

Credit system statement of higher education institutions for undergraduate study courses

Today's credit system is accepted and implemented as an advanced and effective educational system in most world countries.

During reconstruction of higher education system in the country and the expanded scope of academic communication. Universities and higher education institutions of different countries:

There is an urgent need for this system to be successfully implemented and the major challenges eliminated beyond that.

The main objective and purpose of function and accommodation of this system is to develop more student activity and participation during the learning process.

And higher educational system complies with international standards. Because this system is more flexible and provide more and better opportunities for students.

This system provides real opportunity to economize time and progress for students quickly.

Accurate activity standard and student's efforts are employed. In this system teacher's responsibilities and activities also to be targeted and the academic growths and strengths and also academic strengths of students to be conducted. In credit system, facilities are provided in learning knowledge. Student abilities are considered both in terms of time, in terms of method and in terms of the rate of economics.

If a student can adjust his lessons as much as he has intellectual, financial and time ability.

The student can convey the amount of his / her credits to another educational institution and finally in case of failing, he / she can take only the lessons in which he / she has failed.

Not whole semester and academic year, and that is in bilateral coordination with the relevant institution. It requires to be reviewed the old advancement lessons. And pure confidence should be done on a lesson book. And students should encourage in additional studies. And the teacher responsibilities and duties exchange all time duty in every members of universities academic staff. In all departments should have regular assessment and review of course materials and the adoptive method of additional preparedness to boost and improve the level of their academic activities and become common. Effective methods for establishing and strengthening academic relationships and creating academic cooperation between different departments of faculties. So the students can profit and benefit of the selecting curriculum to complete their lesson curriculum. Undoubtedly the new statement of academic members obligation higher education institutions, another effective step in this part is considered. This statement and bill is applicable for students of day and night universities and private higher education institutes.

Based on

First article: this statement and bill is based on paragraph 12 of article 3 of the higher education law.

Definition

Second article

1. Credit means privilege or credit and unit of study which determine based on course syllabus separation of semesters and participating of every subject determine course syllabus. One-week lesson includes 50 minutes of

theoretical lesson and during 16 hours of lesson 50 minutes of theoretical lesson.

Two hours of adaptation or academic staff in the laboratory or three hours of internship, field work and clinical activities are equivalent to one hour of study.

2: academic years: The academic year is the year during which all classes, including semesters, are completed. This year is not a function of the calendar year. An academic year typically includes at least two semesters.

3. Semester or semester is one of the two periods of the academic year during which the student completes one stage of his education. All school hours that are lost during vacations must be compensated during the semester. One semester without 16-week exams covers 9 (calendar year).

4. weekly lesson: A s weekly lesson is a week during which there is enough time to complete each credit, taking into account its theoretical, scientific or field characteristics.

5. Lost hours and compensatory hours: Lost hours are those in which lessons have not been taught in various forms during the semester. Compensatory hours are hours that are wasted in exchange for hours and are set up to complete materials including the curriculum at the appropriate time during the semester. It is adjusted at the appropriate time according to the content characteristics and discretion of the university.

6. Basic themes: These are the themes whose training is necessary to enter the main theme and discipline and form the foundation of the main themes.

7. Definite professional themes: These are the themes that make the inevitable and irreplaceable necessity of the problem. In some universities, these subjects form the main field.

8. Elective topics: These are topics that are held by the educational institution based on the programs available during the semesters. The student can take one of several subjects during the course. It is better to take topics that are related to the main discipline of the student.

9. University Topics: Topics that are taught in all faculties of higher education institutions. Such as (Islamic culture, contemporary history, foreign language, environment and computer) and teaching the subject of physical education in non-professional faculties is optional.

10. Prerequisite Themes: These are the themes that need to be followed and completed successfully before entering the next theme. Failure to successfully complete such topics prevents the student from including the main topic.

11. Number fertilizer: A symbol consisting of numbers and letters that is used to identify each theme and communicate with a particular faculty, department and theme.

Basics

Article third:

1. The undergraduate course in Afghan higher education institutions is on average four years, and the master's course is two years and four semesters, but a student can complete it sooner or later.

2. The academic years for the faculties of medical and technical sciences are determined after the completion of their curriculum.

Article fourth:

The minimum number of credits in the undergraduate course is 136 credits and the maximum is related to the length of the study course of the relevant field and does not exceed 21 credits in one semester.

The student is required to complete the credits offered by the department or faculty.

Article Fifth:

Undergraduate subjects are divided into specialized, elective, and university subjects. Basic subjects must be a maximum of 30%, specialized subjects a minimum of 50% and elective subjects including university subjects including 12%, monographs, seminars, state exam internships and completion of the diploma project 8% must include undergraduate subjects and scores from 100 points. Is calculated.

Article sixth:

Determining the list of each of the categories of basic, specific, elective, university inclusion and curriculum is one of the competencies of the departments and is applicable after the academic process.

Article seventh:

A subject is not taught for more than two hours a day. Exceptional adaptation work can take up to four hours a day, and field work can be a full day. Subjects that are taught in bulk (intensified) according to the Department's considerations and agreements are exempt from the first paragraph of Article 7.

Article eighth:

A subject or course has a maximum of five credits per week. The number of credits is specified in the curriculum.

Article ninth:

1. The student's academic obligation in one semester is 17 to 21 credits (with the exception of students who are borrowers of the previous semester).

2. The student can refrain from pursuing one or two subjects for up to two weeks after registering of the credits in agreement with the consultant professor and the relevant department. Provided that the number of credits is not less than at least 17 credits.

Article 10. the relevant professors and departments are obliged to arrange and announce the courses introduced with a policy union program for each subject before the beginning of the semester. In the policy course, the relevant professors should provide the titles and contents of the curriculum, the method of course advancement, the method of assessment, the subjective of learning the subject and other necessary information.

Article 11. understanding with the advisor and the relevant department the FS can make every effort to advance the course to develop student participation and activity (pivotal student) for this purpose, instead of dictation, new student-centered (SCL) methods are used.

Article 12. student should not be registered for courses including the quorum until the end of the first week after the start of the semester. The course in which a student must enroll in each semester will be determined in consultation with the guidance instructor and the relevant department according to the inflation in this bill and other

relevant faculty guidance instructors. Is responsible for solving student's problems related to the credit system and this is calculated in the academic activities of the teacher

Article 13. departments are required to provide a selection list for selected topics, including the quorum, to prepare a list of relevant topics and after the approval of the faculty scientific council to provide the student.

Article 14.

1. the student can apply for a reason for one year during the study period and only once for reasonable reasons. In this case, he/she must submit his/her written request before the beginning of the semester or until the fourth week of the semester. The said application will be accepted with the consent of the relevant of faculty and the intention of the dean of the university.
2. Whenever the student suffers sever physical and psychological injuries as a result of any unfortunate or unexpected accidents, which causes a serial absence and can complete the present quorum, and this case for faculty based on valid documents, in which case the period of such absence is calculated based on the approval of the faculty scientific council to one-year student
3. For married female students who are pregnant. The cannot complete the present quorum and this condition is known and approved for the faculty by valid documents, in which case the period of such absence is calculated based on the approval of the faculty scientific council in the students one-year contract.
4. In case of request of Tajil for the second time due to unexpected events and reasonable food, the scientific council.

Article 15. preparation, compilation, modification and renewal of the curriculum in each field is the competence of the departments, which can be implemented after the approval of the curriculum committee and the approval of the faculty scientific council.

Article 16.

1. each subject has a number fertilizer in which the first two letters in English for the faculty and the last three numbers of the fertilizer, the subject and the semester are related.
2. The first two letters of good are to identify different faculties, which usually consist of the first two letters of the English name of faculty. For example, for the faculty of agriculture, literature, etc.
3. The first number indicated the academic semester and the next two numbers represent the specific fertilizer for each subject. For example, the number 211 has the following meaning: the first number (2) of the second semester and the last two numbers (11) are the subject code. These two acer numbers cannot be repeated at the same time.

Article 17.

1. Each department appoints a mentor for the students of each class each year according to its available facilities.
2. Rahnama has been appointed according to the student's field of study and is responsible for all the academic affairs of his students. Evaluation and examination of.

Article 18. completion of the present quorum in the subject of course is mandatory. Seventy-five percent of the attendance at 9 o'clock is considered a condition for inclusion in the final exam of the relevant subject.

Article 19. more than 25% absenteeism during the same course will result in deprivation of the matching grade. Peat material.

Article 20.

1. The success rate for each subject is 55% fetal scores are calculated the number of 60 percent of each theme multiplied by the final score of the theme.
2. The average of score of the scores is calculated as follows the number of credits of each subject is multiplied by the final score of the mentioned subject and the total number of exams of the tested subjects is divided by the total credits of the same evolution of the themes is done as follows.

Article 21. the evaluation of subjects is done in the following ways:

1. Enter 60% final exam
2. Guild exams, CBL and PBL 20
3. Applications or practical work 20%
4. Subjects and courses that do not require practical work or adaptations assessment scores should be calculated at a maximum of 80%

1. Final exam 60 percent.
2. Class activities CBL, PBL 20 percent.
3. Practical works, 20 percent.
4. Subject and courses that do not need practice of practical work, the maximum evaluation score count from 80 percent.
5. The class project, Cartographic, stage and Teaching Training evaluation is the faculties' qualification.

Article 22:

1. When a student does not pass from one or more subjects that are less than half of credits, in case of fall, absent or do not pass from that subject or subjects is count failure, and for the completion of that subjects in vocation of semesters or in next semester can take and use the following opportunities:
 - a. Purchasing of two to four weeks courses since the amount of subjects that were failed and pass the exam again.
 - b. Doing of the activity which was given from department in two to four weeks, that was fit in course content and passing the exam at the end of the activity. Faculty in the consolation of department prepare the time table of exam for failed students, and after exam, department sent the results officially to faculty in one week.
 - c. In the case of students being less than five, giving individual task from department to every student and taking the exam in specifying time.
 - d. Following course or individual tasks and exam must be before the starting of new semester. Faculty with the consolation of department prepare a time table for the failure students, department sent the results of exam to faculty officially in one week.
2. When a student completes half of semester credit, the average of his/her scores measure after the completion of the failure subjects.
3. When a student passes from all subjects, but does not complete the average scores, he/she pass with giving a warning letter.
4. When a student absent or failed, or did not pass from many subjects, since he/she completes half of credits, again he/she does not pass from exam after the completion of course or individual tasks of one or two subjects, only take preparation for failure subjects in one or two weeks and take the exam in third

time. If being failed in third time, finally taking the third chance in two weeks and taking exam by examination committee, if be failed, he/she permanently drop from the faculty. Failure of more than two subject in second chance after course or individual task, is failure of that subjects and repeat the failure subjects during next year semester.

5. The next chances' score of students measure from 100.
6. When the result of final exam of a subject does not report completely by a teacher, (did not complete part of exam like: class evaluation test, homework, practical work or does not complete final exam) the average of total score of this student does not account until the completion of that subject. The incomplete subject must complete and report until starting of next semester.

Article 23:

1. While a student promote to next semester, that complete half of registered credits of that semester. In case of odd credit half credit count for the benefit of student.
2. Failed, deprived and exam absent of more than half of credits in one semester that student registered is the failure of that semester. Only the subjects that student was failed, followed in next year and the average credits counts from the total subjects.

Article 24:

1. Twice failure in more than half of credits of the same semester cause permanent drop of student.

Article 25:

The incompleteness of total average in first time cause oral warning and written in results, incompleteness of total average in second time in which it is continued in two semester, cause warning letter with writing in result sheet and taking of commitment letter by teaching manager from student and incompleteness of total average in third time in which it is continued in three semester serially, cause permanent drop of the student.

Article 26:

Maximum education period in four year faculties more than two years and in more than four years faculties more than three years cannot be from specifying period. Students that do not finish the forecast time in description, permanently dropped from that faculty. Standstill in maximum education period in faculties is not countable.

Article 27:

The description of passed score from A to D categories is as follow:

A = (100 – 90)

B = (89 – 80)

C = (79 – 70)

D = (69 – 55)

The scores less than 55 is failure and shows in F.

Article 28:

The hard worker and intelligent students which complete the credits of specific education period can graduate before the specifying time, and faculties must prepare their documents separately.

Article 29:

For the information that was not forecasted in this description, the decision of academic council of university after confirmation of Ministry of Higher Education is executable.

Article 30:

For the registration of determined items, formal documentation, and the following forms are the appendix. Teaching managers can use these forms for the students.

- **Attachment 1:** student's commitment form and newcomer student's form.
- **Attachment 2:** subject selective form during the semester.
- **Attachment 3:** course policy, main and sub titles with activities for one semester.
- **Attachment 4:** monthly attendant sheet.
- **Attachment 5:** dormitory participating form.
- **Attachment 6:** exam paper.
- **Attachment 7:** result sheet.
- **Attachment 8:** student's academic activity form.
- **Attachment 9:** transcript form.
- **Attachment 10:** credit system education plan form.

Article 31:

This description has one introduction, thirty one articles and ten attachments. It is executable after the confirmation by official authorities of Ministry of Higher Education.