Template of Course Specification

Faculty: CIT
Department: IS
Program(s): All

I. General information about the course:						
1.	Course Title:	Systems Analysis and Design				
2.	Course Code and Number :	IS223				
3.	Credit Hours: 3	Lecture	Seminar/Tutorial	Practical	Training	Total
		2		2		3
4.	Study Level and Semester:	Level 3 or 4 / Semester 6 or 7				
5.	Pre-requisites (if any):	- Introduction to Database - Information system theory (for IS students)				
6.	Co-requisites (if any):					
7.	Program in which the course is offered	MIS, AIS, eBussiness,IT, CS, CN and Diploma in IT				
8.	Teaching Language:	English / Arabic				
9.	Study System :	Course Based				
10.	Prepared by:	Course Facilitator (Fahd N. Al-Wesabi)				
11.	Approval date :					
12.	Approved by:					

II. Course Description :

Information system development has traditionally been an art and is undergoing rapid change. Amidst this volatile environment, a few basic ideas and approaches emerging over the past several years have demonstrated considerable staying power and influence. This course will introduce these ideas. Both concepts and techniques will be covered, reinforced by homework assignments and a project. The course material encompasses the concepts, tools, and techniques required to analyze and design business information systems. The course will include structured development approaches and the system development life cycle, as well as rapid application development through alternative approaches such as Agile and prototyping. Emphasis will be given to the role of information systems in organizations and how they relate to organizational objectives and structure. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

III. Course Aims

- An ability to describe system development concepts, process, environment, methods and approaches.
- Enable students to understand and apply traditional and modern requirement gathering techniques to gather, model and document the business problem requirements.
- Enable students to understand analysis and design methods, models, techniques and tools to develop and manage various software projects..
- Enable students to understand design techniques to build system, architecture and user interface design.
- Providing students with the necessary knowledge and skills in using CASE tools, prototyping and agile modeling methods and techniques.

VI. Course Intended Learning Outcomes (CILOs) :

Knowledge and Understanding:

Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)

Knowledge and Understanding PILOs	Knowledge and Understanding CILOs	
After completing this program, students would be able to:	After completing this course, students would be able to:	
A1: Demonstrate knowledge and understanding of essential concepts, principles and theories relating to computing and computer applications as appropriate to the program of study.	a1	Describe the principles, terminology, process activities of system development life cycle, system development environment, approaches and methods, and techniques and apply them to solve problems.
A2: Recognize the criteria and specifications appropriate to specific problems, plan strategies for their solution.	a2	Recognize the principal tasks, activities software quality, software reuse and risks of software project management and key issues that influence project managers and team working, such as team composition, organization, and communication.
A4: Describe the professional, economic, social, environmental, moral and ethical issues involved in the sustainable exploitation of computer technology and be guided by the adoption of appropriate professional.		

Intellectual Skills :

Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)

Intellectual Skills PILOs		Intellectual Skills CILOs
After completing this program, students would be able to:		After completing this course, students would be able to:

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B1:Model and design computer-based systems for the purpose of comprehension, communication, prediction and the understanding of trade-offs.	b1	Use the generic system development process model effectively, and propose the appropriate development techniques for the development of each type of information system
B2: Analyze the extent to which a computer-based system meets the criteria defined for its current use and future development.	b2	Appreciate the need to understand the business and social context of systems analysis projects and solve a wide range of problems related to the analysis, design and coding, and testing different components of information systems
B3: Identify appropriate theory, practices and tools for the specification, design and evaluation of computer-based systems.		
B4: Demonstrate computational thinking including its relevance to everyday life.		
B5: Analyze the criteria and specifications appropriate to specific problems, plan strategies for their solution.		
B6: Evaluate systems in terms of general quality attributes and possible trade-offs presented within the given problem.	b3	Systematize project plan and risk management procedures in information systems project

Professional and Practical Skills		
Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)		
Professional and Practical Skills PILOs		**Professional and Practical Skills CILOs**
After completing this program, students would be able to:		After completing this course, students would be able to:
C1: Use effectively the tools for the construction and documentation of computer applications.	c1	Use CASE tools, graphical models, and diagram types to prepare requirement document specification, modeling description.
C2: Demonstration the effective deployment of computers to solve practical problems.	c2	Apply quality management procedures, standards, and quality measurements to enhance the quality of information systems product, and Use project management and planning tools to follow up and manage information system project activities and resources.
C4: Apply appropriate practices and tools for the specification, design, implementation and evaluation of computer-based systems.		
C5 Demonstrate effective use of general information technology (IT) facilities		

Transferable (General) Skills :		
Alignment of CILOs (Course Intended Learning Outcomes) to PILOs (Program Intended Learning Outcomes)		
Transferable (General) Skills PILOs		**Transferable (General) Skills CILOs**
After completing this program, students would be able to:		After completing this course, students would be able to:
D3: Work as a member of a development team, recognizing the different roles within a team and different ways of	d1	Clearly prepare and deliver coherent and structured verbal and written technical reports, communicate and describe business

organizing teams.		information systems, in both oral presentation and in written documentation
D5: Appreciate the need for continuing professional development in recognition for lifelong learning.		

VI. Alignment of CILOs to Teaching and Assessment Strategies

First: Alignment of Knowledge and Understanding CILOs

Knowledge and Understanding CILOs	Teaching Strategies	Assessment Strategies
a1. Describe the principles, terminology, process activities of system development life cycle, system development environment, approaches and methods, and techniques and apply them to solve problems.	- Lectures and Tutorials - Case studies - Classroom and tutorial assignments (problem solving) - Research	- Homework reports - Written exams (Quiz, Midterm and Final Exams). - Interaction with discussions - Research report and seminar presentation
a2. Recognize the principal tasks, activities software quality, software reuse and risks of software project management and key issues that influence project managers and team working, such as team composition, organization, and communication.		

Second: Alignment of Intellectual Skills CILOs

Intellectual Skills CILOs	Teaching Strategies	Assessment Strategies
b1. Use the generic system development process model effectively, and propose the appropriate development techniques for the development of each type of information system	- Lectures and Tutorials - Homework - Classroom and tutorial assignments (problem solving) - Classroom discussion of real problems (brain storming)	- Homework reports - Written exams (Quiz, Midterm and Final Exams). - Interaction with discussions
b2. Appreciate the need to understand the business and social context of systems analysis projects and solve a wide range of problems related to the analysis, design and coding, and testing different components of information systems		
b3. Systematize project plan and risk management procedures in information systems project		

Third: Alignment of Professional and Practical Skills CILOs		
Professional and Practical Skills CILOs	**Teaching Strategies**	**Assessment Strategies**
c1. Use CASE tools, graphical models, and diagram types to prepare requirement document specification, modeling description.	- Lectures and Tutorials - Case studies - Classroom discussion of real problems (brain storming) - Group-based project.	- Written exams (Quiz, Midterm and Final Exams). - Interaction with discussions - Project report and presentation
c2. Apply quality management procedures, standards, and quality measurements to enhance the quality of information systems product, and Use project management and planning tools to follow up and manage information system project activities and resources.		

Fourth: Alignment of Transferable (General) Skills CILOs		
Transferable (General) Skills CILOs	**Teaching Strategies**	**Assessment Strategies**
d1. Clearly prepare and deliver coherent and structured verbal and written technical reports, communicate and describe business information systems, in both oral presentation and in written documentation	- Lectures and Tutorials - Classroom and tutorial assignments (problem solving) - Classroom discussion of real problems (brain storming) - Group-based project. - Research	- Interaction with discussions - Project report and presentation - Research report and seminar presentation

VII. Course topics and sub-topics (theoretical and practical) with contact hours and alignment to CILOs

Topics/Units of Course Contents					
First: Theoretical Aspects					
No.	**Course Topics/Units**	**Sub-topics**	**No. of Weeks**	**Contact Hours**	**CILOs**
1	Foundations for system development	Introducing the systems development environment, concepts, approaches, methods, system development life cycle and Roles of system analyst	1	2	a1, a2, b2, b3, c1, c2, d1
2	Origins of Software	Outsourcing concepts, Sources of application software, criteria to	1	2	a1, b1, d1

		choosing off-the-shelf software, Validating Purchased Software Information, Request for Proposal Concept (RFP), Software Reuse Concept			
3	Managing the Information Systems Project	Activities of projects management in project initiation, planning, execution and closedown phases, project plan components (Activity table, GANT chart and PERT diagram)	1	2	a1, a2, b1, b3, c2, d1
4	Project initiation and Planning	Problem statement, opportunities for improvement, selection of project, determining objectives, feasibility studies, project planning, estimating time required, scheduling the project activities and managing activities and team	1	2	a1, b2, b3, c1, c2, d1
5 **6** **7** **8** **9**	System Analysis	▪ Determining System Requirements: Traditional techniques (Documents reading and analysis, Sampling and investigating data, interviewing, Using questionnaires), Modern techniques (JAD, Prototyping) ▪ Structuring System Requirements: Process Modeling and Data Modeling (Using DFD and ERD) ▪ Structuring System Requirements: Process Description and Data Description (Using decisions tables, structured English and data dictionaries)	5	10	a1, a2, b1, b2, b3 c1, c2, d1
10	First Projects Presentations	First Projects presentations	1	2	ALL
11	Mid-Term Examination	Mid-term exam	1	2	ALL

12	The essentials of system design	▪ Designing output and input ▪ Designing User Interfaces ▪ Designing Database ▪ Finalizing Design Specifications	1	2	a1, b1, b2, c1, c2
13	Implementation and Maintenance	▪ Quality assurance through system development ▪ Coding ▪ Documentation (user help, System help) ▪ Maintaining Information Systems	1	2	a2, b3, c2, d1
14	Final Projects Presentations	Final Projects presentations	1	2	ALL
15	Review	Review	1	2	ALL
16	Final Exam	Final Exam	1	2	ALL
Total number of weeks and hours			**16**	**32**	

Second: Practical/Tutorial/Clinical Aspects				
Write up practical/tutorial/clinical topics				
No.	**Practical/Tutorial/Clinical topics**	**No. of Weeks**	**Contact Hours**	**CILOs**
1	CASE tools introduction to feasibility study	2	4	a1, b2, c1
2	Project Discussion I	1	2	ALL
3	Project plan and MS project management	1	2	a1, a2, b3, c1, c2, d1
4	JAD and Prototyping: Case Study	2	4	a1, b1, c1
5	DFD and Smart Draw	3	6	a1, b1, c1, d1
6	Requirement management and Power Designer	2	4	a2, b3, c2
7	UML analysis and Design	3	6	a1, c1, d1
8	Project Presentations	2	4	ALL
Total number of weeks and hours		**16**	**32**	

VIII. Teaching Strategies

- Lectures, PPT and lecture notes
- Homework
- Classroom discussion of a real problems (Brainstorming)
- Group-based project.
- Research and self-learning
- Problems Solving
- Classroom Tutorial (Applying case studies using CASE tools, DFD and Smart Draw, UML)

IX. Tasks and Assignments :

No.	Task/Assignment	CILOs	Week due	Mark
1	Exercises & Homework & Quizzes	ALL	Every 3 weeks	10
2	Project (group)	ALL	Week 15	20
3	Research	ALL	One Deadline in week 10	5
4	Interactive class discussion & Research	ALL	Weekly	5
5	Mid-term Exam (theoretical)	ALL	Week 8	10
6	Final Exam (theoretical)	ALL	Week 16	50

X. Learning Resources :

(Author, (Year), Book Title, Edition, Publisher, Country of publishing)

Textbooks-not more than 2

1. Jeffrey A.Hoffer, Joey F. George, Joseph Valacich, 2013, **Modern Systems Analysis and Design**, 6th Edition, ISBN:0-13-127391-4 © 2005 by Pearson Education, Prentice Hall
2. Kendall & Kendall **,** 2011,**Systems Analysis & Design**, 8th Edition, ISBN: 0-13-042365-3 © 2011 Prentice-hall

Essential References-not less than 4

1. Kevin Bowman, 2004, **Systems Analysis, A Beginner's Guide,** 1st Edition,ISBN 0–333–98630–X© 2004, PALGRAVE MACMILLAN
2. Alan Dennis, Barbara Haley Wixom, David Tegarden, 2005, **Systems Analysis and Design with UM An Object-Oriented Approach**, 2nd Edition, John Wiley & Sons, Inc.
3. Silver and Silver, System Analysis and Design, Addison Wesley, Last Edition
4. Shelly, G., and Rosenblatt, H., (2011). Systems Analysis and Design (eighth edition). Cengage Course Technology.

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Electronic Materials and Web Sites
1. 2. 3.

XI. Course Policies:	
1	**Class Attendance:** - Attendance in all lectures and practical classes are required, except in very emergency circumstances, such as serious illness or death in the family with providing an acceptable documentation approved by the university and forwarded by the chairman of the department. Otherwise the absence shall be considered unexcused. - In accordance with the university rules, if the percentage of student's absence exceeds 25 % of the total lectures or practical classes, the student involved shall be disqualified in the final written and practical examination of the course and shall be deemed to have failed in the course.
2	**Tardy:** - Roll will be called in the very beginning of each lecture and practical class. Retardation for more than three weeks without a reasonable cause, the student involved shall not be allowed to attend the class any longer and consequently shall be considered to be absent.
3	**Exam Attendance/Punctuality:** - It is incumbent on student to report at the examination hall for checking in and rolls calling at least 15 minutes before the commencement of examination. - A student is not allowed to submit answer booklet and leave the examination hall only on or after the passage of the half examination duration. - A student who comes late shall not be admitted to the examination hall, only within the first 30 minutes of the examination. After this time, the student will be considered to be missed in the examination and shall be deemed to have failed in the course. - When a student misses the final examination due to a legitimate medical problems or death in the family, an acceptable documentation approved by the university medical unit for the excused absence must be provided no later than three weeks and consequently the student shall be disqualified in the examination but with the excused absence.
4	**Assignments & Projects:** Assignments and reports are to be submitted in hardcopy in due date in the class, unless otherwise that may be specified by the teacher. Email submissions of assignments are not accepted. Late assignments and reports will be penalized at least 5 % per day (including weekends and holidays). Depending on the circumstances the penalty may be higher, for example, if an assignment is received after the solution has been discussed.
5	**Cheating:** If a student is found cheating in examination (midterm or final or quizzes) (copying from unauthorized materials and another students' work or allowing other students to copy from his/her own work), the student involved shall be disqualified in the examination and shall be deemed to have failed in the course and also suspended from examinations of two more courses. If a student is found engaging in any unauthorized communications (oral, sign, call, etc.), while the examination is in progress or in possessing of any authorized materials or

	electronic devices before the distribution of examination papers , the student involved shall be disqualified in the examination and shall be deemed to have failed the course.
6	**Plagiarism:** Plagiarism is the presentation of any material (text, data or figures) from any other source in preparation of assignments or practical reports without clear and adequate acknowledgement of the source. Plagiarism is also the use or copy of other students' work (with, or without payment) to prepare all or part of undertaken assignments or practical reports of work submitted for assessment. All types of plagiarism are unacceptable and are considered dishonest practices. If a student is found plagiarism, the student involved shall be subjected to the same penalties as in the case of cheating as already mentioned above policies.
7	**Other policies**: Students are expected to be punctual, and, as always, to conduct themselves professionally and courteously: Using electronic devices or speaking with each other is not allowed, the student involved shall be expelled out of the class and shall be considered to be absent

Course Syllabus

Faculty: CIT
Department: IS
Program(s): All

I. General information about the course instructor :							
Name	Fahd Nasser A. Al-Wesabi	**Office Hours(3 Hours Weekly)**					
Location & phone number	**Sana'a, 60th street**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**
Email	fwesabi@gmail.com						

XII. General information about the course:						
13.	**Course Title:**	**Systems Analysis and Design**				
14.	**Course Code and Number :**	IS223				
15.	**Credit Hours: 3**	**Lecture**	**Seminar/Tutorial**	**Practical**	**Training**	**Total**
		2		2		3
16.	**Study Level and Semester:**	Level 3 or 4 / Semester 6 or 7				
17.	**Pre-requisites (if any):**	- Introduction to Database - Information system theory (for IS students)				
18.	**Co-requisites (if any):**					
19.	**Program in which the course is offered**	MIS, AIS, eBussiness,IT, CS, CN and Diploma in IT				
20.	**Teaching Language:**	English / Arabic				
21.	**Study System :**	Course Based				
22.	**Prepared by:**	Course Facilitator (Fahd N. Al-Wesabi)				
23.	**Approval date :**					
24.	**Approved by:**					

XIII. Course Description :

Information system development has traditionally been an art and is undergoing rapid change. Amidst this volatile environment, a few basic ideas and approaches emerging over the past several years have demonstrated considerable staying power and influence. This course will

introduce these ideas. Both concepts and techniques will be covered, reinforced by homework assignments and a project. The course material encompasses the concepts, tools, and techniques required to analyze and design business information systems. The course will include structured development approaches and the system development life cycle, as well as rapid application development through alternative approaches such as Agile and prototyping. Emphasis will be given to the role of information systems in organizations and how they relate to organizational objectives and structure. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

XIV. Course Aims

1. An ability to describe system development concepts, process, environment, methods and approaches.
2. Enable students to understand and apply traditional and modern requirement gathering techniques to gather, model and document the business problem requirements.
3. Enable students to understand analysis and design methods, models, techniques and tools to develop and manage various software projects..
4. Enable students to understand design techniques to build system, architecture and user interface design.
5. Providing students with the necessary knowledge and skills in using CASE tools, prototyping and agile modeling methods and techniques.

I. Course Intended Learning Outcomes (CILOs) :

1. Describe the principles, terminology, process activities of system development life cycle, system development environment, approaches and methods, and techniques and apply them to solve problems.
2. Recognize the principal tasks, activities software quality, software reuse and risks of software project management and key issues that influence project managers and team working, such as team composition, organization, and communication.
3. Use the generic system development process model effectively, and propose the appropriate development techniques for the development of each type of information system.
4. Appreciate the need to understand the business and social context of systems analysis projects and solve a wide range of problems related to the analysis, design and coding, and testing different components of information systems.
5. Systematize project plan and risk management procedures in information systems project.
6. Use CASE tools, graphical models, and diagram types to prepare requirement document specification, modeling description.
7. Apply quality management procedures, standards, and quality measurements to enhance the quality of information systems product, and Use project management and planning tools to follow up and manage information system project activities and resources.
8. Clearly prepare and deliver coherent and structured verbal and written technical reports, communicate and describe business information systems, in both oral presentation and in written documentation

XV. Course topics and sub-topics (theoretical and practical) with contact hours and alignment to CILOs				
Topics/Units of Course Contents				
First: Theoretical Aspects				
No.	**Course Units**	**Sub-topics**	**Week due**	**Contact Hours**
1	Foundations for system development	Introducing the systems development environment, concepts, approaches, methods, system development life cycle and Roles of system analyst	1	2
2	Origins of Software	Outsourcing concepts, Sources of application software, criteria to choosing off-the-shelf software, Validating Purchased Software Information, Request for Proposal Concept (RFP), Software Reuse Concept	1	2
3	Managing the Information Systems Project	Activities of projects management in project initiation, planning, execution and closedown phases, project plan components (Activity table, GANT chart and PERT diagram)	1	2
4	Project initiation and Planning	Problem statement, opportunities for improvement, selection of project, determining objectives, feasibility studies, project planning, estimating time required, scheduling the project activities and managing activities and team	1	2
5	System Analysis	▪ Determining System Requirements: Traditional techniques (Documents reading and	5	10
6				
7				

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8 9		analysis, Sampling and investigating data, interviewing, Using questionnaires), Modern techniques (JAD, Prototyping) ▪ Structuring System Requirements: Process Modeling and Data Modeling (Using DFD and ERD) ▪ Structuring System Requirements: Process Description and Data Description (Using decisions tables, structured English and data dictionaries)		
10	First Projects Presentations	First Projects presentations	1	2
11	Mid-Term Examination	Mid-term exam	1	2
12	The essentials of system design	▪ Designing output and input ▪ Designing User Interfaces ▪ Designing Database ▪ Finalizing Design Specifications	1	2
13	Implementation and Maintenance	▪ Quality assurance through system development ▪ Coding ▪ Documentation (user help, System help) ▪ Maintaining Information Systems	1	2
14	Final Projects Presentations	Final Projects presentations	1	2
15	Review	Review	1	2
16	Final Exam	Final Exam	1	2
Total number of weeks and hours			**16**	**32**

Second: Practical/Tutorial/Clinical Aspects			
Write up practical/tutorial/clinical topics			
No.	**Practical/Tutorial/Clinical topics**	**No. of Weeks**	**Contact Hours**

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1	CASE tools introduction to feasibility study	2	4
2	Project Discussion I	1	2
3	Project plan and MS project management	1	2
4	JAD and Prototyping: Case Study	2	4
5	DFD and Smart Draw	3	6
6	Requirement management and Power Designer	2	4
7	UML analysis and Design	3	6
8	Project Presentations	2	4
Total number of weeks and hours		**16**	**32**

V. Teaching Strategies

- Lectures, PPT and lecture notes
- Homework
- Classroom discussion of a real problems (Brainstorming)
- Group-based project.
- Research and self-learning
- Problems Solving
- Classroom Tutorial (Applying case studies using CASE tools, DFD and Smart Draw, UML)

I. Tasks and Assignments :

No.	Task/Assignment	CILOs	Week due	Mark
1	Exercises & Homework & Quizzes	ALL	Every 3 weeks	10
2	Project (group)	ALL	Week 15	20
3	Research	ALL	One Deadline in week 10	5
4	Interactive class discussion & Research	ALL	Weekly	5
5	Mid-term Exam (theoretical)	ALL	Week 8	10
6	Final Exam (theoretical)	ALL	Week 16	50

II. Learning Resources :

(Author, (Year), Book Title, Edition, Publisher, Country of publishing)

Textbooks-not more than 2

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3. Jeffrey A.Hoffer, Joey F. George, Joseph Valacich, 2013, **Modern Systems Analysis and Design**, 6th Edition, ISBN:0-13-127391-4 © 2005 by Pearson Education, Prentice Hall 4. Kendall & Kendall **,** 2011,**Systems Analysis & Design**, 8th Edition, ISBN: 0-13-042365-3 © 2011 Prentice-hall
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5. Kevin Bowman, 2004, **Systems Analysis, A Beginner's Guide,** 1st Edition,ISBN 0–333–98630–X© 2004, PALGRAVE MACMILLAN 6. Alan Dennis, Barbara Haley Wixom, David Tegarden, 2005, **Systems Analysis and Design with UM An Object-Oriented Approach**, 2nd Edition, John Wiley & Sons, Inc. 7. Silver and Silver, System Analysis and Design, Addison Wesley, Last Edition 8. Shelly, G., and Rosenblatt, H., (2011). Systems Analysis and Design (eighth edition). Cengage Course Technology.
Electronic Materials and Web Sites
1. 2. 3.

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1	**Class Attendance:** - Attendance in all lectures and practical classes are required, except in very emergency circumstances, such as serious illness or death in the family with providing an acceptable documentation approved by the university and forwarded by the chairman of the department. Otherwise the absence shall be considered unexcused. - In accordance with the university rules, if the percentage of student's absence exceeds 25 % of the total lectures or practical classes, the student involved shall be disqualified in the final written and practical examination of the course and shall be deemed to have failed in the course.
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3	**Exam Attendance/Punctuality:** - It is incumbent on student to report at the examination hall for checking in and rolls calling at least 15 minutes before the commencement of examination. - A student is not allowed to submit answer booklet and leave the examination hall only on or after the passage of the half examination duration. - A student who comes late shall not be admitted to the examination hall, only within the first 30 minutes of the examination. After this time, the student will be considered to be missed in the examination and shall be deemed to have failed in the course. - When a student misses the final examination due to a legitimate medical problems or death in the family, an acceptable documentation approved by the university medical unit for the excused absence must be provided no later than three weeks and consequently the student shall be disqualified in the examination but with the excused absence.
4	**Assignments & Projects:** Assignments and reports are to be submitted in hardcopy in due date in the class, unless otherwise that may be specified by the teacher. Email submissions of assignments are not accepted. Late assignments and reports will be penalized at least 5 % per day (including weekends

	and holidays). Depending on the circumstances the penalty may be higher, for example, if an assignment is received after the solution has been discussed.
5	**Cheating:** If a student is found cheating in examination (midterm or final or quizzes) (copying from unauthorized materials and another students' work or allowing other students to copy from his/her own work), the student involved shall be disqualified in the examination and shall be deemed to have failed in the course and also suspended from examinations of two more courses. If a student is found engaging in any unauthorized communications (oral, sign, call, etc.), while the examination is in progress or in possessing of any authorized materials or electronic devices before the distribution of examination papers , the student involved shall be disqualified in the examination and shall be deemed to have failed the course.
6	**Plagiarism:** Plagiarism is the presentation of any material (text, data or figures) from any other source in preparation of assignments or practical reports without clear and adequate acknowledgement of the source. Plagiarism is also the use or copy of other students' work (with, or without payment) to prepare all or part of undertaken assignments or practical reports of work submitted for assessment. All types of plagiarism are unacceptable and are considered dishonest practices. If a student is found plagiarism, the student involved shall be subjected to the same penalties as in the case of cheating as already mentioned above policies.
7	**Other policies**: Students are expected to be punctual, and, as always, to conduct themselves professionally and courteously: Using electronic devices or speaking with each other is not allowed, the student involved shall be expelled out of the class and shall be considered to be absent