



REGISTERED STUDENTS' GUIDELINES

Dear student,

You are most welcomed to an institution whose creation goes back to 1929, when the Comboni Missionaries and the Catholic Church in Sudan founded a school called Comboni College Khartoum (CCK). In 1999 some parents of the Primary section of that school asked the Comboni Priests and Brothers to develop a post-secondary section. This initiative gave place in 2001 to Comboni College of Science and Technology (CCST), a Sudanese academic institution approved by the Ministry of Higher Education and Scientific Research on 15.04.2001.

From the very beginning CCST was characterized by the diversity of her students. We consider diversity, either ethnic, cultural or religious, as a treasure that enriches the other and opens the mind and the heart.

Comboni College of Science and Technology is a school of collaboration, mutual understanding and scientific research where everyone is called to be “always more always better” and work for the common good through his/her scientific skills and personal commitment and values.

1. Registration for the Semester:

- a. All students must register for every semester, even if they are exempted from tuition fees, or these were paid beforehand.
- b. Failure to be present on the subsequent semester implies that the studies have been frozen. Next time the student must come earlier than the registration time and unfreeze the studies.
- c. Fees: the fees of the semester are as decided upon at the first entry to the College; usually, half the annual fees are paid. Registration fees are fixed for every year. No late registration is allowed. Latest is 15 days before the semester.

- d. Time of Registration: Beginning of November for the semester that starts on the 1st of December; and Beginning of May for the semester that starts on the 15th of June. Exact days will be on board for each batch.
- e. Students are requested to attend all lectures according to the time-table set. In case of absence during tests or for more than 2 consecutive days, the student must present a sick report or other evidence supporting the excuse of absence (e.g. death of a 1st degree relative).

2. Carrying a subject:

- a. No more than 3 subjects can be carried in one semester.
- b. Time for Registration: at least 15 days before the start of each semester, i.e. before 15 June and before 15 November of each year.
- c. Implications: the student who registers in a subject must attend all its lectures, labs, tutorials, do all course work and sit for all tests and exams. If absent, he/she gets 0.
- d. Usually students register to carry a subject that is presented in the semester.

3. Studies:

- a. Students are requested to be in class 5 minutes before the start of every lecture, to study day by day, and to consult the library.

GENERAL CALENDAR OF THE YEAR	
1 st Dec	Start of New Year – 1 st Semester
1 st May	Registration for 2 nd Semester
15 th June	Start of 2 nd Semester
1 st Nov	Registration for New Year

- b. In case of any difficulty in a course, students are advised to consult the lecturers in their free time or the head of department.
- c. A record of the student's attendance is kept. Marks are considered for attendance in addition to the tests and assignments. Usually 40 up to 60% of the total mark in a subject come from the course work (tests, assignments and **attendance**).

4. Integral formation:

- a. The educational proposal of CCST is not limited to the intellectual dimension of the person. The Secretary of Students' Affairs is at the service of the students for the organization of cultural activities and orientation. Muslim



students have a prayer room at their disposal and the Christian ones can pray in the Chapel of the College, where the Holy Mass is celebrated every day at 7.25 am.

- b. There are also regular sports activities for the students of the College in the Comboni Playground every Tuesday. These include: basketball, volleyball, soccer and swimming with appropriate coaches.
- c. Students who need to improve their level in English language are invited to join the Short Courses, especially in the summer vacation with a discount of 20% for every 3 students who register together. Students with otherwise a proficient level of English are invited to take part in the English club.
- d. Also the students with some difficulties with Arabic language can benefit from special discounts in the Centre of Ongoing Education (Short Courses).

5. Exams:

- a. The final exams are held at the end of every semester after a reading week from the end of the semester – usually around the 22nd of October and the 22nd of March of every year.
- b. Only students who have attended at least 75% of the lectures, labs and activities of any subject have the right to sit for that subject.
- c. Any student with any remainder of fees for the semester will not be allowed to sit for the final exams.
- d. Students are not allowed to speak with each other or exchange instruments during the exam. Any action of cheating might result in the suspension from studies for 2 years.

6. Results:

- a. Everything is corrected out of 100. The Final mark in a course is a calculation of the coursework and the final exam mark. The mark out of 100 is divided by 20 to get the points: A = 4.0 and more; B = 3.5 up to 3.9; C = 3.0 up to 3.4; D = 2.5 up to 2.9. < 2.5 means failure: F.
- b. Different subjects have different weights according to their relevance. That is translated into the credit hours of the subject. To get the result of a semester, the credit hours of each subject are calculated according to the points scored, and an average of all is made (GPA – Grade Point Average).

7. Substitute Exams:



- a. Only students who were sick during the examination period and who presented themselves to the medical doctor of the College during the exams (usually before the first half hour of every exam), and who were given a written release from the doctor saying he/she is unfit to sit for the exams – only those can sit for the substitute exams at the time of the supplementary exams. Absence for other reasons =0.

8. The Supplementary Exams:

- a. Supplementary exams and substitute exams are held on 1st week of November of every year for both semesters. Registration is on the last week of October 2014. Supplementary exams are available only for those students who did the course work in the last semester.
- b. Students with very bad course work are advised not to sit for supplementary exams but to repeat the course. The course work and attendance take the same marks as the main exam.
- c. Absence from supplementary exams=0=F.

9. Check-points during the studies:

- a. Students must get a GPA in each semester in order to be allowed to register for the coming semester.
- b. No student with a cGPA < 2.50 can pass to semester 5. The student must go back and repeat a semester chosen by the Academic Council in order to improve his/her cGPA.
- c. Students who have discontinued their studies for 3 years or more have to restart their studies from 1st year.

10. Graduation:

- a. A student is considered graduated after the decision of the Academic Council at the end of the 4 years' course for the Bachelor or the 3 years' course for the Diploma program.
- b. The recommendations of the external examiner are essential.
- c. A student must have passed in all subjects of the program and got a cGPA of at least 2.5 at the end of studies.

11. Receiving the Bachelor's certificate or the diploma:

- a. After satisfying the above-mentioned rules (10.c), the student can claim his/her final certificate.



- b. The student pays the fees and fills the application form with the name exactly written as requested – e.g. the same as in the passport.
- c. The student must be free from all fees of the college, free from library books and any project requirements according to program co-ordinators.
- d. A clearance from the National Service is requested from all students, foreigners and Sudanese, males and females.
- e. The certificate is usually issued after two weeks since the day it was requested.
- f. In case a student terminates his/her studies for his/her own reason, a certificate of details can be issued after paying the certificate fees, clearing any arrears, and resigning from college.

12. Arrears and Freezing of fees:

- a. Whenever a student wants to register for anything, e.g. carrying a subject or for receiving a certificate, he/she must be clear first of any arrears, and any money paid will go to the arrears first.
- b. In case a student wants to freeze the studies, he/she can do that during the first month of studies. Registration fees and tuition fees according to the day of freezing will have to be paid again.

13. Exam Regulations

- a) Entrance with valid College card and exact College uniform only.
- b) Students who are not allowed to sit for the final exams because of poor attendance will be penalized if they enter the exam hall.
- c) All students must be present 10 minutes before the set time of the exam.
- d) No student will be allowed to enter after 30 min of the set time of the exam has passed.
- e) Students are not allowed to carry on them any material which contains help for the exam. Also empty paper is not allowed.
- f) Students are expected to follow invigilators instructions and any request by the Examination committee, e.g. to change place, go out, ... etc.
- g) Silence is to be observed all the time. In case of any query, the student can raise his/her hand quietly.
- h) Any exchange of material, e.g. pen, ruler, is not allowed between students.
- i) Mobiles are not allowed inside the exam room. Any mobile found will be confiscated.



- j) Students must hand in the copybook and question paper before exiting the exam room.
- k) Sick students must meet the college's medical 30 minutes before the exam time up to half an hour from the beginning of the exam. Absence otherwise will be given zero.
- l) You have to be very careful. Any suspected speech with a colleague or passing of any material might mean your suspension from study for two years.

14. Code of Conduct

- 1- CCST considers the ethnic, cultural and religious diversity of her students and staff members as a precious treasure. Therefore, any student should respect each other's religion, cultural or ethnical group. This also means respect for the local culture as far as dressing, way of relating and expressions of friendship are concerned.
- 2- Teaching, administrative and cleaning staff are at the service of the students. The latter ones are expected to behave with respect towards the first ones.
- 3- CCST supports and encourages social, cultural and academic activities of the students. On the contrary, CCST doesn't support any political activity in the premises of the College.
- 4- CCST is a non-profit institution financed by the fees of the students. Thus, any intended damage to the College premises or furniture (chairs, tables...) harms the whole academic community and will be penalized.
- 5- We all like to have a cleaned and nice College. This is the work of all. Students are expected not to leave the marks of the shoes on the walls, not to use the tables for the feet and to throw the rubbish (tissue paper, empty bottles, chewing gum...) in the waste paper baskets.
- 6- Energy resources (electricity, fuel...) in the planet are limited. CCST promotes awareness on the importance of saving energy. When possible, every student tries to collaborate in this aspect by switching lamps or coolers when not needed.