

## UNIVERSITY DEPARTMENTS

Alrefak university is foremost among Libyan private universities not only because of its relatively early foundation, but more importantly, because of its student numbers.

Alrefak University is also considered among the most important private universities in Libya because of its range of department, which are more numerous than in any other private university in the country. There are nine departments at the university which are as follows:-

Department	Degree offered	Type of study	Credits	Duration of Study	Accreditation year
Petroleum engineering	BSc of Petroleum.Eng	Full-Time	152	10 -Semester	2019
Civil Engineering	BSc of Civil Engineering	Full-Time	152	10 -Semester	2019
Architecture Engineering	BSc of Architecture Eng.	Full-Time	160	10 -Semester	2013
Computer Science	BSc of Computer Science	Full-Time	142	8 -Semester	2009
Accounting	BSc of Accounting	Full-Time	140	8 -Semester	2009
Business Administration	BSc of Business Administration	Full-Time	140	8 -Semester	2007
Law	Licentiate of Law	Full-Time	135	8 -Semester	2009
English Language	Licentiate of English	Full-Time	135	8 -Semester	2013
Hospital Administration	BSc of Hospital Administration	Full-Time	135	8 -Semester	2019

## LANGUAGE OF INSTRUCTION:

English/Arabic

## ACADEMIC CALENDAR

For purposes of classroom instruction, the Academic Calendar consists of three semesters, Fall semester, Spring semester and Summer semester.

I. Fall semester extends from the first Saturday in September (unless it is an official university holiday), through the second or third week of December.

II. Spring Semester extends from mid-February through the last week of May.

III. Summer Session consist of intensive courses and extends from mid-June to the last week of July.

**Graduation exercises** will take place during the first week of August.

All dates are approximate and are adjusted annually to begin and end on appropriate weekdays.

## ACCREDITATION & LICENSURE

Alrefak University is officially licensed by the Libyan Ministry of Education. The Ministry has accredited the university's undergraduate programs. And therefore all degrees from our university are highly recognized by Libyan's Ministry of education and accredited the Libyan Quality Assurance Centre. Therefore having an accredited engineering degree from the University means our graduates can and do enjoy lucrative opportunities locally and abroad.

## **THE UNIVERSITY CAMPUS**

Alrefak University is strategically situated in the heart of the Libyans capital City (Tripoli). It is located fifteen minutes from Maateqa International Airport and five minutes from the city shopping center.

The campus consists of seven floors building constructed on a 3000 m<sup>2</sup>. The building house classrooms, offices, and the majority of the university's eight departments.

All academic buildings are well equipped with the latest technology, which cater to the needs of the academic programs.

## **THE LIBRARY**

The university Library provides a rich collection of print and electronic resources with a strong focus on course-related information literacy.

## **ADMISSION AND REGISTRATION DEPARTMENT**

The Admission and Registration Department is one of the only departments at the University that directly connects to students and faculty members. The Admission and Registration Department is responsible for outlining the university admission policies, helping students with the major-changing process, and running all student registration procedures. The Departments is also in charge of tracking students' academic affairs from the point of their admission until the day of their graduation, and enforcing the rules of the Certificates and Academic Degrees Granting Guidelines. As the Department is essential to so many University processes, it must be maintained so that it can continue to efficiently serve students during their journeys to academic and professional success.

### **The Admission and Registration Department consists of three divisions:**

#### **First: Admission Division**

The Admission Division is responsible for overseeing all student admission procedures and other related follow-up practices. It accepts enrolment applications, and during the student admission process, it follows all admission conditions and guidelines issued by the University's administration.

#### **Second: Registration Division**

The Registration Division provides students, faculty members, and administrative staff with the necessary services to ensure their academic and professional success. These services include facilitating course registration, calculating course equivalencies, providing lecture halls assignment, and preparing final examination schedules. The Division also generates the necessary reports and statistics needed to make the appropriate administrative decisions on how to best support the educational process at the university.

### **Third: Documentation Division**

The Documentation Division is responsible for securely organizing student records and archiving student documents both electronically and on paper.

## **UNDERGRADUATE REGISTRATION AND ENROLLMENT**

### **Overview**

Covers policies and procedures relating to the registration and enrollment of admitted students.

### **Scope**

Applies to all students in the undergraduate level and all academic and related administrative units of the University.

### **Objective**

Ensures that the scheduling, registration, enrollment, and examination functions of the University are conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and with necessary integrity, fairness, consistency, and effectiveness.

### **Policy**

1. The University shall adopt the credit hour system as a basis for its educational system and shall organize its educational process on a semester basis.
2. Students who enroll at Alrefak university have the primary responsibility for managing their academic and financial relationships with the University including:
  - a) Understanding and following applicable policies and procedures related to enrollment.
  - b) Securing and following appropriate information and academic advice.
  - c) Securing and following academic standing during and at the end of each academic semester.
  - d) Managing their class schedule and attendance.
  - e) Managing their final examination schedule.
  - f) Managing their financial obligations related to enrollment, and other relevant activities.
3. All degree-status undergraduate students are expected to register in each regular academic semester and to continue in active registration from the time of their first enrollment at the University.

4. Admitted students must register for classes at the time of their first eligibility as published by the University. All students must be advised by their College or other appropriate academic advisors /advising unit prior to registering for classes.
5. Registered students are expected to attend all classes, instructional activities, and examinations as scheduled.
6. With the exception of internships, supervised practice experience, and similar courses, an appropriate and substantive final examination or equivalent graded project is required in all courses.

## **University Admissions Policy**

Students are accepted to study at the university according to the following categories.

- New students who have never studied in higher education institutions before.
- Transfer Students from different universities. These Students are Subject to course equivalency.
- Students with a higher national diploma and wish to complete their university studies.

## **ADMISSION REQUIREMENTS (UNDERGRADUATE PROGRAM)**

1. General Secondary Education certificate or its equivalent with a minimum average of 60% for all majors, except for Engineering (65%).
2. Students with an Intermediate University College certificate from abroad may be accepted in equivalent majors by providing a certificate proving that they have passed the University's Bridging Exam with a minimum score of (65%).
3. A maximum of (50%) of the passed courses included in the study plan are accounted for in the Bridging System.
4. Applicants must be physically and mentally fit to undertake the course they have applied for.

### **Required Documents:**

1. General Secondary Education certificate's original transcript or a certified copy.
2. Students with foreign certificates should obtain their equivalence from the Libyan Ministry of Education.
3. Non-Libyan should obtain the equivalence from their own countries and from the Ministry of Education in Libya.
4. A copy of birth certificate and identity card for Libyans.
5. A copy of the passport for the students from outside Libya.

6. Certified national number.
7. Six recent personal photographs size 6\*4 cm.
8. A transcript (academic record) covering the last three years Certified from the Ministry of Higher Education and Scientific Research and course description for transfer students.
9. Certificate of non-issuance of disciplinary action for transfer students.
10. Health Certificate.
11. Fill out an Application for Admission to the university undergraduate program.

## **TRANSFER STUDENTS**

Rules of transfer to Alreefak University:

1. Fulfilling the admission requirements of the university.
2. The student must not be dismissed from the university he is transferring from.
3. The graduating university should be recognized by the Ministry of Higher Education and Scientific Research in Libya.
4. A Maximum of (50%) of the passed courses included in the study plan may be accounted for.
5. The transferred credit hours will be accounted for in the study plan.

## **ADMISSION AND REGISTRATION PROCEDURES**

1. Directing the students to the Admission Section in the Admission and Registration Department to provide them with bulletins showing the specializations available at the university and informing them of the basics and conditions of the admission.
2. The admission officer verifies all the documents of the student. After completing all admission requirements, the student will be referred to the Department of Finance to pay the enrollment fees.
3. The student fills the application form and submits it to the Admission Section with the financial copy (receipt voucher), and the admission officer will check the application.
4. The student will fill a conditional admission form if the required documents are not completed.
5. The student returns to the Department of Finance with the form of the completion of the admission procedures and the form of the placement test to pay the fees of the registration.

Then, the university number is given to the student which consists of 7 digits

6. The student shall go to the admission department after paying the fees to confirm the university number in his/her file and to receive the admission certificate and the university card.

7. The student shall go to the finance department to determine the number of hours he/she wants to register. The fees will be paid according to the university's payment instructions.
8. The student shall check with the registration section in the Admission and Registration Department to register the subjects.
9. In case the student wants to modify the specialization, he/she will fill a form for modifying it.
10. The student who transferred from another university/Diploma (bridging program) shall fill a form for requesting the equivalence of the subjects.

### **SERVICE FEES**

- Registration fees for the new student are 150 L.D.
- Renewal enrollment fees per semester 150 LD.
- Subject fee 250 LD each.
- Subject Equivalence fees 25 LD each.
- Modifying of program fees 50 LD.
- Transcript fee 15 LD.
- Student identification card fee 15 LD.
- Appeal fee 50 LD.
- Graduation project fees vary depending on the specialization.
- Final graduation certificate fee 300 LD.

### **The contents of the student file: -**

The student file consists of the following: -

Financial file

Academic file

Profile

#### **• First: The contents of the profile: -**

1. Original high school certificate.
2. Birth certificate.
3. 6 Photos.
4. National number.
5. Original transcript for transfer students.
6. Graduation certificate for higher diploma.

#### **• Second: The contents of the academic file: -**

1. Quarterly score sheets.
2. Stop and renew registration.

3. Any letters or papers issued to the student during his studies at the university.

• **Third: Financial file: -**

1. Final enrollment.
2. Financial receipts.
3. List of student accounts.

**SUSPENSION OF STUDY PROCEDURES: -**

- The student wishing to stop his registration is directed to the registration office to fill out the Suspension form and forwarded to the registration officer to complete the suspension procedures.
- The form is kept in the student file with a copy given to the student.

**REGISTRATION RENEWAL PROCEDURES:**

- For registration renewal student should go to the registration office and fill out the registration renewal form and paying the renewal fees of 50 LD.
- The form is then forwarded to the Electronic registration system to change the status of the entry from suspend to regular student.
- The form is send again for the archive, the student file is reviewed, a copy of the form is kept in his file.

**FILE WITHDRAWAL PROCEDURES: -**

- Student wishes to withdraw from the university, should go to the archives and fill out the withdrawal form and handover the registration card and the student card to complete the process of withdrawing.
- The file is referred to the Electronics system to change the status of the entry.
- The student receives his file and signed the recipient book.

**PROCEDURES FOR ISSUING A DAMAGED OR LOST CARD:**

In case the student loses his student's card, he or she must go to the nearest police station to make a report of loss and then goes to the archives to fill out a form for this purpose. The student has to pay 10 LD fees for issuing a new card.

**PROJECT START-UP PROCEDURES**

1. The student must fills out the project registration form and sign it from the head of the department.
2. The student must pay the project fees.
3. A copy of the project form is kept at the project coordinator and the original is kept at the department so that the student can begin his project.

4. When the project is ready for discussion, it is ensured that the student's financial procedure is completed and a report is given to the departments.
5. A date and place are set for the project discussion.
6. After discussion been finished, two copies of the project will be delivered to the department with the project mark, as well as the Letter of assignment for Examiners and supervisor.

Students are allowed to start graduate project if they have passed a minimum number of units as following:

Minimum number of units to start project	Department
115	Business Management
115	Accounting
115	Computer Science
117	English language
146	Petroleum Engineering
130	Civil Engineering
140	Architecture and Urban Planning

### **ENROLLMENT ELIGIBILITY**

- a) Students who have not been admitted to the University are not eligible to enroll in or attend classes.
- b) Students who are not eligible to register for classes in an academic semester, or whose registration for the semester has been suspended or cancelled are not permitted to attend classes in that semester.
- c) Students may not register in any course for which they do not meet specified prerequisites, except with the approval of the head of the department.
- d) Any student who is subject to a “registration hold” is not eligible to register for classes until the hold has been released.
- e) A student’s eligibility to continue in enrollment in a current semester or register for classes in a subsequent semester may be suspended/dismissed due to disciplinary action, financial delinquency, or any other legitimate reasons.

### **STUDY LOAD**

- a) For undergraduate students, the normal minimum registration load in a regular semester is 12 credit hours while the maximum registration is 21 credit hours.



- b) Undergraduate students who have completed Foundation requirements, and are in good academic standing, may register to a maximum of 24 credit hours.
- c) Undergraduate students may register for less than 12 credit hours only if one of the following conditions is satisfied:
  - i. Fewer than 12 credit hours remain in the student's degree program.
  - ii. In any other circumstances, a load of less than 12 credit hours requires the approval of the Dean of the College in which the student is enrolled.

## **SCHEDULING**

- a) A detailed Schedule of Classes will be prepared for each academic semester and published prior to the registration period for that semester.
- b) The Schedule of Classes will include detailed, section-specific information on all courses offered for enrollment in the academic semester, including the following:

Course prefix, and number.

- i. Semester credit hours allocated to the course.
  - ii. Weekly course meeting pattern including specific days and times.
  - iii. Building and room locations for each section.
  - iv. Name of Instructor(s) assigned to the section.
  - v. Other relevant information necessary for students to successfully register and participate in the course.
- c) The Scheduling will include an institution-wide final examination schedule.
- d) Management and development of the Schedule is a shared responsibility under the overall direction of the University Registrar.
- e) Course scheduling for the summer semester will be conducted in conjunction with the scheduling and registration process for the succeeding fall semester.

## **ACADEMIC ADVISING**

- a) The University departments is responsible for ensuring that each department assigns a specific academic advisor to each student in the Foundation Program, and the department must assign a specific academic advisor to each student appropriate to that student's academic major and level.
- b) Department will prepare and regularly update standard "Study Plan" forms for all majors/specializations including all applicable degree requirements.

- c) Department (or other enrollment/advising units as applicable) will provide individual students with a statement on their progress toward graduation on an annual basis.
- d) Department (or other enrollment/advising units as applicable) will provide organized academic advising programs and services for students prior to each registration period, and will normally require their students to participate in the advising process.
- e) Students who alter their registrations in a manner inconsistent with the academic advice provided must recognize the potential for scheduling difficulties, delays caused by failing to take prerequisite courses in sequence, and other issues affecting their schedule, their academic progress, and their academic standing.
- f) Students should submit requests of declare or changes in majors or specializations after a month from start of regular academic semester to the College Advising Unit and get the approval from Academic Dept. The head of department shall act on the request and inform the Registrar's Office no later than the end of the first week of the subsequent regular academic semester.
- g) Students are allowed to change their academic major/specialization only once.

## **REGISTRATION AND ADD/DROP**

- a) Two registration programs will be conducted for each academic semester:
  - (i) Registration for continuing students.
  - (ii) Registration for new students.
- b) All students must register in the registration period at the times assigned to them.
- c) Students who fail to register by the end of the registration period will be considered on administrative leave of absence for that academic semester.
- d) An Add/Drop period during which registered students can change their registration will be conducted for each academic semester.
- e) Subject to course load requirements, students may add classes through the 1st week of a regular academic semester or the first two (2) class days of a summer semester.
- f) Subject to the requirements for full-time registration, students may drop classes until the end of the 4th week of a regular academic semester or 2nd through 5th class days or equivalent period in the summer semester.
- g) Failure to register in the subsequent regular academic semester will lead to administrative dismissal, unless the student has applied for and been granted a leave of absence.

## **WITHDRAWALS AND LEAVES OF ABSENCE**

- a) In case of emergency or other compelling circumstances, a student may request a “Leave of Absence” under the following conditions:-
  - i. Student must apply for the leave of absence before the end of the 4th week of classes.
  - ii. Students may have a total of two (2) consecutive or separate leaves of absence during the entire period of University enrollment.
  - iii. Students are not allowed to have two (2) consecutive Administrative Withdrawals.
  - iv. Withdrawals and leaves of absences should not exceed two semesters during the entire period of University enrollment.
  - v. Leaves of absence and administrative withdrawal are excluded from the calculation of the student’s maximum study period.
  - vi. Subject to advising and other applicable requirements, students on a leave of absence are eligible to register for classes for the academic semester following their leave of absence as though they had been enrolled during the leave of absence period.
  - vii. Students who do not register for courses in the academic semester following their second leave of absence will be administratively dismissed from the university and may return only through the re-admission process.
- b) Students can cease registration or withdraw from the University by the end of the 4th week without having the courses for which they had registered in that semester recorded on the transcript.
- c) Students may apply to cease registration through a leave of absence or withdrawal from the University after the end of the 4th week till the end of the 6th week of classes and will receive a grade of “W” (Withdrawal) for all classes and it is counted from the withdrawal and leaves of absences chances.
- d) Students cannot cease enrollment through a leave of absence or withdrawal from the University after the 6th week of classes.

### **REPEATED COURSES**

- a) A student must repeat the compulsory courses that he/she fails.
- b) A student must repeat the elective courses that he/she fails or substitute them with other elective courses in his/her curriculum.
- c) Credit hours earned in a specific course are credited to the student's academic record only once regardless of the number of times the course is taken.

### **ATTENDANCE**

- a) Students shall be required to attend all classes, practical sessions, seminars and examinations related to the course in which they are registered.
  
- b) A student who misses 25% of the class meetings allotted for a course will receive an "FA" (Fail for Absences) grade in the course. If there is a valid reason for the absence, which has been approved by the Dean in the semester in which the absence occurred, the student will be granted Administrative Withdrawal from the course and will receive a final grade of "AW".
- c) Students are responsible for checking and tracking their attendance records for each course.

### **COURSE/CLASS SYLLABUS**

- a) The instructor assigned to a course will prepare and distribute a course syllabus on the first class meeting.
  
- b) The course syllabus must be consistent with the approved and published curriculum for the course, including the course objectives, course requirements, learning outcomes, and methods of assessment/grading. The syllabus will be in the official language of instruction for the course, and will contain the following course and section-specific information:
  - (i) Course information: Course prefix, number and approved title; official course description as it appears in the University catalog; language of instruction; credit hours; prerequisites, and cross-listings for the course; course objectives and expected learning outcomes; course topics and contents on a week by-week basis; scheduling of laboratory and other non-lecture sessions, including online sessions; information on out-of-class assignments; methods of examinations and other student assessments; the relative weight of various assessments in determining the course grades;

teaching and learning methodologies, including any use of online instruction; course texts; recommended readings; instructional material; learning resources; and a statement of the academic integrity expected of students and behaviors which will avoid plagiarism or other implication of academic dishonesty.

- (ii) Section-specific information: Course section number, meeting times, and location; instructor name, e-mail address, office location, and office hours; due dates for submission of assignments; dates of examinations and other student assessments; and the date and time of the final examination of the course as published by the Office of the Registrar. If the final examination is not held in the regular class meeting room, the instructor will announce the location of the final examination to the class.
- c) Copies of all course syllabi will be provided to the office of the relevant Department Chair.

## **EXAMINATIONS AND ACADEMIC ASSESSMENTS**

- a) All courses will include periodic assessment of academic progress in addition to a final examination. Periodic assessment must be conducted at times that enable students to review grades and feedback prior to the final exam. Requirements, dates and deadlines for periodic assessments must be detailed in the syllabus.
- b) The final examination schedule is set by the Registrar at the time the course schedule for the academic semester is set. The final examination schedule is published as an 'exam key' on the University website and is communicated directly to students by the academic advising units of the department and the Foundation Program.
- c) The final examination for regular semester courses will be given only during the official final examination period at the time/date specified in the official schedule published by the Registrar. (Laboratory practical examinations may be given during the week preceding the final examination period.) The date and time of a final examination may be changed from the date and time specified in the published final examination schedule only in demonstrably exceptional circumstances and only with the prior approval of the university president.
  - (i) The head of the department offering the course for which an exception is requested must submit a written request for the change with appropriate details and documentation of the exceptional circumstances to the university president with copies to the Registrar not later than one week prior to the beginning of the final examination period.

(ii) The Registrar will advise the Provost as to the necessity and feasibility of the requested exception.

(iii) Final examinations approved for a date and time outside the final examination period on a recurring basis must be approved by the university president and the new time should be announced to the students.

- d) The specific date and time of the final examination for a section will be based on the official meeting time of the section in the Schedule of Classes/Timetable as defined by the approved standard course meeting periods.
- e) Proctoring of the common exams is ultimately the responsibility of the College/Department to which the course belongs.
- f) A common final exam is not subject to rescheduling to a different date and time under the final examination overload policy. Students will normally have a maximum of two (2) exams scheduled for the same day; in case of overload (three or more exams on a single day) students may ask their advising unit to reschedule alternative date for the makeup exam.

#### **FINAL EXAM SCHEDULE AND EXAM MANAGEMENT**

- a) It is the responsibility of the university president to ensure that final examinations are conducted under appropriate exam management.
- b) Only students actively registered for a course whose absences did not reach 25% are eligible to sit for the final examination.
- c) To enter the final exam hall, a student who is eligible to sit for the exam must present his/her University ID card or other approved official identification with photograph.
- d) A student who is eligible to sit for the exam who does not present the required identification but whose identity and eligibility can be confirmed by the Instructor will be allowed to sit for the exam.
- e) All final examinations must be monitored by a sufficient number of faculty or other instructional staff to assure integrity of the examination process:
  - (i) For examinations held in regular classrooms, at least one faculty observer is required for each 20 students eligible to sit for the exam.

## **SUMMER SEMESTER**

- a) The University may conduct one or more summer semester during the period between the regular academic semesters of a calendar year.
  - (i) The minimum duration of the summer semester is six (6) calendar weeks excluding the final examination period. All courses offered during the summer semester must have the same total credit hours and class contact hours as the same courses when offered in a regular semester.
  - (ii) Because of the compressed schedule of summer semester courses, a student may register in no more than (12) credit hours in the summer semester except for honors and expected-to-graduate students who may register in up to nine (18) credit hours.