have the most up-to-date information available to back your course requirements.

9.1. Library Rules

9.1.1. Students are permitted to borrow 2 books at a time for a maximum period of two weeks.

9.1.2. Keep silent and make all electronic devices silent and No bags in.

9.1.3. If a library user loss or damage a book, he/she shall have to pay for it and since many of the books are difficult to replace, the cost charged would be twice the original price.

9.1.4. Users must leave library premises immediately in emergencies, and when requested to do so by the Librarian.

9.1.5. Care must be taken of all Library items and materials. No user may mark, mutilate or annotate books, and any marking or damage found must be reported to the Librarian. Hand-held scanners and cameras may be used only with the express permission of the Librarian.

9.1.6. Eating and drinking are strictly prohibited in any part of the Library.

10. Document Management Control

This handbook will be reviewed after every five years by the Academic Office with approval of University Senate in light of changes in legislation and University regulations and strategic objectives.

Prepared by: Academic Affairs Office

Approved by: University Senate

Meeting Number: AUVR-MoM-8-2019

Meeting Date: 5 September 2019

Date Issued: 15 September 2019

Signatures:



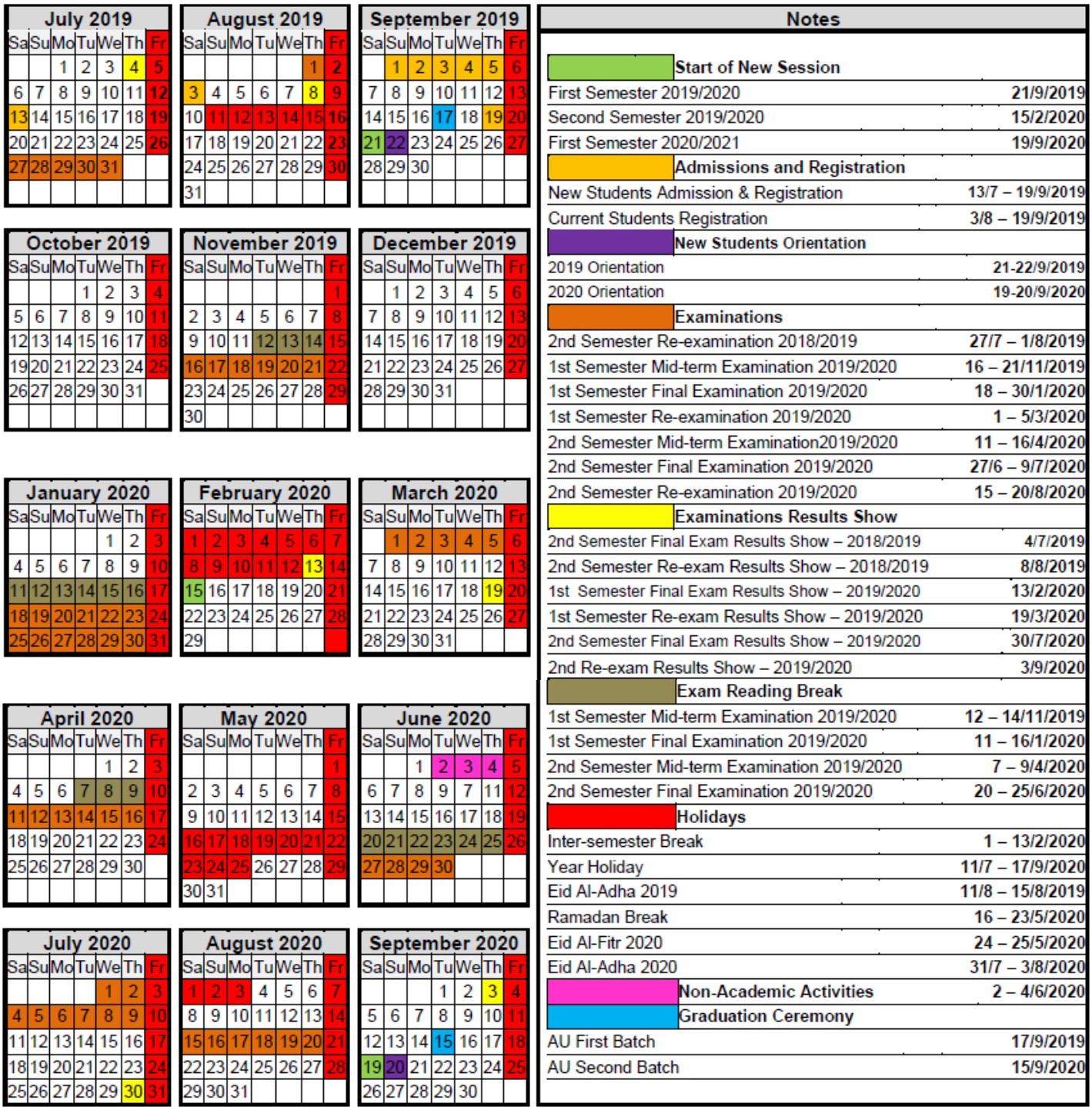
Dr. Ahmed Abdulkadir Hassan
Director of Academic Affairs



Prof. Dr. Abdalla Mohamed Ibrahim
Vice-Rector

Appendices

Appendix (1): Academic Calendar 2019 / 2020



Appendix (2): Application Form for new undergraduate students

Jaamacadda Abraar

''Form theory to Practice''

UNDERGRADUATE PROGRAM APPLICATION FORM "A. YEAR 2019/2020"

Registration No: .....

1. PERSONAL DETAILS

Full Name			
Date of Birth		Parent Mobile No.	
Place of Birth		Personal Mobile No.	
E-mail Address		Gender	☐ Male ☐ Female
Residence Place		National ID/ Passport No	

2. SECONDARY EDUCATION

Secondary School Name	Date		Roll No.	Passing Grade
	From (Year)	To (Year)		

4. ADMISSION REQUIREMENT: Attach Certified Copies of the relevant Certificates

Application Form	Birth Certificate
4 Passport Size Photos	File
Secondary Certificate	Conduct Letter

Student should deposit **$30** non-refundable application fee in the following bank accounts:

Salam Bank Acc. **30329911**, Premium Bank Acc. **040300281001** IBS Acc. **0024175**

5. SPONSORSHIP: Who will pay your tuition fees?

Yourself ☐ **Sponsor** ☐ **Name:** _____

6. MODE OF STUDY	☐ **Full time**	☐ **Part Time**

7. DECLARATION

I…….. certify that, to the best of my belief, the information I have provided is complete and true

Signature…… Date:……

8. PLEASE TELL US HOW YOU FOUND OUT ABOUT THIS UNIVERSITY				
AU Website	Social Media	Friends	Other	

3. PROGRAMME SELECTION

Please indicate the program applied for:

☐	Bachelor of Civil Engineering
☐	Bachelor of Architecture
☐	Bachelor of Food Engineering
☐	Bachelor of Information Technology
☐	Bachelor of Veterinary Medicine
☐	B.Sc. in Agriculture
☐	Bachelor of Medicine & Surgery
☐	Bachelor of Medical Laboratory Sc.
☐	Bachelor of Public Health
☐	Bachelor of Nursing & Midwifery
☐	B.Sc. in Economics & Management
☐	Bachelor of Accounting
☐	Bachelor of Business Administration
☐	Bachelor of Banking & Finance
☐	Bachelor of Public Administration
☐	Bachelor of Sharia & Law
☐	Diploma of Nutrition
☐	Diploma of Pharmacy
☐	Diploma in Educational Leadership & Management
Other	

8. FOR ADMISSIONS OFFICE ONLY

☐ Application Form filled correctly	**EVALUATOR'S OPINION**
☐ Copy of Secondary Certificate	Having confirmed that the candidate completed the admission requirements, I confess the candidate is:
☐ Originality of Certificates are checked	☐ Eligible for Admission
☐ Paid Application Fee	☐ Ineligible for Admission
☐ 4 Passport Size Photos	Evaluator's Name:_____
	Signature: _____
	Date: _____

P.O.Box 25, Mogadishu-Somalia, Tel: 619641444 / 619 641445, E-mail: info@abrar.edu.so
www.abrar.edu.so, Facebook/abrar.so

Appendix (3): Application Form for external transfers

EXTERNAL TRANSFER

Application Form

Please refer to the AU undergraduate student handbook for guidance before completing this form

Personal details and contact information

Name			Recent passport size photograph
Gender	Male ☐	Female ☐	
Date of Birth	DD/MM/YYYY	Country of Birth	
E-mail address			

Current address

District	
State	
City	
Country	

Academic history

Please list all qualifications taken *(start with the most recent)*

Name of the Secondary School and University	Country	Faculty/course	Degree awarded	Started	Completed
				MM/YYYY	MM/YYYY
				MM/YYYY	MM/YYYY
				MM/YYYY	MM/YYYY
				MM/YYYY	MM/YYYY

Please enclose copies of your degree certificates and transcripts

Transfer Details

Current University		**Geographic Location**	
Current Programme		**Faculty/ College**	
Current Year of Study		**Mode of Attendance**	Full or Part-time
Degree to transfer		**Faculty/ College**	

Please enclose copies of incomplete transcripts and course descriptions

Missing Subjects

The applicants must compensate and examine the following missing subjects (if any) – missing subjects will be filled by the concerned College Dean

Courses that will not count towards the new degree and therefore should be removed

Application Fee

Please note that Abrar University charges a non-refundable application fee of **US$ 30** for each applicant. This is a standard charge that supports the administration of the application process as well as the enrollment process and the subsequent registration procedures.

Abrar University Bank Details

The payment is made through Abrar University bank accounts (below). Credit/debit card or check payments are not accepted.
Bank name: Salam Somali Bank **Account number:** 30329911
Bank name: Premier Bank **Account number:** 040300281001
Bank name: IBS Bank **Account number:** 0024175

Application documents checklist

Please use this checklist to ensure your application is complete

Signed and completed application form		Recent passport size photograph	
Original & Copies of your original certificates		Copy of receipt as proof of having paid the application fee	
Original & Copies of your original transcripts		Course descriptions	

Declaration

- ❖I certify that the information provided above is correct and I understand that the University will withdraw my application and any subsequent offers if any aspect is found to have been falsified.
- ❖I understand that I may be required to sit an examination set and administered by the respective College.
- ❖By submitting your application, you will be deemed to be giving your consent to the processing and use of your personal data for verification.

Applicant Signature **Date** DD/MM/YYYY

Please send your completed application form and supporting documents to:
Admission Office, Abrar University, KM6, Hodan district, Mogadishu, Somalia.
Or email it to: **registrar@abrar.edu.so**

For Official Use Only

University Decision

Application number		Degree Programme			
Received Date	DD/MM/YYYY	Date of entry		Batch number	
Approval from Respected College	Accept		Reject		
	Signature Dean College		Reason(s) for rejection	Separate Letter	
Endorsed by the Registrar	Signature Registrar		DD/MM/YYYY Date		

Appendix (4): Application Form for internal transfers

INTERNAL TRANSFER

Application Form

Please refer to the AU undergraduate student handbook for guidance before completing this form

Personal details and contact information

Name				Recent passport size photograph
Gender	Male		Female	
Date of Birth	DD/MM/YYYY	Country of Birth		
E-mail address				

Current address

District	
State	
City	
Country	

Academic history

Please list all qualifications taken *(start with the most recent)*

Name of the Secondary School and University	Country	Faculty/course	Degree awarded	Started	Completed
				MM/YYYY	MM/YYYY
				MM/YYYY	MM/YYYY
				MM/YYYY	MM/YYYY
				MM/YYYY	MM/YYYY

Please enclose copies of your degree certificates and transcripts

Transfer Details

Current Programme		**College**	
Current Year of Study		**Mode of Attendance**	Full or Part-time
Degree to transfer		**College**	
School		**New Year of Study**	

Please enclose copies of incomplete transcripts and course descriptions

Reason for Request

Please continue on a separate sheet if required

Missing Subjects

The applicants must compensate and examine the following missing subjects (if any) – missing subjects will be filled by the concerned College Dean	

Courses that will not count towards the new degree and therefore should be removed

Declaration

- ❖I certify that the information provided above is correct and I understand that the University will withdraw my application and any subsequent offers if any aspect is found to have been falsified.
- ❖I understand that I may be required to sit an examination set and administered by the respective College.
- ❖By submitting your application, you will be deemed to be giving your consent to the processing and use of your personal data for verification.

Applicant Signature **Date** DD/MM/YYYY

Please send your completed application form and supporting documents to:
Admission Office, Abrar University, KM6, Hodan district, Mogadishu, Somalia.
Or email it to: **registrar@abrar.edu.so**

For Official Use Only

University Decision

Application number		Applied Degree			
Received Date	DD/MM/YYYY	Date of entry		Batch number	
Decision for the new programme	Accept		Reject		
	Signature		Reason(s) for rejection	Separate Letter	
	Dean College				
Decision for the current programme	Accept		Reject		
	Signature		Reason(s) for rejection	Separate Letter	
	Dean College				
Endorsed by the Registrar	Signature		DD/MM/YYYY		
	Registrar		Date		

Appendix (5): Application Form for migration transfers

MIGRATION TRANSFER

Application Form

Please refer to the AU undergraduate student handbook for guidance before completing this form

Personal details and contact information

Name				Recent passport size photograph
Gender	Male ☐		Female ☐	
Date of Birth	DD/MM/YYYY	Country of Birth		
E-mail address				

Current address

District	
State	
City	
Country	

Transfer Details

Current Programme		**College**	
School		**Mode of Attendance**	Full or Part-time
Current Year of Study		**Batch Number**	

Reason for Request

Please continue on a separate sheet if required

Declaration

❖I certify that the information provided above is correct and I understand that the University will withdraw my application and any subsequent offers if any aspect is found to have been falsified.

Applicant	Signature	**Date**	DD/MM/YYYY

Please send your completed application form and supporting documents to:
Admission Office, Abrar University, KM6, Hodan district, Mogadishu, Somalia.
Or email it to: **registrar@abrar.edu.so**

Appendix (6): Application Form for Freezing

FREEZING SEMESTER

Application Form

Please refer to the AU undergraduate student handbook for guidance before completing this form

Personal details and contact information

Name			Recent passport size photograph
Gender	Male ☐	Female ☐	
Date of Birth	DD/MM/YYYY	Country of Birth	
E-mail address			

Current address

District	
State	
City	
Country	

Freezing Details

Current Programme		**College**	
School		**Mode of Attendance**	Full or Part-time
Current Year of Study		**Current Semester**	
Batch Number		**Semesters to Freeze**	

Reason for Freezing

Please continue on a separate sheet if required

Please enclose the supporting documents, if any

Declaration

❖I certify that the information provided above is correct and I understand that the University will withdraw my application and any subsequent offers if any aspect is found to have been falsified.

Applicant Signature **Date** DD/MM/YYYY

Please send your completed application form and supporting documents to:
Admission Office, Abrar University, KM6, Hodan district, Mogadishu, Somalia.
Or email it to: **registrar@abrar.edu.so**

For Official Use Only

University Decision

Application number		Received Date	DD/MM/YYYY
Approval from Respected College	Accept	Reject	
	Signature	Reason(s) for rejection	Separate Letter
	Dean College		
Endorsed by the Registrar	Signature	DD/MM/YYYY	
	Registrar	Date	

Appendix (7): Self-Certificate of Absence Form

Student Self-Certificate of Absence from Examination

Please refer to the AU undergraduate student handbook for guidance before completing this form

Personal details and contact information

Name				Recent passport size photograph
Gender	Male		Female	
Date of Birth	DD/MM/YYYY	Country of Birth		
E-mail address				

Current address

District	
State	
City	
Country	

Study Details

Current Programme		**College**	
School		**Mode of Attendance**	Full or Part-time
Current Year of Study		**Current Semester**	
Batch Number		**Student Number**	

Absence from Examination

Date	DD/MM/YYYY	**Subject**	
Date	DD/MM/YYYY	**Subject**	

Reason for Absence

Please tell us: What happened? When? How serious was it? How unexpected was it?

Declaration

❖I certify that the information provided above is correct and I understand that the University will withdraw my application and any subsequent offers if any aspect is found to have been falsified.

Applicant	Signature	**Date**	DD/MM/YYYY

Please send your completed application form and supporting documents to:
Examination Office, Abrar University, KM6, Hodan district, Mogadishu, Somalia.
Or email it to: **exam@abrar.edu.so**

Appendix (8): Technical information/regulations on AU Graduation Thesis Requirements

Each student shall prepare a thesis that will demonstrate ability to perform and report independent research in an acceptable scholarly fashion.

1. Preparation

1.1. Selection of thesis topic

The students should discuss with his/her supervisor(s) during the first semester about the thesis. In some cases, the student identifies the topic and in other cases the student becomes involved in a project which is already in progress. In any event, the topic should be of real interest and value to the student, and it must also be feasible within the resources of the AU. The students should prepare a formal proposal under the guidance of his/her supervisors using the AU format within a period that does not exceed four months.

Title

Thesis titles should be concise, clear and specific. They should be comprehensible to a non-specialist. Titles should contain indications of the precise scope or focus of the work. It could be written in both English and Somali languages.

Change of title

If the students' research change during his/her work on their thesis, it is important that they consider whether their current title is still appropriate or whether it should be revised. Change may also be done/indicated during submission of progress report signed by the supervisor.

Research Proposal

- A thesis proposal is required of all students and is intended to describe a problem to be investigated and provide details regarding how the research will be performed and reported.
- Approval of the proposal signifies that it meets the standards of the Abrar University for the BSc. degree.
- Proposals should be submitted and presented by the end of Semester seven or semester eleven (MBBS).
- All students must use the following AU Thesis/proposal format:
    - Cover
    - Title page
    - A signature page
    - Dedication (optional)
    - Acknowledgements
    - Table of contents
    - List of tables, figures, plates, abbreviations (if applicable)
    - Abstract in both English and Somali languages
    - Introduction

- A comprehensive review of the relevant literature
- Material and Methods
- Results
- Discussion
- Conclusion and Recommendations
- References
- Appendices (optional)

Thesis Format Specifications

❖ Fonts

All thesis text must be in Times New Roman font of 14-point size.

❖ Line Spacing

Line spacing must be double-spacing throughout the thesis, except for long quotations, footnotes, endnotes, table of contents, tables, figure legends, appendices and references which must be single-space formatting.

❖ Page Margins

Each page margins should be 1 inch on all sides except the left margin which must be 1.25 inch to permit binding. All of the text throughout the thesis must be left-justified and formatted for only one column, with the exception of section titles which are centred.

❖ Pagination

- Upper-case Roman numerals (I, II, III, etc.) are used for the preliminary pages, with standard Arabic numerals (1, 2, 3, etc.) used for all other pages.
- All page numbers should be centred at the bottom of the page.
- Page numbers should be consecutive and appear on every page except the title pages.
- All pages in the thesis must be portrait-oriented. To place large tables and other items that are landscape-oriented, you must rotate those items ninety degrees counter-clockwise on the page to fit portrait-oriented pages.
- Pagination must be carefully checked for correct sequence and completeness.

❖ References

- The American Psychological Association's style (APA style) is the AU recommended referencing style.
- APA style guide and additional information is available online at http://www.apastyle.org/.
- Consistency of formatting for references is required.

❖ Images

Images must be clear and of high quality and should be positioned in centre immediately after the paragraph in which they are first cited.

❖ Thesis length

Normally, a thesis does not exceed 100 pages in length. However, the length will vary according to the topic and the method of analysis, so the appropriate length will be determined by the student and student's thesis committee.

❖ Initial Thesis Submission

- Once the thesis supervisor has read and approved the thesis, the student should submit 2 hard copies of the thesis (temporary bound) to the College for distribution to the thesis examination committee.
- Student's main supervisor/dean college should nominate examiners (internal and external examiners) and complete the nomination form and submit to the academic office for approval.
- Plagiarism is not permitted
  - ➢ Plagiarism is using another person's thoughts, words or arguments in an unacknowledged way thus implying that they are your own.
  - ➢ Before thesis submission, students with questions of suspected plagiarism will be immediately referred to the supervisor for investigation and correction.
  - ➢ After thesis submission, confirmed plagiarism will be dealt with severely and will result in a reduction of grade.

❖ Research Ethics should be always considered.

❖ Thesis Examination

- The examiner must be a scholar of established reputation and competence in the field of the thesis research.
- The thesis must be evaluated by two examiners – one internal and one external.
- Supervisor should make sure that the student has revised the thesis as recommended by the examiners before submitting the final hard copy of the thesis.

❖ Evaluation of Thesis

- Examiners are asked to evaluate the thesis according to the general criteria for BSc. degree and those listed on the examiner's report form.
- Examiners provide an overall judgment of 'passed' or 'not passed'.
- If the thesis meets the required criteria, it should be evaluated as 'Passed', even if minor changes are recommended after oral defence.
- After two unsatisfactory attempts at the examination, a student will be withdrawn from the University unless the decision is reversed through an appeal.

❖ Oral Defence

- The public oral defence is required for all students who complete the thesis.
- Arrange for public notice to appear prior to the oral examination.
- Public announcements should be made at least one week before the scheduled defence.

- The same examiners will conduct the oral defence unless there are not available. If they are not available, new examiner will have selected and nominated.
- Oral presentation (Summary of the whole thesis) must be made prior to the oral examination.
- The length of the oral examination and the subject matter on which the candidate is questioned are left to the judgment of the committee.
- The decision about the outcome of the oral examination is reached in the absence of the student and public participants. After discussion, the decision is reached by means of a vote. Each examiner indicates judgment by posting their decision on the Report on Oral Defence form that must be submitted to the Registrar Office.

❖ Final Thesis Submission

- After a successful oral defence, the Chair of the examination committee will inform the student in general terms of the changes to the thesis which are required by the examiners.
- The Chair of the examination committee will also ask the student's supervisor to oversee these changes.
- After the changes are considered, the student will convert the word document to a pdf version, print three (3) hardcopies and take the signatures from examination committee members and the dean of the college.
- The three (3) copies will be distributed as follows:
  - AU Library (2)
  - College/Department (1)
- The student also sends the softcopy (pdf version) of the final thesis to ICT department for electronic filing.
- It is the student's responsibility to ensure that all pages of the final thesis are complete and placed correctly before printing the hardcopies and uploading it electronically.

Appendix (9): Guidelines for the evaluation of Graduation Thesis

Preamble

This document is intended to communicate clearly the Abrar University's expectation with regard to graduation thesis evaluation for undergraduate programme.

Evaluation of proposal

- The softcopy of the proposal must be submitted to the supervisor(s) and dean of the college at least one week before the scheduled defence.
- A committee will be nominated by the deans and approved by the academic director, after consultation with the student(s).
- The committee is composed of three members including the student's supervisor, in which the supervisor serves as the chair person.
- The committee must be from the student's major academic program.
- All members of the committee shall have an adequate opportunity to review a draft of the proposal.
- The deans or/and coordinator are responsible for determining that the draft is in an appropriate form for committee evaluation.
- Proposal defence is required for all students and must plan the defence date by informing responsible dean and the coordinator.
- Public announcements should be made at least one week before the scheduled defence date by the coordination office.
- The graduation thesis committee uses the AU evaluation measures to assess the components of the proposal (table 1).
- A proposal is accepted only after the approval of written & oral evaluations of at least two-thirds of the committee members.
- The decision about the outcome of the oral defence is reached in the same date using the AU proposal defence report format.
- The oral defence will normally be held in Abrar University Hall, except in exceptional circumstances approved in advance by the Academic director.
- After the acceptance of the committee, the proposal is signed by the student, supervisor, Dean of the College and Project coordinator.
- The signed document is submitted to the Dean and project coordinator, and should be stored in the student's file at the Dean's Office.

Table (1): Evaluation of proposal

S/No.	Sections	Criteria	Maximum number of marks
1	Written part	**Overall structure and language:** Logical flow of ideas, structural, coherence, accurate citation methods, writing style, accuracy, clarity of expression in English.	5
2	Written part	**Theoretical framework or Literature Review:** Appropriate use of secondary sources in building up the theoretical framework, awareness/understanding of current debates, how well sources have been understood and exposed; the logical application of literature	10
3	Written part	**Study Methodology & Objectives:** Formulation of the Research problem and subsequently objectives, Questions/hypotheses, appropriateness of	5

		chosen research instruments, use of instruments in data collection; quality of questionnaires; quality of the data collected; appropriateness of study population, sample selection and sampling methodology.	
4	Oral part	**Proposal oral defence:** Logical flow in proposal presentation, clarity and appropriateness of discussion.	10
		Total	**30**

Meetings

- The supervisor and the dean meet with the student(s) regularly (typically, for at least twenty (20) times within the graduation period) and return submitted work with constructive criticism within a reasonable time.
- Every meeting should be recorded using AU format and kept at the Dean's Office to help in monitoring progress and know the actions to be taken.

Evaluation of thesis

- The softcopy of thesis must be submitted to the supervisor(s) and dean of the college at least two weeks before the scheduled defence.
- Thesis committee uses the following evaluation measures to assess the components of the proposal:
- A thesis committee will be nominated by the deans and approved by the academic director, after consultation with the student(s).
- The committee is composed of supervisor, internal examiner and external examiner, in which the supervisor serves as the chair person.
- The committee must be from the student's major academic program.
- Thesis oral defence is required for all students and must plan the defence date by informing responsible dean and the coordinator.
- Public announcements should be made at least one week before the scheduled defence date by the coordination office.
- The thesis committee uses the AU evaluation measures to assess the thesis (table 2).
- The thesis is accepted only after the approval of written & oral evaluations of at least two-thirds of the committee members.
- The decision about the outcome of the oral defence is reached in the same date using the AU thesis defence report format.
- The oral defence will normally be held in Abrar University Hall, except in exceptional circumstances approved in advance by the Academic director.
- Supervisor should make sure that the student has revised the thesis as recommended by the examiners before submitting the final hard copy of the thesis.
- The signed document is submitted to the Dean and project coordinator, and should be stored in the student's file at the Dean's Office.

Table (2): Evaluation of thesis

S/No.	Sections	Criteria	Maximum number of marks
1	Written part	**Overall structure and language:** Logical flow of ideas, structural, coherence, accurate citation methods, writing style, accuracy, clarity of expression in English.	5
2	Written part	**Theoretical framework or Literature Review:** Appropriate use of secondary sources in building up the theoretical framework, awareness/understanding of current debates, how well sources have been understood and exposed; the logical application of literature	10
3	Written part	**Study Methodology & Objectives:** Formulation of the Research problem and subsequently objectives, Questions/hypotheses, appropriateness of chosen research instruments, use of instruments in data collection; quality of questionnaires; quality of the data collected; appropriateness of study population, sample selection and sampling methodology.	5
4	Written part	**Data Analysis and Findings:** Logical flow of results and accuracy of interpretation of data; link between theoretical framework and data analysis.	5
5	Written part	**Discussion, Conclusion and Recommendations** Correspond to the results and appropriate comparison of published data with clear conclusion and recommendations.	5
6	Oral part	**Thesis oral defence:** Logical flow in proposal presentation, clarity and appropriateness of discussion.	20
		Total	**50**

Graduation thesis marks

The following marks breakdown of graduation thesis are used at this university:

- Written proposal: 20%
- Proposal defence: 10%
- Meetings: 20%
- Written thesis: 30%
- Thesis defence: 20%

Appendix (10): Request form for different types of certificates

Certificate Request Form

Please refer to the AU undergraduate student handbook for guidance before completing this form

Personal details and contact information

Name				Recent passport size photograph
Gender	Male		Female	
Date of Birth	DD/MM/YYYY	Country of Birth		
E-mail address				

Current address

District	
State	
City	
Country	

Study Details

Degree Programme		**College**	
School		**Mode of Attendance**	Full or Part-time
Current Year of Study		**Current Semester**	
Batch Number		**Student Number**	

Type of Certificate

Bonafide Student Certificate		**Degree Certificate**	
English Proficiency Certificate		**Completion Certificate**	
Character Certificate		**Complete Transcript**	
Interim Transcript			

Declaration

❖I certify that the information provided above is correct and I understand that the University will withdraw my application and any subsequent offers if any aspect is found to have been falsified.

Applicant	Signature	**Date**	DD/MM/YYYY
Confirm Your name again in Capital Letter			

Please send your completed application form and supporting documents to:
Registration Office, Abrar University, KM6, Hodan district, Mogadishu, Somalia.
Or email it to: **registrar@abrar.edu.so**