قسم الجودة الأكاديمية
Academic Quality Department

COMMON YEAR COURSES

Guidance Manual

Version number: 1.1 - Spring 2023

Effective Date: Fall 2023

Contents

1. Source

This manual was developed by the Academic Quality Department (AQD) at QU Health to standardize the practices related to common year courses. AQD, mainly through the Common Year Coordinator, is responsible for overseeing and monitoring the implementation of this manual and accompanying procedures.

2. Introduction and Rationale

✓ Common year courses (MEDI101, MEDI102, MEDI103, and PUBH151) constitute a cluster of courses in which all QU Health students from 5 colleges enroll in during their first year.

✓ Overseeing alignment and consistency across these courses regarding outcomes, instructional methods, content and assessment is essential.

✓ QU Health needs to ensure that all students enrolled in these courses have the opportunity to attain the same knowledge and competency levels, are exposed to similar educational experience, and are evaluated by a common set of assessments.

✓ To maintain consistency, rules and regulations for common year courses should be created, communicated with stakeholders at respective colleges, and reinforced, for smooth progress of academic procedures at the level of the common year.

✓ The purpose of this manual is to set forth these rules and regulations, clarify them, and unify their application across the 5 QU Health colleges.

3. Who should know this manual?

✓ ☐ President
✓ ☒ Vice President of Medical & Health Sciences
✓ ☒ Dean
✓ ☒ Assistant Deans for student affairs at QU Health Colleges
✓ ☒ Associate Deans for academic affairs at QU Health Colleges
✓ ☒ Director / Head of Department

- ✓ ☒ Faculty
- ✓ ☒ Academic advisor
- ✓ ☐Student
- ✓ ☐ All employees

4. Definitions

The common year for all QU Health undergraduate programs was implemented in the academic year 2018-2019. The common year comprises the following QU Health-owned courses:

Course code	Course title	Credits
MEDI101	Human Structure and Function I	3
MEDI102	Health Professions Education	3
MEDI103*	Human Structure and Function II	3
PUBH151	Biostatistics for Health Sciences	3

*Replaced by PTRS100 in the case of BSc Physical Therapy and Rehabilitation Science

The study plan for year 1 for the College of Health Sciences includes PUBH151 course in the fall semester, while that of other QU Health colleges includes PUBH151 in the spring semester, as shown below:

4.1 Study plan of year 1 showing common year courses – College of Health Sciences

Biomedical Sciences

Fall Semester

Code	Course	CH	Prereq.
CCP1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
PUBH 151	Biostatistics for Health Sciences	3	
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
BIOM 212	Human Histology	3	
CHEM 209	Fundamentals of Organic Chemistry	3	CHEM 101&103
CCP 4	Core Curriculum	6	
Total		18	

Human Nutrition

Fall Semester

Code	Course	CH	Prereq.
CCP 1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
PUBH 151	Biostatistics for Health Sciences	3	
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
CHEM 209	Fundamentals of Organic Chemistry	3	CHEM 101&103
Core Curriculum	SOCI 120 OR PSYC 206	3	
	Core Curriculum	6	
Total		18	

Physical Therapy and Rehabilitation

Fall Semester

Code	Course	CH	Prereq.
CCP 1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
PUBH 151	Biostatistics for Health Sciences	3	
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
PTRS 100	Foundations of Movement Science	3	MEDI101
BIOM 243	Introduction to Pathology	2	
PHYS 110	General Physics for Biology	3	
	Core Curriculum	6	
Total		17	

Public Health, two concentrations

Fall Semester

Code	Course	CH	Prereq.
CCP 1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
PUBH 151	Biostatistics for Health Sciences	3	
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
PUBH 101	PHS: Principles and Practice	3	
BIOM 201	Medical Biochemistry	4	CHEM 101
CCP 3	Core Curriculum 3	3	
Total		16	

4.2 Study plan of year 1 showing common year courses – Other QU Health Colleges

Medicine

Fall Semester

Code	Course	CH	Prereq.
CCP1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CCP 3	Core Curriculum 3	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
BIOM 201	Medical Biochemistry	4	CHEM 101
MEDI 104	Molecular Biology and Genetics	2	MEDI 101 CHEM 101,103
PUBH 151	Biostatistics for Health Sciences	3	
Total		15	

Pharmacy

Fall Semester

Code	Course	CH	Prereq.
CCP1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CCP 3	Core Curriculum 3	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
CHEM 209	Organic Chemistry with lab	3	CHEM 101,103
CHEM 240	Physical Chemistry	3	CHEM 101,103
PUBH 151	Biostatistics for Health Sciences	3	
CCP 4	Core Curriculum 4	3	
Total		18	

Dental Medicine

Fall Semester

Code	Course	CH	Prereq.
CCP1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CCP 3	Core Curriculum 3	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
BIOM 201	Medical Biochemistry	4	CHEM 101
MEDI 104	Molecular Biology and Genetics	2	MEDI 101 CHEM 101,103
PUBH 151	Biostatistics for Health Sciences	3	
Total		15	

Nursing

Fall Semester

Code	Course	CH	Prereq.
CCP1	English 202	3	
MEDI 101	Human Structures and Function I	3	
MEDI 102	Health Professions Education	3	
CCP 3	Core Curriculum 3	3	
CHEM 101	General Chemistry I	3	
CHEM 103	Exp. General Chemistry I	1	CHEM 101
Total		16	

Spring Semester

Code	Course	CH	Prereq.
CCP 2	English 203	3	ENGL 202
MEDI 103	Human Structures and Function II	3	MEDI 101
NURS 101	Introduction to Nursing Profession	3	
PUBH 151	Biostatistics for Health Sciences	3	
CCP 4	Core Curriculum 4	3	
CCP 5	Core Curriculum 5	3	
Total		18	

5. Common Year Coordinator responsibilities

The Common Year Coordinator works under the supervision of the Director of AQD to ensure the achievement of common year aims and learning outcomes, through the following tasks:

- ✓ Liaise with common year course coordinators to ensure outcomes, instructional methods, content, and assessment strategies are unified across QU Health colleges
- ✓ Arrange periodic meetings with common year course coordinators to ensure standardized practices as well as constructive and consistent alignment across QU Health colleges
- ✓ Analyze student grades in common year courses on a semester basis across all colleges, develop semester reports on success rate, and provide feedback and action plans to colleges for improvement where needed
- ✓ Revise content and assessment of all common year courses across colleges in collaboration with course coordinators
- ✓ Work in partnership with the senior learning specialist in each QU Health college to provide recommendations for improvement of identified students at risk in common year
- ✓ Serve as point person and information source for all common year courses
- ✓ Develop approaches to foster communication and collaboration across QU Health colleges to coordinate common courses development
- ✓ Extract periodic data from the QU banner and IBM Cognos system for the support of common year courses

- ✓ Communicate with Assistant Deans for Students' Affairs Offices at QU Health for the management of midterm and final exams of common year courses.
- ✓ Coordinate schedule development and resolve course conflicts with other departments.

6. Clustering of common year courses

- ✓ The common year courses across QU Health colleges are offered in two clusters, whereby colleges in which courses are offered on a semester basis (CPH, CHS, and CNUR) will form cluster 1, and colleges in which courses follow a yearly sequence (CMED and CDEM) will form cluster 2.

- ✓ Team teaching will continue across common year courses, with teams of faculty from the 5 QU Health colleges sharing the teaching material of each course, delivering unified educational activities, and realizing common assessments. This will be overseen by the Common Year Coordinator.

- ✓ With team teaching, each college holds equal responsibility of teaching modules included in each course. Should primary college coordinators wish to invite other faculty from their college to contribute to team teaching, this should stay within the limits of teaching for the college, and names of all faculty should be identified before a given semester and included in the course syllabus.

- ✓ For proper section management, one primary coordinator from each college will be assigned to handle the respective college section, as shown below:

	Cluster 1	Cluster 2
Colleges	CPH	CMED
	CHS	CDEM
	CNUR	
Team teaching	**Team from CPH, CHS, and CNUR faculty**	**Team from CMED and CDEM faculty**
Primary college coordinators*	**One primary coordinator (assigned P on banner) for each common year course from each college**	**One primary coordinator (assigned P on banner) for each common year course from each college**

*An example of a suggested plan for primary college coordinators is shown in Appendix 1.

7. Common year courses sections offering

✓ Starting Fall 2023, common year courses sections will be offered by colleges independently, and registration of students from other colleges in a given college section shall be blocked.

✓ Course offering management by colleges should offer an adequate number of sections for the respective college students and **block mixing of students from different colleges in same section**.

✓ System requirements of student registration shall be adjusted so that students from a given college can register only in sections offered by this college and handled by a primary coordinator from this college, and similarly for the other QU Health colleges. As such, **college restriction and major restriction should be applied** when sections are offered by colleges.

✓ The plan of offering common year courses sections should be:

a. Administratively (on banner): 5 sections for each of CHS, CPH, CNUR, CMED and CDEM, handled by a primary college coordinator, who is assigned (P) on the banner.
b. Physically (for lectures): 3 sections, with one for CNUR/CPH (2 sections with same schedule and venue), another for CHS, and a third section for CMED/CDEM (2 sections with same schedule and venue) to avoid having faculty repeat modules 5 times and reduce the need for resources, especially lecture halls.
c. A similar scenario should be followed for lab sections offering.
d. For PTRS major male students starting Fall 2023, they should be allowed to register with CNUR section and physically attend with the CNUR/CPH section.

✓ **At the time of early registration, colleges Assistant Dean must assign primary college coordinators** at the time of course offering, i.e. in the previous semester, with **proper advising to students**. During this period, section timing, primary instructor, capacity, and college restrictions should be set for students to be able to register online.

✓ The Common Year Coordinator oversees schedule structure with the Assistant Deans and ensures sections are offered as recommended per this guidance document.

8. Responsibilities of primary college coordinators

The primary college coordinators, assigned in the banner as (P) in each section, hold the following responsibilities:

✓ Developing and updating the syllabus

- ✓ Reviewing and unifying course content in accordance with current updated literature and references

- ✓ Dividing team teaching assignments

- ✓ Communication with instructors for course progress

- ✓ Communication with the common year coordinator and regular meetings

- ✓ Exam coordination by ensuring proper distribution of question proposals among faculty, and exam review

- ✓ Grade review (average grade, failure rate, etc..) with common year coordinator prior to grade release

- ✓ Uploading resit and make- up exam grades

9. Policy of attendance in common year courses

Class participation and attendance are important elements of every student's learning experience at QU, and the student is expected to attend all classes.

Keeping track of student attendance and observation of student performance in class are the responsibilities of the instructor.

A student should not miss more than 25% of the classes during a semester. Those exceeding this limit will receive a failing grade, regardless of their performance.

In exceptional cases, students with their instructor's prior permission can be exempted from attending a class, provided that the number of such occasions does not exceed the limit allowed by the University. The instructor will determine the validity of an excuse for being absent.

A student who misses more than 25% of classes and has a valid excuse for being absent will be allowed to withdraw from the course. This student will be exempted from fines associated with withdrawal.

The following rules are applied in determining attendance of the students:

1. If a student attends only part of class, the instructor determines whether he/she is considered present or absent for that day.

2. Attendance record begins on the first day of class, irrespective of the period allotted to drop/add and late registration.

3. If an instructor reschedules a class, the new timing must be suitable and agreed upon in writing by all students; otherwise, instructors cannot hold a student responsible for not meeting the attendance requirement.

4. If more than 25% of the classes for a course are cancelled during a semester and not rescheduled appropriately, no student in that course will be failed for reasons of absenteeism.

5. A student who does not take any exam may be determined as excused or unexcused by the instructor.
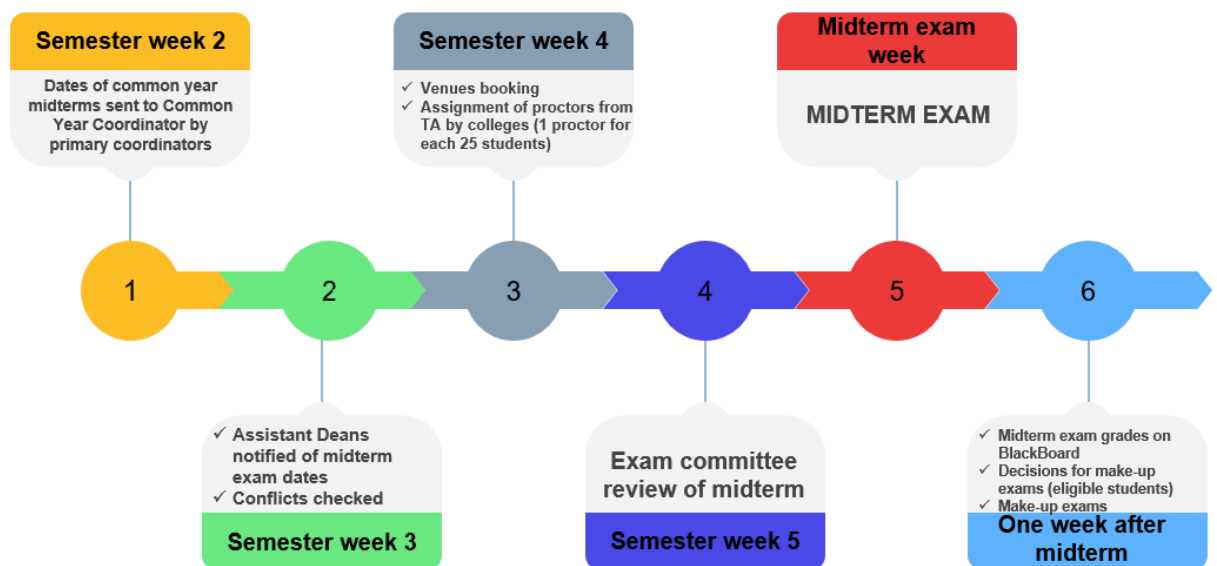
Class attendance is not used as an assessment measure and failure to attend classes within the allowed limits is not used as a reason to lower student grades.
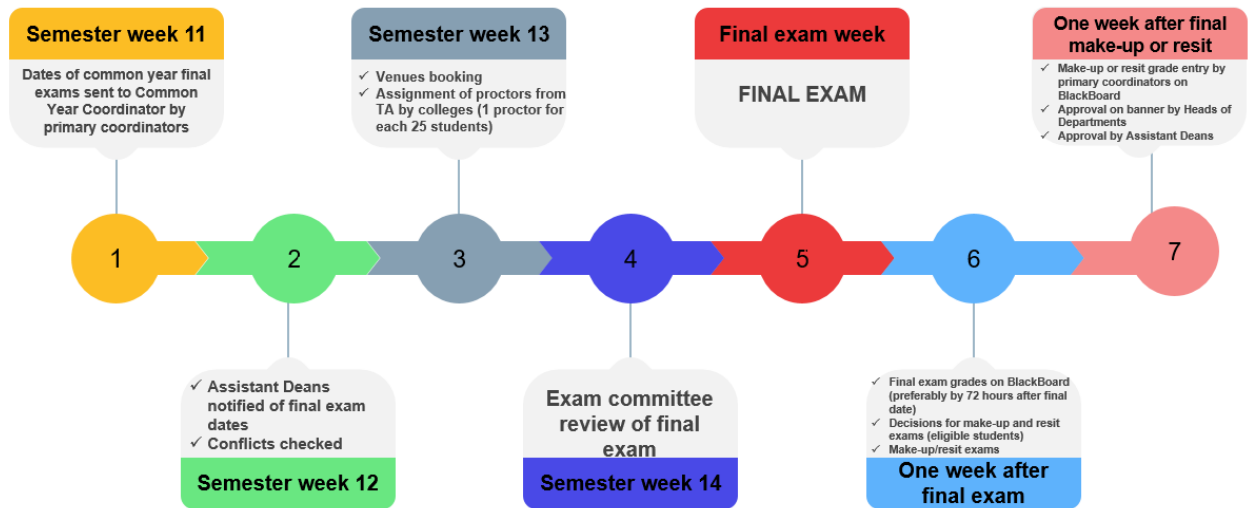
10. Exam management

10.1 Timelines

The different assessments for common year courses, including the quizzes, midterm and final exam as outlined in the course syllabi shall be held in common for students from different colleges, i.e using a common set of questions during a common schedule.

✓ For quizzes, the primary college coordinators finalize the schedule that should be common for all common year students. They update college Assistant Deans and the Common Year Coordinator about this schedule and post it for students on BlackBoard.

✓ For the midterm exam, a standard procedure to handle midterm exams is shown according to the timeline below:

Semester week 2
Dates of common year midterms sent to Common Year Coordinator by primary coordinators

Semester week 4
✓ Venues booking
✓ Assignment of proctors from TA by colleges (1 proctor for each 25 students)

Midterm exam week
MIDTERM EXAM

1 2 3 4 5 6

Semester week 3
✓ Assistant Deans notified of midterm exam dates
✓ Conflicts checked

Semester week 5
Exam committee review of midterm

One week after midterm
✓ Midterm exam grades on BlackBoard
✓ Decisions for make-up exams (eligible students)
✓ Make-up exams

✓ For the final exam, the schedule is posted by the Office of Student Affairs on the university website. A similar procedure to the above should be followed as outlined in the timeline below:

Semester week 11

Dates of common year final exams sent to Common Year Coordinator by primary coordinators

Semester week 13

✓ Venues booking
✓ Assignment of proctors from TA by colleges (1 proctor for each 25 students)

Final exam week

FINAL EXAM

One week after final make-up or resit

✓ Make-up or resit grade entry by primary coordinators on BlackBoard
✓ Approval on banner by Heads of Departments
✓ Approval by Assistant Deans

1   2   3   4   5   6   7

✓ Assistant Deans notified of final exam dates
✓ Conflicts checked

Semester week 12

Exam committee review of final exam

Semester week 14

✓ Final exam grades on BlackBoard (preferably by 72 hours after final date)
✓ Decisions for make-up and resit exams (eligible students)
✓ Make-up/resit exams

One week after final exam

10.2   Exam preparation guidelines

✓ Exam questions should be comprehensive from all included material, and should be of various levels of difficulty.
✓ Primary coordinators subdivide the proposal of exam questions among faculty as relevant to their teaching assignments in each common year course. The primary coordinator collects all proposals and shares a draft to be checked by faculty. The Common Year Coordinator oversees exam preparation through the exam committee (described shortly).
✓ All questions in all assessments should be **new**, and previous questions from previous semesters should not be used if released for student access following the exam.
✓ Each assessment should allow a **single attempt**.
✓ Exam settings must include **passwords and LockDown Bowser**.

10.3   Exam committee

The **exam committee** mentioned in step 4 of the midterm and final timelines has the terms of reference outlined below:

a.   Exam committee background and roles

The exam committee for common year courses is a standing committee assembled for the purpose of quality assurance of common year exams before they are released for attempting by students. It shall serve the following roles:

✓ **Confirm**, as a final checkpoint , that all necessary documentation and procedures are set prior to the exam date
✓ **Review** exams for content and clarity
✓ **Adjust** exam questions if needed

- ✓ **Assure** various question levels in exams
- ✓ **Assure** exam comprehensiveness for all required material
- ✓ **Record and follow- up** exam comments or concerns raised from students, through the faculty, course evaluation results, or complaints raised to the college, to avoid errors in next exams

b. Exam committee membership

The exam committee shall consist of the following members:

- ✓ The Common Year Coordinator as a chair and permanent member
- ✓ All primary college coordinators of courses who shall meet for the respective course exam

c. Frequency of exam committee meetings

The exam committee shall meet at least 1-2 weeks prior to each scheduled exam for common year courses (at least midterm and final). The committee shall outline the schedule for meetings ideally at the beginning of the semester so that members can plan and arrange their attendance.

d. Agenda, minutes, and supporting materials

- ✓ Agenda of the meeting shall be sent ahead of time to the members
- ✓ Exam draft should be ready prior to the meeting
- ✓ Meeting minutes will be shared after the meeting
- ✓ A progress file shall be maintained to document decisions, actions, and pending business

11. Policy for computerized exams

11.1   General rules

All common year exams are held in a computerized format using the student's own laptop. The following rules apply:

- ✓ Online Exams should be conducted on Blackboard through **Lockdown Browsers only, with password and a single allowed attempt**.
- ✓ Only students with valid QU Student Identity card will be permitted into the examination hall. If not available, the Qatari ID may be used.
- ✓ Students **should not possess any written material during exams**; this includes but is not limited to books, notes, slips, reference material, log tables, and others
- ✓ Students should not possess electronic devices during exams; this includes but Is not limited to cell phones, programmable calculators, electronic audio/video devices, smart watches, Bluetooth devices, and others

✓ Students must report to the exam venue 15 minutes before commencement of exam for location of their seats and having their IDs checked by invigilators.
✓ Under any reason, students shall not be admitted into the examination venue after 30 minutes of the commencement of the examination.
✓ Students are allowed to bring only drinking water in the examination rooms; no other beverages or food are permitted.
✓ Once the exam is available for the student on Blackboard, the exam time starts and logs out automatically in time due for the exam duration. **No extra time** shall be provided to late comers; it is the student's responsibility to report to exams on time.

11.2   Specific guideline for students

The following guideline should be unified across all common year courses, and should be posted for students on BlackBoard and reinforced prior to any computerized exam.

a. Instructions before beginning of the exam:

✓ Please make sure you are aware of the exam schedule and venue.
✓ Please bring your valid QU Student Identity card; only students with valid Identity Cards will be allowed into the examination venue.
✓ You should bring your laptop fully charged and with internet connectivity. No extra computers or devices will be provided.Please arrive at the exam venue 15 minutes earlier than the scheduled time to avoid any delay due to the traffic congestion inside campus, and also to locate your seat and have your ID checked by invigilators. Students presenting to the exam venue 30 minutes after the exam starts will not be allowed to enter.
✓ Upon entry to the exam venue, please leave your bags and all belongings near the stage; any material, notes, books, copybooks, slips, etc.. are prohibited to carry during examinations
✓ Mobile devices like scribbling pads, cell phones, programmable calculators, electronic audio/video devices, smart watches, bluetooth devices, and others are not allowed inside the exam venue.

b. Technical advice related to BlackBoard:

✓ Use the following link to Download LockDown Browser Download LockDown Browser (respondus.com)
✓ In case a mock test is available in the examination section of the course, use this test to check the function of the LockDown Browser.
✓ It is a good practice to log out of Blackboard and then back in before you begin. This will help with connectivity issues.

- ✓ Shut down all Instant messaging tools (Skype, WhatsApp, MSN Messenger, etc..) and email programs, as they can conflict with Blackboard.
- ✓ Do not open browsers or tabs other than Blackboard. This is considered a cheating attempt.
- ✓ Maximize your browser windows before starting the test. Minimizing the browser windows during the exam can prevent the submission of your exam.
- ✓ Never click "Back" button on the browser. This will take you out of the test and prevent Blackboard from tracking your selected answers.
- ✓ Save your test using the "Save" button periodically during exam. Click "Save & Submit" button to submit your exam.
- ✓ If you are facing any problems with your account, contact the IT department prior to the exam by the following: Email: helpdesk@qu.edu.qa; Phone number: +974 4403 3456.

   c.   Malpractices during Examination:

According to QU rules and regulations and student code of conduct:

"يعد كل من الغش ومحاولة الغش مخالفة أكاديمية وفقاً للوائح والقوانين المعمول بها في جامعة قطر، وقد تصل عقوبة هذه المخالفة في بعض الحالات إلى الفصل النهائي من الجامعة. وعلى الطلاب تجنب القيام أو المشاركة في أي عمل يخالف لائحة السلوك الطلابي وإجراءات الاختبارات المعمول بها في جامعة قطر".

"Cheating or attempting to cheat are academic violations according to Qatar University rules and regulations, and in some cases, they may result in final dismissal from the University. Students should not under any circumstances commit or participate in any cheating attempt or any act that violates student's code of conduct".

Any of the actions mentioned below are considered cheating or malpractices during examinations:

1. Possession of any printed or written material related to the examination
2. Copying form other's material or helping others in copying
3. Communicating with any person within or outside the examination hall
4. Using cell phones or digital watches during the examination
5. Impersonation of any kind
6. Disobedient or disruptive behavior in the examination hall and its surroundings

In the incident of any malpractice, the exam will be locked for the concerned student and he/she will not be allowed to continue the exam. Also, the student will become **liable for disciplinary action** according to QU rules and regulations.

11.3 Specific guideline for invigilators

The following guideline should be <u>shared with invigilators assigned to proctor all common year exams, by emailing them prior to the start of the examination period by the primary college coordinators</u>.

Dear invigilators,

Please consider the following regulations for a smooth flow of computerized exams:

- ✓ Please arrive at the exam venue 20 minutes before the exam starts.
- ✓ Make sure all students leave their bags and all belongings near the stage.
- ✓ Request the students avoid carrying any cell phones, smartwatches, Bluetooth devices, or other digital devices. Should any device be detected with a student, it will be considered a cheating attempt. Kindly note that only female invigilators can check female students and only male invigilators can check male students. Check if the students are wearing any ear devices or suspicious spectacles then report immediately.
- ✓ Request all students to carry their ID cards together with the permitted stationaries.
- ✓ Record the attendance in each exam (for example, in both theory & OSPE exams of HSF I and HSF II) and validate the student with the personal photo on their ID card.
- ✓ Should any students whose names do not appear on the attendance sheet present to the examination venue, ask them to leave immediately. Also, document these cases and report them to the course coordinators.
- ✓ Inform students that no questions or conversations are allowed during the exam.
- ✓ Do not allow students to leave the exam venue unless the exam time is over or the exit from the test attempt has been validated.
- ✓ Inform students that if they face any problem with the LockDown Browser, they must report it immediately to the invigilator. If reported after the exam, a compensation will not be possible.
- ✓ Inform students that any exit from the lockdown browser will be considered a cheating attempt unless it is reported immediately (Invigilator must write a note in the attendance record about the incident).
- ✓ Request the students to frequently check and confirm the answers are saved; if the answers are not saved due to a system error, they must report immediately to the invigilator. If not reported, or they have reported it after submitting the exam then the unanswered questions will be graded with "0" and no compensation will be offered.
- ✓ Try to avoid sitting in front of the students; instead, sit in the back of the exam venue to be able monitor the students' screens, and detect if any student is trying to exit the LockDown Browser.
- ✓ If students need an IPad device, write the students name in the back of the attendance sheet before handling the device to them.
- ✓ In case of academic misconduct, please inform the course coordinator immediately.

<u>Common IT Glitches:</u>

- ✓ If the LockDown Browser does not start, ask the student to restart the device; if the problem persists, ask them to reinstall the browser.
- ✓ If the password does not work, confirm the student is attending the right exam in the right CRN section, then check if they are using LockDown Browser. If the problem persists, then ask them to close browser and open it again; if the problem persists, ask them to restart the device. If the problem is not solved in both scenarios, record the student's name and hand them an IPad device.
- ✓ In case needed, the IT department's contact details are Email: helpdesk@qu.edu.qa / Phone number: +974 4403 3456.

12. Grade approval sequence

A standard operating procedure should be enforced for grade approval in common year courses to prevent delays.

- ✓ Assessments are corrected by faculty and grades are added to BlackBoard and revised for any missing grades by the primary college coordinator.
- ✓ Grade review is performed by the Common Year Coordinator, after each assessment and before release of final course grades by primary coordinators.
- ✓ After discussion and review of final course grades with primary coordinators, they are released on BlackBoard and are automatically updated on the banner.

On a semester basis, the Common Year Coordinator monitors final course grades for cross-college and time trend analysis, with purposes of quality improvement.

13. Policy for make-up exams

13.1 Excused absence
Absences from common year course assessments including but not limited to quizzes, midterm and final exams maybe excused only for the following two reasons:
   a. Medical reason: Hospital visit for serious illness, hospital stay, and first-degree family member emergency (i.e. illness and death).
   b. Educational activities: Students approved to travel for College or University-supported activities.

13.2 Excused absence approval process
   a. Notification: If a student is unable to attend the assessment due to any of the above excused circumstances, he/she is required to notify her/his course primary coordinator(s)

immediately through email communication to justify his or her absence within a maximum of 48 hours of the assessment date, and ask for a makeup assessment opportunity.

   b. <u>Documents:</u>
- ✓ Students are required to submit a certified medical report only from Hamad General Hospital and other associated governmental hospitals or Primary Health Care Centers to the primary coordinator. Additional supporting documents might be requested.
- ✓ Medical reports from private hospitals/clinics will not be accepted.
- ✓ Students should submit the medical report in advance of the assessment or within 48 hours of the scheduled time of the assessment.

   c. <u>Decision:</u>
- ✓ The course primary coordinator(s) will review and assess the submitted certified medical report and documents.
- ✓ The case will be reviewed, and a decision to grant a make-up assessment or not will be made by the primary college coordinator. If deemed necessary, a committee formed from the course primary coordinator (s) and the college Assistant Dean of Student Affairs shall decide upon the case.
- ✓ The course primary coordinator(s) will inform the students by writing whether the excused absence is approved within a maximum of five working days of receiving the medical report and the documents.

13.3 Unexcused Absence

Any certified medical report for minor illnesses including but not limited to headache, nausea, toothache, dysmenorrhea, epigastric pain, myalgia, back pain, abdominal pain, fever, lethargy, shivering, flu-like illness, dizziness, elective surgeries, panic attacks and other potential non-serious conditions will not be accepted. As a result, the student will receive ZERO for the missed assessment.

14. Policy for resit exams

14.1 Eligibility

Students are eligible for resit exams in common year courses if they:
   a. **fail a course**
   b. **achieve a D, D+ or C grade in the course(s).**

14.2   Timing and awarded grade
- ✓ Depending on the program needs (course sequencing requirements, resources etc.), resit opportunities for eligible students are organized at the end of semester or academic year.
- ✓ For students who are eligible for resit, the initial awarded grade is entered as "In progress" (IP). This allows students to register for courses in the following semester.

- ✓ For students attending the resit exam to **improve their passing grade (**achieved a D, D+, or C grade in the course): the higher of the two grades stands and replaces the IP grade in the student record.
- ✓ For students attending the resit exam **due to failing the course**: if they successfully pass the resit assessment, the resit grade replaces the IP grade in the student record. If, however they fail the resit, then the F grade replaces the IP grade in their record and the students repeat the course.
- ✓ Students are placed under academic suspension after **two failed attempts** to pass the course (a maximum of **two course repeats** is allowed as per QU policy).
- ✓ The assessment committee (or related committee that has assessment within the scope of its terms of reference) at the department/college level also has the final decision on the maximum number of resits permitted in a semester/academic year.

14.3   Common year courses repeats and academic suspension

- ✓ QU course repeat policy applies when repeating courses (the most recently awarded grade of all repeat attempts is considered in calculating the cumulative GPA).
- ✓ Students in the common year are allowed to repeat a QU Health-owned course only once (a maximum of **two course repeats** is allowed); after which, they are placed under "academic suspension" and will be considered "academically inactive".

15. Policy for "In progress" grades and their approval

- ✓ A student who misses a final exam due to circumstances beyond their control (family illness or death, personal illness, etc.), must contact the instructor to justify the absence and submit supporting evidence.
- ✓ This must take place by the time the instructor submits final grades to the Registrar.
- ✓ If the instructor accepts the justification, the student is awarded an **"In progress" grade**, and a date will be scheduled for a 'make-up' exam to be given. **The grade I or "Incomplete" should not be used.**
- ✓ Once the make-up exam has been taken and graded, the **primary coordinator should immediately enter the grade on BlackBoard**.
- ✓ The **make-up** exam, and the **resit** exam, are scheduled **concurrently** according to the following timeframe:

   - For Fall semester: The final make-up exam and the resit exam are scheduled 2 weeks after the final exams, that is in January before the beginning of the spring semester. IP grade on banner should be changed **before** the add/drop period of the spring semester.

   - For Spring Semester: The final make-up exam and the resit exam are scheduled during the summer, that is end of June or beginning of July. IP grade on banner should be changed **before** the beginning of the new academic year.

- ✓ The updated grade (from IP to make-up or resit grade) should be approved on banner by the Head of Department then by the College Assistant Dean for student affairs, to **avoid delays in grade release and student registration at the time of add/drop period (especially for MEDI101 being a pre-requisite for MEDI103).**

16. Academic integrity

QU expects its students to adopt and abide by the highest standards of conduct in their interaction with professors, peers, staff members and the wider University community. Moreover, QU expects its students to act maturely and responsibly in their relationships with others. Every student is expected to assume the obligations and responsibilities required from them for being members of the QU community. As such, a student is expected not to engage in behaviors that compromise their integrity, as well as the integrity of QU. While the University encourages its students to express themselves freely, this freedom is forfeited when it infringes on the rights of others.

Academic violations are breaches of the provisions of laws, bylaws, policies, decisions, established regulations, University traditions and customs, and include, but not limited to, the following:

1. Submission of a work previously submitted for another course.
2. **Cheating, attempting to cheat, assisting or participating in any cheating act during the performance of the assignments.**
3. Submission of a research or an assignment undertaken by other students or other persons.
4. Intentionally disrupting classes, or its order, and attempting to do so.
5. Cheating, attempting to cheat, assisting or participating in any cheating act during mid-term exams.
6. Falsifying or forging any information, figures, or quotes.
7. Cheating, attempting to cheat, assisting, or participating in any act of cheating during final exams.
8. Disrupting of the examination order or its environment.
9. Incidents where other person fraudulently attends an exam or any academic activity or assignment in place of another student.
10. Violating intellectual property rights of others, whether by means of photocopying or undocumented quoting..
11. Forging any documents and information submitted to the University.
12. Possession of mobile phones or electronic devices without disclosure of such information to the responsible proctor, regardless of whether or not such possession was intended.

Disciplinary sanctions that may be inflicted upon the student, in case of committing any of the academic violations, include the following:
1. Repetition of the work in which the violation occurred, or the performance of any other alternative work as determined by the course instructor.
2. Drafting an article discussing the negative impact of the violation on the University experience.

3. Excluding the results of the assignment or examination in which the violation occurred.
4. Verbal warning.
5. Excluding the results of some or all of the assignments related to the course.
6. Written warning.
7. Compulsorily withdrawal from the course.
8. Failing the course in which the violation occurred.
9. Dismissal from the University for a period not exceeding one semester.
10. Failing all courses registered in the semester during which the violation occurred.
11. Dismissal from the University for more than one semester, and no more than four semesters.
12. Suspension of awarding the academic degree for a period not exceeding two semesters.
13. Expulsion from the University.

Students are requested to refer to the QU undergraduate catalogue – chapter 6: Academic Integrity - for full description of integrity rules and regulations, student code of conduct, and disciplinary actions.
http://www.qu.edu.qa/static_file/qu/students/Catalogs/VPAA_AQA_2022_2023_UG-Catalog_EN_All%20Colleges-New.pdf

and also to the student code of conduct:

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17. Summary of common year courses task, stakeholders, role of Common Year Coordinator, and specific timelines

Common year task	Stakeholders(s)	Common Year Coordinator duties	Important timelines
Course syllabi	Primary college coordinators	QA for alignment and compliance with common year goals	One semester prior to course offering
Course contents	Primary college coordinators	QA for alignment and compliance with common year goals	One semester prior to course offering
Educational methods	Primary college coordinators Faculty	QA for alignment and compliance with common year goals	One semester prior to course offering / Ongoing
Assessment methods	Primary college coordinators	QA for exams through exam committee	One semester prior to course offering / Ongoing
Exam scheduling	Primary college coordinators College Assistant Deans	Focal point to collect exam schedule and check for conflicts	At most by week 4 of a given semester
Exam venues	College Assistant Deans	N/A	At most by week 4 of a given semester
Exam proctors from colleges	College Assistant Deans	Focal point to ensure sufficient proctors	At most by week 4 of a given semester
Grade upload	Primary college coordinators	Grade review	At most by 72 hours after exam date
Grade approval	Primary college coordinators	Grade review	At most by one week after final exam
Makeup and resit exams	Primary college coordinators Head of Departments Assistant Deans	QA for follow-up, standardization, and ensuring grade entry according to set timelines	At most by one week after makeup or resit
Grade analysis	Common Year Coordinator	Analyze averages, failure rates and compare to previous trends Draw recommendations from the analysis	End of each semester

Appendix

A suggested plan for names of primary college coordinators – Fall 2023:

Clusters	Cluster 1			Cluster 2	
Courses/colleges	CPH	CHS	CNUR	CMED	CDEM
MEDI101 (HSF I)	Dr. Hassan Rathore*	Dr. Wisam Nabeel Ibrahim*	Dr. Hisham Alshaikhli*	Dr. Ayman Ghazi*	Prof. Jomaa Khabuli*
MEDI102	Dr. Banan Mukhalalati	Dr. Wisam Nabeel Ibrahim	Dr. Hisham Alshaikhli	Dr. Mohammed Hamza	Dr. Lina Abou Nada
MEDI103 (HSF II)	Dr. Hassan Rathore	Dr. Wisam Nabeel Ibrahim	Dr. Hisham Alshaikhli	Dr. Ayman Ghazi	Dr. Lina Abou Nada
PUBH151	Dr. Waqas Sami	Dr. Mujahed Shraim* OR Ms. Rana Kurdi*	Dr. Waqas Sami	Dr. Habib Farooqui	Ms. Rula El-Chami

*Main contact persons who lead the respective common year courses