

Republic of Yemen

Ministry of Higher Education & Scientific Research

Emirates International University



Faculty of Dentistry

Department of Oral Surgery

Program of Doctor of Dental Surgery

Course Specification of
Anatomy II (Head and Neck)

Course No. (-----)



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Review committee:

Head of the Department

Quality Assurance head

Dean of Faculty



I. Course Identification and General Information:

| | | | | | |
|----|--|--|--------------|----------|------------|
| 1 | Course Title: | Anatomy II (Head and Neck) | | | |
| 2 | Course Code & Number: | ---- | | | |
| 3 | Credit Hours: | Credit Hours | Theory Hours | | Lab. Hours |
| | | | Lecture | Exercise | |
| 4 | Study Level/ Semester at which this Course is offered: | 4 | 3 | -- | 2 |
| 5 | Pre –Requisite (if any): | 1 st Level / 2 nd Semester | | | |
| 6 | Co –Requisite (if any): | Anatomy I (General) | | | |
| 7 | Program (s) in which the Course is Offered: | None | | | |
| 8 | Language of Teaching the Course: | Doctor of Dental Surgery | | | |
| 9 | Study System: | English | | | |
| 10 | Mode of Delivery: | Semester based System | | | |
| 11 | Location of Teaching the Course: | Full Time | | | |
| 12 | Prepared by: | Faculty of Dentistry | | | |
| | | Dr. Saleh Al-Dhaheri | | | |

II. Course Description:

Anatomy is one of the most important courses that requires the student to learn dentistry, which enables him to know a number of concepts and issues, the most important of which are: The history of morphological sciences, the structures of human body. This course is designed to provide the students with the needed knowledge in head& neck anatomy needed to be applied at a later stage during their clinical training. The lecture topics include skull, muscles, nerves, blood supply of face and brain and cranial cavity with structures of neck region and cranial nerves and some applied comparative clinical anatomy in addition to all related structures of head& neck region and its surface anatomy

| III. Course Intended Learning Outcomes (CILOs) : (maximum 8) Upon successful completion of the course, students will be able to: | | Referenced PILOs Learning out of program | |
|--|---|---|--------|
| A. Knowledge and Understanding: | | I, A or E | |
| a1 | Name all structures, components, systems, Regions, parts, organs, cavities of human body. | | A1, A2 |
| a2 | Must know all and the enough knowledge and information of human anatomy about human body which needed to other clinical and Para clinical sciences as pathology | | A2 |
| a3 | Complete all the basic information which prepare them as dentist in the future, and enable them for postgraduate study. | | A2 |
| a4 | Establish dentist with excellent information and skills of human anatomy able to compete others worldwide. | | A1 |
| B. Intellectual Skills: | | | |
| b1 | Categorize structures and organs of different regions of human body. | | B1 |
| b2 | Analyze the basic, surface and applied anatomy to solve clinical problems | | B1 |
| b3 | Distinguish position, relation, blood supply and drainage, lymphatic's and nerve supply of different organs and structures | | B1 |
| b4 | Integrate with clinical problem according to site of injury | | B2 |
| C. Professional and Practical Skills: | | | |
| c1 | Demonstrate relationship between the different structures and organs. | | C1 |
| c2 | Interpret the relationship between form and structures by applying comparative human anatomy in understanding the origin of blood and nerve supply | | C1 |

| | | | | |
|--------------------------------|--|--|--|-------|
| c3 | Prescribe relevance of bones, muscles, regions, contents, arteries, veins, nerves and lymphatic's of organs and structures and human body. | | | C1,C2 |
| D. Transferable Skills: | | | | |
| d 1 | Inspect anatomical basis which requires to understand its physiology. | | | D8 |
| d 2 | Evaluate the Para clinical points as operative, anesthesia and surgery. | | | D2 |
| d 3 | Estimate the clinical& para clinical problems. | | | D8 |

| (A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods: | | | |
|--|---|--|--|
| Course Intended Learning Outcomes | | Teaching Strategies | Assessment Strategies |
| a1 | Name all structures, components, systems, Regions, parts, organs, cavities of human body. | Lecture Demonstration Discussion Presentation | Quizzes Midterm Exam Final Exam Oral Exam |
| a2 | Must know all and the enough knowledge and information of human anatomy about human body which needed to other clinical and Para clinical sciences as pathology | Lecture Demonstration Discussion Presentation | Quizzes Midterm Exam Final Exam Oral Exam |
| a 3 | Complete all the basic information which prepare them as dentist in the future, and enable them for postgraduate study. | Lecture Demonstration Discussion Presentation | Quizzes Midterm Exam Final Exam Oral Exam |
| a 4 | Establish dentist with excellent information and skills of human anatomy able to compete others worldwide. | Lecture Demonstration Discussion Presentation | Quizzes Midterm Exam Final Exam Oral Exam |
| (B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods: | | | |
| Course Intended Learning | | Teaching Strategies | Assessment Strategies |

| Outcomes | | | |
|----------|--|--|---|
| b1 | Categorize structures and organs of different regions of human body. | Lectures Discussion Demonstrations | Quizzes Midterm Exam Final Exam Oral Exam Semester work |
| b2 | Analyze the basic, surface and applied anatomy to solve clinical & Para clinical problems | Lectures Discussion Demonstrations | Quizzes Midterm Exam Final Exam Oral Exam Semester work |
| b3 | Distinguish position, relation, blood supply and drainage, lymphatic's and nerve supply of different organs and structures | Lectures Discussion Demonstrations | Quizzes Midterm Exam Final Exam Oral Exam Semester work |
| b4 | Integrate with clinical problem according to site of injury | Lectures Discussion Demonstrations | Quizzes Midterm Exam Final Exam Oral Exam Semester work |

(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:

| Course Intended Learning Outcomes | | Teaching Strategies | Assessment Strategies |
|-----------------------------------|--|-------------------------------|--------------------------------------|
| c1 | Demonstrate relationship between the different structures and organs. | Demonstration Lab Sessions | Direct Observation Practical Exam |
| c2 | Interpret the relationship between form and structures by applying comparative human anatomy in understanding the origin of blood and nerve supply | Demonstration Lab Sessions | Direct Observation Practical Exam |
| c3 | Prescribe relevance of bones, muscles, regions, contents, arteries, veins, nerves and lymphatic's of organs and structures and human body. | Demonstration Lab Sessions | Direct Observation Practical Exam |

(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to

| Teaching Strategies and Assessment Methods: | | | |
|---|---|---|--|
| Course Intended Learning Outcomes | Teaching Strategies | Assessment Strategies | |
| d 1 | Inspect anatomical basis which requires to understand its physiology. | Lectures Discussion Brainstorming Debate | Research Homework Group work Direct observation |
| d 2 | Evaluate the Para clinical points as operative, anesthesia and surgery. | Lectures Discussion Brainstorming Debate | Research Homework Group work Direct observation |
| d 3 | Estimate the clinical& Para clinical problems. | Lectures Discussion Brainstorming Debate | Research Homework Group work Direct observation |

IV. Course Contents:

A. Theoretical Aspect:

| No. | Units/Topics List | Sub Topics List | Number of Weeks | Contact Hours | Learning Outcomes (CILOs) |
|-----|---|--|-----------------|---------------|---------------------------|
| 1 | Skull | Bones(features), Different views(above, anterior or frontalis, lateral, below or basalis) | 1 ST | 3 | a1-a4, b2-b4 |
| 2 | Cranial Cavity Specific Fossae | Boundaries, Divisions, Parts, Different Fossae, Contents, Foramina& structures pass through each one Infratemporal, Pterygopalatine, Sphenopalatine | 2 nd | 3 | a1-a4, b2-b4 |
| 3 | Scalp | Layers, Blood supply, innervations | 3 rd | 3 | a1-a4, b2-b4 |
| 4 | Facial Muscles | Expression& Mastication (Origin, insertion, action, innervations, blood supply) | 4 th | 3 | a1-a4, b2-b4 |
| 5 | Orbital Cavity, Nasal Cavity& Oral Cavity | Boundaries, Walls, Contents | 5 th | 3 | a1-a4, b2-b4 |
| 6 | Meninges& Dura | Parts, Divisions, Layers | 6 th | 3 | a1-a4, b2-b4 |

| No. | Units/Topics List | Sub Topics List | Number of Weeks | Contact Hours | Learning Outcomes (CILOs) |
|--|---|---|------------------|---------------|---------------------------|
| | mater Folds | | | | |
| 7 | Sinuses of Cranial Cavity | Direction, Parts, Divisions | 7 th | 3 | a1-a4, b2-b4 |
| 8 | Midterm exam | | 8 th | 3 | a1-a4, b2-b4 |
| 9 | Major Blood Facial vessels | Ophthalmic, Maxillary, Facial(Branches, area supplied, origin, direction) | 9 th | 3 | a1-a4, b2-b4 |
| 10 | Major Facial Nerves | Trigeminal (Ophthalmic, Maxillary, Mandibular) Facial (Origin, Branches, Direction) | 10 th | 3 | a1-a4, b2-b4 |
| 11 | Neck, Cervical Vertebrae, Hyoid Bone and blood vesseles | Structure, Boundaries, Contents (Features, Parts) Arteries, Veins, Nerves | 11 th | 3 | a1-a4, b2-b4 |
| 12 | Suprahyoid& Infrahyoid muscles Muscles of Swallowing | (Origin, insertion, action, innervations, blood supply) | 12 th | 3 | a1-a4, b2-b4 |
| 13 | Anterior Neck Triangle and Posterior Neck Triangle | Division, Parts, Boundaries, Contents | 13 th | 3 | a1-a4, b2-b4 |
| 14 | Thyroid Gland, Pharynx& Larynx | Structure, Blood& nerve supply Structure, Cartilages, Parts, Contents, blood supply, venous drainage, innervations | 14 th | 3 | a1-a4, b2-b4 |
| 15 | Cranial Nerves | Origin, Direction, Branches | 15 th | 3 | a1-a4, b2-b4 |
| 16 | Final exam | | 16 th | 3 | a1-a4, b2-b4 |
| Number of Weeks /and Units Per Semester | | | 16 | 48 | |

| B. Case Studies and Practical Aspect: | | | | |
|--|---|------------------|---------------|---------------------------|
| No. | Tasks/ Experiments | Week Due | Contact Hours | Learning Outcomes (CILOs) |
| 1 | Skull | 1 st | 2 | c1-c3 |
| 2 | Skull | 2 nd | 2 | c1-c3 |
| 3 | Cranial cavity | 3 rd | 2 | c1-c3 |
| 4 | Facial Muscles& scalp | 4 th | 2 | c1-c3 |
| 5 | Orbital, Nasal, oral | 5 th | 2 | c1-c3 |
| 6 | Meninges, sinuses & dura mater folds | 6 th | 2 | c1-c3 |
| 7 | Facial vessels & nerves | 7 th | 2 | c1-c3 |
| 8 | Basal brain circulation& sinuses of cranial cavity | 8 th | 2 | c1-c3 |
| 9 | Suprahyoid& Infrahyoid muscles, Muscles of Swallowing | 9 th | 2 | c1-c3 |
| 10 | Anterior neck triangles& contents | 10 th | 2 | c1-c3 |
| 11 | Posterior neck triangles, contents & Cervical vertebrae | 11 th | 2 | c1-c3 |
| 12 | Thyroid Gland, Pharynx& Larynx | 12 th | 2 | c1-c3 |
| 13 | Median Sagittal section of head& neck | 13 th | 2 | c1-c3 |
| 14 | Cranial Nerves& spinal cord | 14 th | 2 | c1-c3 |
| 15 | Practical exam | 15 th | 2 | c1-c3 |
| Number of Weeks /and Units Per Semester | | 15 | 30 | |

V. Teaching Strategies of the Course:

Lectures
Demonstration
Lab Sessions
Discussion
Brainstorming
Debate

VI. Assessment Methods of the Course:

Quizzes
Midterm Exam
Final Exam
Practical Exam



| |
|--------------------|
| Oral Exam |
| Semester work |
| Direct Observation |
| Research |
| Homework |
| Group work |

VII. Assignments:

| No. | Assignments | Week Due | Mark | Aligned CILOs (symbols) |
|--------------|-------------------------|------------------|----------|-------------------------|
| 1 | Research and Group work | 14 th | 5 | b1-b4, c1-c3, d1-d3 |
| Total | | | 5 | |

VIII. Schedule of Assessment Tasks for Students During the Semester:

| No. | Assessment Method | Week Due | Mark | Proportion of Final Assessment | Aligned Course Learning Outcomes |
|--------------|-------------------|------------------|------------|--------------------------------|----------------------------------|
| 1 | Assignments | 14 th | 5 | 5% | b1-b4, c1-c3, d1-d3 |
| 2 | Quizzes 1 | 4 th | 5 | 5% | a1-a4, b1-b4 |
| 3 | Midterm Exam | 8 th | 20 | 20% | a1-a4, b1-b4 |
| 4 | Practical Exam | 15 th | 20 | 20% | c1-c3 |
| 5 | Oral Exam | 15 th | 10 | 10% | a1-a4, b1-b4 |
| 6 | Final Exam | 16 th | 40 | 40% | a1-a4, b1-b4 |
| Total | | | 100 | 100% | |

IX. Learning Resources:

1- Required Textbook(s) (maximum two):

- 1- Standring, S., Borley, N. R., & Gray, H. (2008). Gray's anatomy: the anatomical basis of clinical practice. 40th ed., anniversary ed. [Edinburgh]: Churchill Livingstone/Elsevier

2- Essential References:

| |
|--|
| 1- Hamilton, W. J. (et al.). 2001, Hamilton's textbook of basic anatomy, 6th edition. |
| 3- Electronic Materials and Web Sites etc.: |
| https://onlinelibrary.wiley.com › journal of Anatomy |

X. Course Policies: (Based on the Uniform Students' By law (2007))

| | |
|----------|--|
| 1 | Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes. |
| 2 | Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class. |
| 3 | Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed. |
| 4 | Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same. |
| 5 | Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply. |
| 6 | Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply. |
| 7 | Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration. |

Faculty of Dentistry

Department of Basic science

Program of Doctor of Dental Surgery

Course Plan (Syllabus) of Anatomy II (Head and Neck)

Course No. (-----)

| I. Information about Faculty Member Responsible for the Course: | | | | | | | |
|---|----------------------|--------------|-----|-----|-----|-----|-----|
| Name of Faculty Member: | Dr. Saleh Al-Dhaheri | Office Hours | | | | | |
| Location & Telephone No.: | | | | | | | |
| E-mail: | | SAT | SUN | MON | TUE | WED | THU |



II. Course Identification and General Information:

| | | | | | |
|----|--|-----------------------------|--------------|----------|------------|
| 1 | Course Title: | Anatomy II (Head and Neck) | | | |
| 2 | Course Code & Number: | ---- | | | |
| 3 | Credit Hours: | Credit Hours | Theory Hours | | Lab. Hours |
| | | | Lecture | Exercise | |
| | | 4 | 3 | -- | 2 |
| 4 | Study Level/ Semester at which this Course is offered: | 1st Level / 2nd Semester | | | |
| 5 | Pre –Requisite (if any): | Anatomy I (General) | | | |
| 6 | Co –Requisite (if any): | None | | | |
| 7 | Program (s) in which the Course is Offered: | Doctor of Dental Surgery | | | |
| 8 | Language of Teaching the Course: | English | | | |
| 9 | Study System: | Semester based System | | | |
| 10 | Mode of Delivery: | Full Time | | | |
| 11 | Location of Teaching the Course: | Faculty of Dentistry | | | |
| 12 | Prepared by: | Dr. Saleh Al-Dhaheri | | | |

III. Course Description:

Anatomy is one of the most important courses that requires the student to learn dentistry, which enables him to know a number of concepts and issues, the most important of which are: The history of morphological sciences, the structures of human body. This course is designed to provide the students with the needed knowledge in head& neck anatomy needed to be applied at a later stage during their clinical training. The lecture topics include skull, muscles, nerves, blood supply of face and brain and cranial cavity with structures of neck region and cranial nerves and some applied comparative clinical anatomy in addition to all related structures of head& neck region and its surface anatomy

IV. Course Intended Learning Outcomes (CILOs) :

Upon successful completion of the Course, student will be able to:

| A. Knowledge and Understanding: | |
|--|---|
| a1 | Name all structures, components, systems, Regions, parts, organs, cavities of human body. |
| a2 | Must know all and the enough knowledge and information of human anatomy about human body which needed to other clinical and Para clinical sciences as pathology |
| a3 | Complete all the basic information which prepare them as dentist in the future, and enable them for postgraduate study. |
| a4 | Establish dentist with excellent information and skills of human anatomy able to compete others worldwide. |
| B. Intellectual Skills: | |
| b1 | Categorize structures and organs of different regions of human body. |
| b2 | Analyze the basic, surface and applied anatomy to solve clinical problems |
| b 3 | Distinguish position, relation, blood supply and drainage, lymphatic's and nerve supply of different organs and structures |
| b 4 | Integrate with clinical problem according to site of injury |
| C. Professional and Practical Skills: | |
| c1 | Demonstrate relationship between the different structures and organs. |
| c2 | Interpret the relationship between form and structures by applying comparative human anatomy in understanding the origin of blood and nerve supply |
| c3 | Prescribe relevance of bones, muscles, regions, contents, arteries, veins, nerves and lymphatic's of organs and structures and human body. |
| D. Transferable Skills: | |
| d 1 | Inspect anatomical basis which requires to understand its physiology. |
| d 2 | Evaluate the Para clinical points as operative, anesthesia and surgery. |
| d 3 | Estimate the clinical& para clinical problems. |



V. Course Contents:

A. Theoretical Aspect:

| No. | Units/Topics List | Sub Topics List | Number of Weeks | Contact Hours |
|-----|---|--|------------------|---------------|
| 1 | Skull | Bones(features), Different views(above, anterior or frontalis, lateral, below or basalis) | 1 ST | 3 |
| 2 | Cranial Cavity Specific Fossae | Boundaries, Divisions, Parts, Different Fossae, Contents, Foramina& structures pass through each one Infratemporal, Pterygopalatine, Sphenopalatine | 2 nd | 3 |
| 3 | Scalp | Layers, Blood supply, innervations | 3 rd | 3 |
| 4 | Facial Muscles | Expression& Mastication (Origin, insertion, action, innervations, blood supply) | 4 th | 3 |
| 5 | Orbital Cavity, Nasal Cavity& Oral Cavity | Boundaries, Walls, Contents | 5 th | 3 |
| 6 | Meninges& Dura mater Folds | Parts, Divisions, Layers | 6 th | 3 |
| 7 | Sinuses of Cranial Cavity | Direction, Parts, Divisions | 7 th | 3 |
| 8 | Midterm exam | | 8 th | 3 |
| 9 | Major Blood Facial vessels | Ophthalmic, Maxillary, Facial(Branches, area supplied, origin, direction) | 9 th | 3 |
| 10 | Major Facial Nerves | Trigeminal (Ophthalmic, Maxillary, Mandibular) Facial (Origin, Branches, Direction) | 10 th | 3 |
| 11 | Neck, Cervical Vertebrae, Hyoid Bone and blood vesseles | Structure, Boundaries, Contents (Features, Parts) Arteries, Veins, Nerves | 11 th | 3 |
| 12 | Suprahyoid& Infrahyoid muscles | (Origin, insertion, action, innervations, blood supply) | 12 th | 3 |

V. Course Contents:

A. Theoretical Aspect:

| No. | Units/Topics List | Sub Topics List | Number of Weeks | Contact Hours |
|--|--|---|------------------|---------------|
| | Muscles of Swallowing | | | |
| 13 | Anterior Neck Triangle and Posterior Neck Triangle | Division, Parts, Boundaries, Contents | 13 th | 3 |
| 14 | Thyroid Gland, Pharynx& Larynx | Structure, Blood& nerve supply Structure, Cartilages, Parts, Contents, blood supply, venous drainage, innervations | 14 th | 3 |
| 15 | Cranial Nerves | Origin, Direction, Branches | 15 th | 3 |
| 16 | Final exam | | 16 th | 3 |
| Number of Weeks /and Units Per Semester | | | 16 | 32 |

B. Case Studies and Practical Aspect:

| No. | Tasks/ Experiments | Week Due | Contact Hours |
|-----|---|------------------|---------------|
| 1 | Skull | 1 st | 2 |
| 2 | Skull | 2 nd | 2 |
| 3 | Cranial cavity | 3 rd | 2 |
| 4 | Facial Muscles& scalp | 4 th | 2 |
| 5 | Orbital, Nasal, oral | 5 th | 2 |
| 6 | Meninges, sinuses & dura mater folds | 6 th | 2 |
| 7 | Facial vessels & nerves | 7 th | 2 |
| 8 | Basal brain circulation& sinuses of cranial cavity | 8 th | 2 |
| 9 | Suprahyoid& Infrahyoid muscles, Muscles of Swallowing | 9 th | 2 |
| 10 | Anterior neck triangles& contents | 10 th | 2 |
| 11 | Posterior neck triangles, contents & Cervical vertebrae | 11 th | 2 |
| 12 | Thyroid Gland, Pharynx& Larynx | 12 th | 2 |
| 13 | Median Sagittal section of head& neck | 13 th | 2 |
| 14 | Cranial Nerves& spinal cord | 14 th | 2 |

| B. Case Studies and Practical Aspect: | | | |
|--|--------------------|------------------|---------------|
| No. | Tasks/ Experiments | Week Due | Contact Hours |
| 15 | Practical exam | 15 th | 2 |
| Number of Weeks /and Units Per Semester | | 15 | 30 |

| VI. Teaching Strategies of the Course: |
|--|
| <p>Lectures Demonstration Lab Sessions Discussion Brainstorming Debate</p> |

| VII. Assessment Methods of the Course: |
|---|
| <p>Quizzes Midterm Exam Final Exam Practical Exam Oral Exam Semester work Direct Observation Research Homework Group work</p> |

| VIII. Assignments: | | | |
|---------------------------|-------------------------|------------------|----------|
| No. | Assignments | Week Due | Mark |
| 1 | Research and Group work | 14 th | 5 |
| Total | | | 5 |

IX. Schedule of Assessment Tasks for Students During the Semester:

| No. | Assessment Method | Week Due | Mark | Proportion of Final Assessment |
|--------------|-------------------|------------------|------------|--------------------------------|
| 1 | Assignments | 14 th | 5 | 5% |
| 2 | Quizzes 1 | 4 th | 5 | 5% |
| 3 | Midterm Exam | 8 th | 20 | 20% |
| 4 | Practical Exam | 15 th | 20 | 20% |
| 5 | Oral Exam | 15 th | 10 | 10% |
| 6 | Final Exam | 16 th | 40 | 40% |
| Total | | | 100 | 100% |

X. Learning Resources:

1- Required Textbook(s) (maximum two):

Standring, S., Borley, N. R., & Gray, H. (2008). Gray's anatomy: the anatomical basis of clinical practice. 40th ed., anniversary ed. [Edinburgh]: Churchill Livingstone/Elsevier

2- Essential References:

Hamilton, W. J. (et al.). 2001, Hamilton`s textbook of basic anatomy, 6th edition.

3- Electronic Materials and Web Sites etc.:

<https://onlinelibrary.wiley.com › journal of Anatomy>

XI. Course Policies: (Based on the Uniform Students' Bylaw (2007))

| | |
|---|---|
| | Class Attendance: |
| 1 | Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes. |
| | Tardiness: |
| 2 | A student will be considered late if he/she is not in class after 10 minutes of the start time of class. |
| | Exam Attendance/Punctuality: |
| 3 | No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed. |

| | |
|---|--|
| 4 | Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same. |
| 5 | Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply. |
| 6 | Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply. |
| 7 | Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration. |

