

**STATE OF QATAR
QATAR ARMED FORCES
AHMED BIN MOHAMMED
MILITARY COLLEGE
DEANSHIP OF ACADEMIC AFFAIRS**



Academic Regulations For the Bachelor's Degree

2024

Article (1)

As per the Emiri Decree No. (45) of the year 2010, the Supreme Council adopts the following regulations, henceforth referred to as "Ahmed Bin Mohammed Military College Academic Regulations for the Bachelor's Degree".

Article (2)

The following words and expressions shall be used in the present document as follows unless the context requires a different meaning:

College:	"Ahmed Bin Mohammed Military College (ABMMC)".
Supreme Council:	"the Supreme Council of the college".
Council:	"the college Council".
The Commander:	"the college commander".
The Deputy Commander:	"the college deputy commander".
Chief Instructor:	"the college chief instructor".
Cadet Battalion Commander:	"cadet battalion commander of the college".
Deanship:	"the Deanship of academic affairs of the college".
The Dean:	"the Dean of academic affairs of the college".
The Deputy Dean:	"the deputy dean of academic affairs of the college".
Department Head:	"faculty member who is responsible for managing the affairs of his department"
Academic Affairs Council:	"the council of academic affairs of the college".
Department Council:	"board consisting of the head and faculty members of an academic department"
Department:	"the academic department" that is responsible for executing the a academic plan for the bachelor's degree which is related to it and related tasks"

Credit Hour: “a measurement unit for an hour taught by a faculty member in a week”.

Practical Hour: “a measurement unit for an hour taught and supervised in the lab or in the field by a faculty member in a week.

Registration Department: “the department responsible for registering students, managing academic records, and related tasks”.

Resit Exam: “exam taken by a student for a course which he failed”.

Course repeated Exam: “exam taken by a student in a course that he repeated”.

Make-up Exam: “exam taken by a student who missed the final exam, with a valid justification approved by the Academic Affairs Council.

Semester Grade Point Average (SGPA): The weighted average for all courses completed, successfully or not, in a given semester.

Cumulative Grade Point Average (CGPA): The weighted average for all courses completed, successfully or not, from the date of enrollment in the program to the date of calculating that average.

Article (3)

As per the article 25 of the Emiri Decree No. (45) of the year 2010, the college offers bachelor’s degrees in the following disciplines:

- Law
- Management
- Accounting
- International Relations
- Supply Chain Management (SCM)
- Computer Information Systems
- Computer Science
- Cybersecurity
- Russian Language
- Intelligence and National Security

Article (4)

1. Students will choose their major after completing one year of study, in line with the following conditions and criteria:
 - A. The need of the sponsoring institution.
 - B. The regulations set by the department in which the student wants to enroll.
 - C. Student interest (If possible).
2. A Student can change his academic major if the following two conditions are met:
 - A. A written request for change of major is submitted no more than two weeks after the beginning of the semester. The request will be evaluated based on the criteria set forth by the college.
 - B. A written request for change of major is submitted no more than two semesters after enrollment. The request can be made only once and must meet the approval of the Academic Affairs Council and the Council.
3. Each department is responsible for managing the integration of students who received an approval for change of major. All grades obtained prior to the change of major will be calculated in the student's cumulative grade point average. The student is responsible for any consequences resulting from the change of major, including the possibility of being demoted.

Article (5)

Arabic is the main language of instruction at ABMMC. Exceptions include English language courses, courses specific to foreign language programs, and any other courses which have been authorized by the Supreme Council to be taught in a language other than Arabic.

Article (6)

1. Bachelor's degrees at the college must be completed within four years. In case of extenuating circumstances, a student may exceed this period of time with the approval of the Council.
2. An extension of one academic year, renewable only once, can be granted to a student by the Council to complete the bachelor's degree requirements. Another extension of a similar period of time may be granted to a student by the council.

Article (7)

To earn a bachelor's degree from the college in any of the majors mentioned in Article 3 of this academic regulations, a student shall satisfy the following requirements:

1. Complete (120) credit hours, as per the program's study plan.

2. Earn a minimum Cumulative Grade Point Average (CGPA) of 1.5.
3. If a student completes 120 credit hours but falls short of the required minimum CGPA, the Academic Affairs Council will determine, in collaboration with the relevant department, the courses to be taken by the student for a period of one semester or more to attain the minimum CGPA required.

Article (8)

In accordance with article 6, the 120 credit hours of the bachelor's degree at the college are distributed as follows:

1. Core curriculum requirements (51 credit hours), divided into:
 - a. Mandatory courses (47 credit hours).
 - b. Electives (4 credit hours)
2. Major requirements (69 credit hours), divided into:
 - a. Mandatory courses (60 credit hours).
 - b. Electives (9 credit hours)

Article (9)

The academic calendar for the bachelor's degree is structured as follows:

1. The academic year is divided into two regular semesters of (16) weeks each. An additional summer semester of (8) weeks may be offered by the college, when deemed necessary by the Council.
2. Unless otherwise authorized by the Council, the maximum credit hours that a student can take during a regular semester (spring or fall) is (18) and the minimum is (12); while the maximum credit hours that a student can take during the summer term is (9).
3. A student may be allowed to take up to (21) credit hours during a regular semester, with the approval of the relevant department head and the Dean of Academic Affairs.

Article (10)

Students enrolled in a bachelor's degree at the college are categorized as follows:

1. Level one: students having completed (30) credit hours or less.
2. Level two: students having completed between (31) and (60) credit hours.
3. Level three: students having completed between (61) and (90) credit hours.

4. Level four: students having completed more than (90) credit hours.

Article (11)

The academic calendar for the bachelor's degree is determined annually by the Council, based on a recommendation from the Academic Affairs Council.

Article (12)

Based on recommendations from the Council, the Supreme Council has the authority to do the following:

1. Authorize a student enrolled at another accredited educational institution to take courses at the college using a temporary registration number. The duration of the temporary registration number is one academic year only.
2. Authorize a registered student at the college to take courses at another accredited educational institution, provided that the courses taken do not exceed 50% of the program's study plan and that they cause no conflict of equivalency. The courses that the student has taken at that along with the grades that he obtained will be counted in his accredited educational institution transcript.
3. Authorize the transfer of a student from another accredited educational institution to the college, provided that the transfer student has not already completed 50% of the program's study plan.
4. The procedures below apply to transfer applicants that satisfy the requirements mentioned in clause 3:
 - A. A department committee shall be formed by the academic department in which the transfer student is enrolled to evaluate the student's eligibility for transfer credit.
 - B. Only courses in which the student has obtained a grade of 65% or higher are eligible for transfer credit. Transfer courses will receive the grade (P) "pass" on the student's college's transcript. Grades obtained at another institution are not included in the calculation of the student's ABMMC's Semester Grade Point Average and Cumulative Grade Point Average.
 - C. The course description of the courses completed at another institution must be similar or very similar to their corresponding courses at ABMMC to be eligible for transfer.
 - D. The department in which the transfer student is enrolled shall submit the decision of the committee responsible for evaluating his application to the Academic Affairs Council for approval. The commander's office shall be notified about the decision taken by the Academic Affairs Council.

Article (13)

1. Students must attend all scheduled classes. Students who fail to attend a course 20% of the time or more will automatically fail the course and will be barred from attending lectures and will neither be allowed to take the final exam nor the resit test.
2. A student who fails to attend a course 20% of the time or more with a valid justification approved by the Academic Affairs Council, will be exempted from the course for that particular semester.
3. Compensatory courses, approved by the Academic Affairs Council, will be offered to students on official missions abroad.
4. Teachers are responsible for tracking student attendance and report to their respective department any student who did not fulfill attendance requirements mentioned in clause 1 of this article.

Article (14)

A student who completes all course requirements but is unable to write the final exam due to extenuating circumstances will receive the grade (I) "incomplete". The student shall take the exam no later than the end of the following semester.

Article (15)

Teachers are responsible for designing exam questions, marking them, and entering final grades in the SIS system for electronic approval by head of the department. They are also responsible for preparing detailed final grade sheets and presenting them to the head of the department. All exam rules and procedures must conform to the regulations of the college.

Article (16)

1. Detailed grade sheets and a computer printout of the final grades for every course must be presented to both the head of department and to the Dean for approval. The original copies shall be submitted to the Registration Department for record keeping.
2. Final grade sheets specific to military courses must be presented to the relevant administration and to the Chief Instructor for approval. The original copies shall be submitted to the Registration Department for record keeping.
3. Final exam papers are kept in the college for one semester after the end of the term. After this period of time, the exam papers are destroyed according to the procedures in place.

Article (17)

Students have the right to submit a grade review request to the Dean. The final grade review procedure is as follows:

1. The grade review request shall be lodged no later than a week after the grade release date.
2. The Dean will transfer the request to the relevant department head.
3. The department head will transfer the request to the relevant teacher. The teacher shall evaluate the student's request and submit a report to the head of department. The head of department shall take a decision based on the teacher's report and submit it to the Dean.

Article (18)

1. Students who fail one or more courses can resit them only once. The resits will take place during the first two weeks of the following semester, or as per the schedule determined by the Academic Affairs Council.
2. If a student fails a resit exam for an elective course, he may repeat that course or take a different one.
3. Students who pass the resit exam will receive the grade "pass" (60%). The grade obtained in the resit exam replaces the original grade in the calculation of the Grade Point Average (GPA).
4. Students who fail the resit exam must repeat the course. The grade obtained after repeating the course is the only one that counts in the calculation of the GPA. All previous grades earned in that course will remain listed in the student's transcript but will not be included in the calculation of the GPA. Students are not allowed to repeat more than three courses in a semester.
5. A Student is allowed, only once, to repeat courses in which he earned a grade of (D) or (D+) in order to improve his GPA. The grade earned after repeating the course will replace the original one in the calculation of the GPA. All previous grades obtained in that course will remain listed in the student's transcript but will not be included in the calculation of the GPA.
6. Students whose GPA is below (1.50) are not allowed to take more than (12) credit hours in a regular semester, and no more than (6) credit hours in the summer semester.
7. Students whose GPA is between (1.50) and (2.0) are allowed to reduce the academic load by (3) credit hours during a regular semester.
8. Students whose GPA is below (1.50) or those who want to reduce the academic load by (3) credit hours are not allowed to drop or withdraw from repeated courses or courses which are prerequisites to upcoming courses.
9. Students whose GPA is above or equal to (1.50) are allowed to take up to (18) credit hours in a regular semester, and up to (9) credit hours in the summer semester.

Article (19)

1. Upon graduation, a student's Cumulative Grade Point Average (CGPA) will be associated with the following letter grades and descriptions:

Cumulative Grade Point Average (CGPA)	Description	Letter Grade
3.6 – 4	Excellent	A
2.8 - Less than 3.6	Very Good	B
2.0 - Less than 2.8	Good	C
1.5 - Less than 2.0	Pass	D

2. All courses must adhere to the following grading system:

Percentage	Description	Letter Grade
90 - 100	Excellent	A
85 < 90	Very Good +	B+
80 < 85	Very Good	B
75 < 80	Good +	C+
70 < 75	Good	C
65 < 70	Pass +	D+
60 < 65	Pass	D
< 60	Fail	F

Article (20)

Good Academic Standing and Satisfactory Academic Progress

1. A Student who fails more than (4) resit exams after the first year of study (fall/spring) and his CGPA remains below (0.5) is subject to academic dismissal. After consulting the department in which the student is enrolled, the Academic Affairs Council will recommend the dismissal of the student in question. The case shall be transferred to the academic Council for approval.
2. A student who fails to maintain a minimum CGPA of (1.50) after the first academic year (spring/fall) will be demoted to the next batch, as per the Academic Affairs Council recommendation. Two consecutive probationary semesters will be given to the student to attain a minimum CGPA of (1.50). During the probationary semesters, the student must repeat the courses in which he earned a grade of (F), (D) or (D+). If the student fails to attain the minimum CGPA required at the end of the probationary semesters, he shall be subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in

which the student is enrolled. The recommendation shall be transferred to the Council for approval.

3. A student whose Semester Grade Point Average is above or equal to (2.00) but fails to maintain a minimum CGPA of (1.50) after the first academic year (spring/fall) will be given two consecutive probationary semesters to attain a minimum CGPA of (1.50). If the student fails to attain the minimum CGPA required at the end of the probationary semesters, he will be demoted to the next batch, as per the Academic Affairs Council recommend after consulting the department in which the student is enrolled. If his CGPA remains below (1.50) after having been demoted, the student in question shall be subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in which the student is enrolled. The recommendation shall be submitted to the Council for approval.
4. A student who completes the first academic year with a CGPA above or equal to (1.50) but later falls below (1.50) will be given two consecutive probationary semesters to attain a minimum CGPA of (1.50). If the student fails to attain the minimum CGPA required at the end of the probationary semesters, the student will be demoted to the next batch, as per the Academic Affairs Council recommend. If his CGPA remains below (1.50) after having been demoted, the student in question shall be subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in which the student is enrolled. The case shall be transferred to the College Council for approval.
5. A student whose CGPA falls below (1.50) during the sixth semester (fall) and has completed all his courses or has less than (4) courses remaining will be given two consecutive probationary semesters to attain a minimum CGPA of (1.50). If the student fails to attain the minimum CGPA required at the end of the probationary semesters, the student will be demoted to the next batch, as per the Academic Affairs Council recommend. If his CGPA remains below (1.50) after having been demoted, the student in question shall be subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in which the student is enrolled. The recommendation shall be presented to the Council for approval.
6. A student whose CGPA falls below (1.50) during the sixth semester (fall) and has more than (4) courses remaining will be demoted to the next batch, as per the Academic Affairs Council recommend. If his CGPA remains below (1.50) after having been demoted, the student in question shall be subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in which the student is enrolled. The recommendation shall be presented to the College Council for approval.
7. A student who has completed (70) credit hours but has failed to earn a minimum CGPA of (1.50) after having been demoted will be given two consecutive probationary semesters to attain a minimum CGPA of (1.50). If the student fails to attain the minimum CGPA required at the end of the probationary semesters, the student will be demoted again, as per the Academic Affairs Council recommend. If his CGPA remains below (1.50) after having been demoted a second time, the student in question shall be

subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in which the student is enrolled. The recommendation shall be presented to the College Council for approval.

Article (21)

The following applies to students with a CGPA (1.50) or above and who have not completed all their courses after finishing the sixth semester.

1. Students who have (4) courses or less remaining shall take those courses during the military year. If the student fails one or more of the courses in question, he shall be subject to the regulations that apply to students who have (5) courses or more remaining, as per clause (2) of this article.
2. Students who have (5) courses or more remaining are allowed to enroll in the military year, and after graduation, they will be given one semester or more to complete the remaining courses.
3. Students mentioned in clause (2) of this article will be promoted to the rank of Lieutenant if they complete the remaining courses by June and their seniority will start being calculated as of 1 January of the same year. If the student fails to complete the remaining courses by June, he will not be promoted to the rank of Lieutenant and his seniority will not be counted until he has completed those courses within maximum one year. If the student has not completed the courses in question after one academic year, he shall be subject to academic dismissal. The recommendation shall be made by the Academic Affairs Council, after consulting the department in which the student is enrolled. The recommendation shall be presented to the Council for approval.

Article (22)

Academic violations include, but are not limited to:

1. Cheating or attempting to cheat using electronic tools, or any other means.
2. Helping other students to cheat.
3. Impersonation.
4. Disturbing exam procedures.
5. Outraging public decency, failing to observe basic principles of honor and dignity, disrespecting religion, or damaging the reputation of the College.
6. Forging or altering official documents or using falsified documents for college-related purposes.
7. Any other behavior contrary to public order and morality.

Article (23)

A student who commits one of the violations mentioned in Article (22) is liable to any of the following sanctions and disciplinary measures:

1. Oral warning
2. Written warning
3. The student receives an "F" (fail) grade in the course in which the offence took place.
4. All courses will be withdrawn from the student during the semester in which the offence took place.
5. The student receives an "F" (fail) grade in all courses in which the offence took place.
6. The harshest penalties shall be imposed in the case of repeated offence.

Article (24)

The following procedures shall apply if a student is found guilty of cheating or committing an attempt to cheat:

1. The proctor who caught the student cheating shall write a detailed report about the incident and submit it along with any supporting evidence to the department in which the student is enrolled.
2. The relevant department shall transfer the report to the Academic Affairs Council to investigate the incident and decide the appropriate course of action, in accordance with the academic rules and regulations of the bachelor degree.
3. The decision shall be submitted to the Chief Instructor to apply any other measures specific to the military code.
4. The student has the right to appeal the decision of the Academic Affairs Council before the grievance committee no more than two weeks after the decision has been issued.

Article (25)

1. The grievance committee is formed by the Commander and headed by the chief Instructor. Members of the grievance committee include:
 - a. A representative of the Cadet Battalion.
 - b. The relevant department head.
 - c. A faculty member attached to the department of law.
2. The grievance committee is responsible for reviewing appeals that have been lodged by students. The committee's decisions are final, once approved by the Commander.

Article (26)

The Council is the only authority that has the right to interpret and clarify the rules and regulations of the present document and address any issue that has not been mentioned in it or arises from its application. The Council is also the only authority that has the right to add new parts and amend or revoke any part of the present document, with the approval of the Supreme Council.

Article (27)

The Academic Affairs Council has the right to add any executive procedures in line with the rules and regulations of the present document.

Article (28)

The rules and regulations of the present document shall come into effect once approved by the Supreme Council.