



TTC Examination Regulations

(updated: Dec 16, 2015)

Bachelor's Programme in Technology for Vocational Trainers in the Fields

These regulations have been approved by the TTC Academic Board on January 7, 2015 and are published on the TTC web site (www.ttcollege.edu.sa). Any update will be immediately published on the same site.

The TTC Academic Board reserves the right to provide interpretation to these regulations, should this be necessary, and to suspend one or more of its provisions in deciding on specific cases. These regulations replace all previous versions.

Table of Contents

1.	General Information	2
1.1	Area of Application	2
1.2	Goals and Objectives of the Training, Purpose of Examination, Bachelor Degree	2
1.3	Expected Period of Study, Workload and Credit Points.....	3
2.	Admission to the Program	4
2.1	Entry Requirements	4
2.2	Recognition of Prior Learning.....	5
3.	Examination Management.....	5
3.1	Modules	6
3.2	Eligibility for Module Assessment.....	6
3.3	Module Assessment	6
3.4	Withdrawal, Absence, Fraud and Violation of Regulation	7
3.5	Forms of Assessment	8
3.6	Formation and Weighting of Results.....	9
3.7	Consequences of Failing a Module Assessment	10
3.8	Dismissal from TTC.....	11
4.	Bachelor Project/Thesis/Colloquium	11
5.	Bachelor Certificate.....	12
6.	Examination Board / Examination Office	13
7.	Final Provisions	13
8.	Entry into Force	13

Examination Regulations

1 General Information

1.1 Area of Application

(1) This examination regulation refers to the study program

Bachelor's Programme in Technology for Vocational Trainers in the Fields

in the following fields of study:

- Application Development
- Automotive
- Electrical Machines
- Electrical Power
- Electronics
- Networks and System Administration
- Production Technology
- Refrigeration and Air Conditioning
- Telecommunications
- Business Administration and Management

at the Technical Trainers College (TTC) Riyadh which awards Bachelor degrees in compliance with respective Study Regulations and Examination Regulations. Further details of study and examinations are described within the course timetables regarding the specific study areas.

(2) The language of the TTC Bachelor Study Program is English.

1.2 Goals and Objectives of the Training, Purpose of Examination, Bachelor Degree

(1) The TTC study program builds upon a student's secondary education and upon a two-year training program at one of the post-secondary Colleges of Technology, Colleges of Excellence or Royal Commission Colleges. At the TTC, students acquire advanced knowledge in scientifically based vocational education and training related to vocational pedagogy and to a specific technical or economic discipline, involving a critical understanding of theories and principles. The TTC study program forms the basis for further professional pedagogical analysis and activities with regard to all dimensions of vocational education and training.

(2) Within the TTC study program, students acquire advanced skills, required to solve complex problems in vocational pedagogy and in a specific technical discipline with a high degree of autonomy.

(3) In the course of the TTC study program, students acquire advanced competences in a specific technical or economic discipline, respective didactics, vocational pedagogy and communicative skills in the English language enabling them to cope with a wide range of pedagogical situations, especially to manage complex activities or projects, taking responsibility for decision-making, and take responsibility for managing professional development of individuals and groups including reflection on relevant social, scientific and ethical issues. Application of knowledge is a core feature of the study program at TTC.

(4) The Bachelor examination is cumulative. Having achieved all necessary requirements in the course of the study program, students are awarded their Bachelor degree qualifying them to take up the profession of vocational teacher and trainer at a technical college or similar institutions or organization, including the industrial sector's in-house training sphere.

(5) The study program leads to the academic degree

Bachelor of Engineering Technology

The degree documents – with its Diploma Supplement – are a job-adequate qualification for engineering technology in a specific field, related to vocational training. The Bachelor Awards are professionally recognized qualifications, considering the goals and objectives described in points (1), (2) and (3) of this article, and in the Study Regulations. The examinations are designed to assess whether the student has obtained the knowledge, skills and competences for the transition into professional positions and whether the student possesses the ability to apply pedagogical methodology to findings and tasks.

(6) Students which have studied the study area “Business Administration and Management” gain the academic degree

Bachelor of Applied Business Administration

1.3 Expected Period of Study, Workload and Credit Points

(1) The content and extent of the studies and the examinations have been developed and selected in appropriate dimensions so that the study program can be finished within four years. The standard course length at TTC lasts 9 trimesters. In one academic year the students can start their studies three times a year. The current dates will be published on the TTC website.

(2) In order to be awarded the bachelor degree, students have to achieve 240 ECTS credit points including the acknowledgement of prior learning at one of the Colleges of Technology, Colleges of Excellence or Royal Commission Colleges. One ECTS credit point is equivalent to a workload of 30 hours. Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes. The total workload of the four year training program is 7200 working hours. ECTS is the abbreviation for European Credit Transfer and Accumulation System.

(3) In the training program, student performance is required in the following areas:

- Technical and Pedagogical English
- Islamic Studies
- Vocational Pedagogy
- Company Field Practice
- Specific vocational discipline (including 60 ECTS credit points recognized as prior learning, predomi-

nantly at Colleges of Technology, Colleges of Excellence or Royal Commission Colleges)

- Bachelor Project/Thesis

The overall distribution of the ECTS credit points is listed in the study regulations.

(4) The 7200 working hours are distributed to:

- courses studied predominantly at Colleges of Technology, Colleges of Excellence or Royal Commission Colleges;
- for regular contact hours at TTC;
- self-study, including tutorials or assisted self-study at TTC.

(5) The Bachelor degree will be achieved when a student successfully passes all modules, the Company Field Practice, and the Bachelor Project in his specialization and has acquired the necessary amount of 240 ECTS credit points.

2 Admission to the Program

2.1 Entry Requirements

(1) There are several conditions for admission. Applicants for TTC have to fulfill the following preconditions:

1. Being a Saudi national.
2. Having graduated predominantly from one of the Colleges of Excellence (CoE), Colleges of Technology (CoT) or Royal Commission Colleges in the field he is applying for (or in a related field that will be specified with the call for application).
3. Having a Grade Point Average (GPA) of at least 3.50 out of 5.00 (CoT). Having a Grade Point Average (GPA) of at least 2.50 out of 4.00 (CoE/Royal Commission Colleges). Individual case considerations can be applied.
4. Not being employed in the private or public sector at the start of the training program. Applicants may be employed at the time of admission, but have to give up employment at the beginning of the training program.
5. Passing the admission test.
6. Passing the interview.
7. Not having been expelled from TTC.
8. Good conduct certificate.
9. Good health conditions.
10. Not having been involved in any bachelor program in the past, including the King Abdullah Scholarship Program for the Preparation of Technical Trainers.
11. TTC Riyadh accepts only male applicants. In line with Government regulations, women can apply to other Colleges.

TTC reserves the right to select applicants for final admission. Applicants will be admitted through a competitive process. They will be selected based on prior academic achievements, proficiency in English, TTC's admission test, and an interview.

(2) TTC conducts admission tests. A minimum score will be defined. Should the number of candidates having

passed the admission test be higher or lower than the number of places available for admission at TTC, TTC reserves the right to select (additional) candidates. The admission test consists of a general part and a part for the English language. The individual score will be calculated from the result of the admission test and the Grade Point Average (GPA) from the applicant's College-degree.

TTC will publish the process of admission in an appropriate way (e.g. on its web site).

TTC builds a selection committee with responsibility for all Admission decisions. The TTC Academic Board confirms the decision based on suggestions of the Head of Department of Student Affairs.

(3) After enrollment for a TTC study program, students are not allowed to postpone the start of the first study trimester at TTC.

(4) Application to TTC is allowed one time only. Exceptions can be decided by TTC Student Affairs Department.

2.2 Recognition of Prior Learning

(1) Prior training periods, training and examination results at different study institutions of higher education and prior work experience can be recognized and accredited. As an exception examination results at a partner institution of higher education abroad can be recognized and accredited up to 30 ECTS credit points.

(2) Criteria for recognition are:

- analogy of the content of the respective achievement
- analogy of the level of the achievement
- analogy of the scope of the achievement in terms of ECTS credit points
- analogy in scope and kind of the examination.

(3) Procedure of recognition: students who apply for achievements for recognition fill out a form showing that the achievement meets the criteria. Together with the transcript of records, indicating necessary information about the achievement and a syllabus, indicating the content of the achievement, the student hands in the form to the student counselor who must be a lecturer of the respective department concerning the subject of the application. The student counselor checks the application with regard to the criteria. The student counselor can decide about the recognition of non-contentious cases; in critical cases the Examination Board will decide. The student counselor hands over the signed recognition form to the Examination Office.

In case of recognitions of examination results at a partner institution of higher education abroad the Examination Office can decide on the basis of a contract between this institution and TTC and based on a general decision of the Examination Board.

(4) Compulsory or optional modules could also be studied abroad on the basis of cooperation agreements with partner universities. Concerning the procedure of recognition see point (3) in this article.

(5) A number of 60 ECTS credit points is recognized as prior learning, if the entry requirements have been fulfilled.

3 Examination Management

The study program has a modular structure. The examination during the Bachelor Study Program is divided into module assessment, partial module assessment (course assessment), the Company Field Practice and the Bachelor Project. The totality of the Bachelor Assessment consists of the single module assessments and the

Bachelors Project. The modular study program contains compulsory and elective modules.

3.1 Modules

(1) It is the objective of the module examinations to show if students learned the necessary knowledge, skills and competences concerning the module objective to independently use these abilities in order to solve concrete tasks and problems. The modules and, if necessary, their courses, are listed in the Course Timetable.

(2) A module is a thematic and time defined training element, which consists in general of (one or) several individual courses that impart similar competencies. A module leads to a partial qualification with regard to the objectives of the training program.

(3) Each module is allocated ECTS credit points considering the time students typically (on average) need to complete all learning activities required to achieve the objectives of the module (workload). 1 credit point corresponds to a workload of 30 hours.

(4) The successful completion of the program requires the completion of the modules which are listed and described in the TTC Course Timetable respective the TTC Module Handbook (Annex 1/Annex 2).

(5) The number and kind of examination is determined in the TTC Course Timetable respective the TTC Module Handbook (Annex 1/Annex 2).

(6) A module is passed if all assessments of a module are passed.

3.2 Eligibility for Module Assessment

(1) Every student who is formally enrolled in a training program at TTC is automatically registered for all examinations of the modules he has attended during the respective trimester, provided his attendance amounts to at least 80%. The student has the opportunity to postpone a module examination, if a plausible explanation can be supplied. The rules of procedure are set out in the Application Regulations of the Examination Office.

(2) Attendance in all contact hours is compulsory. The Examination Office will send a first letter of warning to the student if absence in a module exceeds 10 % of the sessions. The Examination Office will send a second letter of warning to the student when absence in a course or a module exceeds 15 % of the sessions.

(3) The respective specific conditions for participation in module examinations have to be fulfilled.

(4) An examination of a module is successful, if its results are at least satisfactory and if the requirements have been met. Examinations that have been passed successfully cannot be retaken. Students who have already graduated at TTC are no longer eligible for examination.

3.3 Module Assessment

(1) The module coordinator has the task to coordinate the respective examination process. The module coordinator is responsible for design, weighting and grading of the module assessments.

(2) The Examination Board takes measures to secure the regulations of these Examination Regulations and promotes the adequacy of the study and examination requirements and the abidance to scientific standards. The examiners and associate examiners must possess at least the same or equivalent qualification as that to be gained by the examination. The examiners of the Bachelor Project are determined by the concerned Head(s) of Department.

(3) Modalities and deadlines for any kind of assessment must be specified by the lecturer at the beginning of each module and brought to the student's attention.

(4) In case of successful assessment results of a module or of all parts of a module, the respective ECTS credit points for the module are awarded to the student and transferred to the student's credit point account.

(5) All assessments are conducted in the English language.

3.4 Withdrawal, Absence, Fraud, and Violation of Regulation

(1) If the necessary requirements of the examination are not completely met (time, place, quality and authorship), the examination is evaluated failed.

(2) If a student withdraws from the examination after it has already begun, the work presented up to this point is valid.

(3) If a student is absent the examination is considered failed, if no significant reason can be presented by the student. The reason has to be presented immediately in writing to the Examination Office. Whether a reason is qualified significant has to be decided by the Examination Office or in critical cases by the Examination Board. If the presented reason is recognized by the Examination Office or Examination Board, a new examination date is set as the original attempt. The non-recognition of the presented reason has to be justified and communicated to the student in writing.

(4) If withdrawal or absence is caused by illness, a medical statement, stating the period of incapability, has to be presented immediately. Whether the medical report and the reason were qualified significant is decided by the Examination Office.

(5) The same regulations apply if a written work as part of an examination is not submitted in the given time frame.

(6) Attempts of a student to influence examination results by the use of non-permitted aids or by fraud automatically lead to his failure in the respective examination at any time of discovery. Students violating the provisions of this exam regulation can be excluded from continuing the examination by the examiner. The examination is counted as failed in this case. In grave cases of fraud, the Examination Board can refuse to allow the participation in further examination by the student. It leads to the dismissal of the student from TTC without receiving an academic degree.

(7) In the month following the decision taken on behalf of point (3) of this article, the student concerned can appeal against the decision in writing to the Examination Office. Decisions to the disadvantage of the student have to be presented to the student concerned in writing, have to be justified and have to provide information on possible legal remedies by the student.

(8) The student has to inform the Examination Office before his continuous absence exceeds a period of two weeks. In the event of default the student will be expelled from the college.

(9) If a student of the current trimester withdraws for reasons of hardship, no later than at the end of week 3 of the respective trimester, he is eligible to apply again for studies at TTC. A student is allowed to defer up to two trimesters while studying at TTC.

(10) As stated in the Code of Conduct and Honor and in the prerequisites for admission, students are not allowed to work in the public or private sector whilst enrolled at the TTC. In case of violation of this regulation TTC has the right to expel the student from the College immediately.

3.5 Forms of Assessment

(1) Module or partial module (courses) examinations can include several formal assessments or exams. It can be subdivided into several components that can be assessed during one session, several exam sessions or other modalities of assessment.

(2) Concerning assessments, for example the following formats can be used:

1. Written Exams in a classroom
 - minimum 30 minutes and maximum 90 minutes duration
 - Documents, tools and other aids allowed for students sitting the written exam must be defined by the responsible lecturer
2. Oral Examinations
 - 15 minutes duration
 - Individually per student
 - Can be the assessment of a combination of different parts of a module
In case of different parts of a module assessed in one assessment, a grading for each individual part must be the result of the assessment
 - To be conducted by min 2 staff members
3. Oral Presentation with or without written handouts
 - Maximum duration 15min
 - In front of a group of staff or students
 - May include an question and answer session, limited to 10min duration
4. Trial Run Training Situations (TRTS)
 - Duration, conditions, formats will be decided by the VP department and clearly communicated to assessed students before they prepare the TRTS.
5. Written Essays
 - Prepared as a homework on a given topic
6. Seminar Papers
 - Prepared as a homework essay/report on seminars, seminar series etc.
7. Projects
 - preparation of deliverables (documents, programs, hardware) on a given topic
 - may include also a documentation of project activity
 - may also include a project presentation and defense
8. Portfolio Exam
 - Oral review of assignments over the course of a module or a part of a module
 - Maximum duration 45min

(3) Assessments of any format dedicated to a course are partial assessments of the respective module. The total effort for a complete module assessment must not exceed 45 minutes in case of oral assessment formats and 3 hours in case of classroom written exams. If the module assessment is a mix of assessment formats, the maximum effort for a specific format must be derived from the percentage, which the partial assessments contribute to the module assessment.

(4) A student who failed the module exam has the right to review his exam after the examination period. For those candidates who failed the module exam a time frame for the review will be announced.

(5) The Head of the Office of Academic Affairs is responsible for decisions concerning specific training programs and respective examination requirements in consultation with the Head of Students Affairs. The specifications are part of the examination regulations and must be brought to the attention of the students.

(6) A module is passed when all courses that are contained within it are passed.

(7) All examinations are subject to specification by the examiner. The module description with all respective information is handed out to the students at the beginning of the module.

(8) The Examination Office documents the examination results and the acquired ECTS credit points for each student individually.

(9) Examinations take place in the mode and time determined by the examiner within the frame of usual examination standards of the respective department.

(10) If a student can provide reasonable evidence that he cannot achieve examination or requirements due to ongoing incapability, the respective lecturer together with the Examination Office determines whether and how equivalent examinations or requirements can be achieved by the student in an extended time period or through a different modality of examination.

(11) The examination results have to be communicated to the Students Affairs Office by the examiner usually within a week. The official examination results are immediately, a maximum of two weeks after the respective examination period conveyed to the students by the Students Affairs Office in writing. Electronic means of communication are permitted.

(12) The specific nature of the examination will be set and announced at the beginning of the module by the examiner.

3.6 Formation and Weighting of Results

The grade of a module (or a part of a module=course) as well as the bachelor project is calculated as follows:

Evaluation	GPA Range
Excellent	$4.50 < A \leq 5.00$
Very good	$3.50 < B \leq 4.50$
Good	$2.75 < C \leq 3.50$
Satisfactory	$2.00 \leq D \leq 2.75$
Fail	$0 \leq F < 2.00$

This calculation is also valid as basis for the acknowledgement of “pass” or “fail” for the Company Field Practice.

Symbol	Mark	Value	Symbol	Mark	Value	Symbol	Mark	Value	Symbol	Mark	Value
A+	100	5.0	B+	89	4.5	C+	79	3.5	D+	69	2.5
	99	5.0		88	4.5		78	3.5		68	2.5
	98	5.0		87	4.5		77	3.5		67	2.5
	97	5.0		86	4.5		76	3.5		66	2.5
	96	5.0		85	4.5		75	3.5		65	2.5
	95	5.0		84	4.0		74	3.0		64	2.0
A	94	4.75	B	83	4.0	C	73	3.0	D	63	2.0
	93	4.75		82	4.0		72	3.0		62	2.0
	92	4.75		81	4.0		71	3.0		61	2.0
	91	4.75		80	4.0		70	3.0		60	2.0
	90	4.75									

3.7 Consequences of Failing a Module Assessment / Retake Assessments

- (1) A grade of a module is considered failed if the result of the sum of the assessments is insufficient. The minimum pass mark has to be more than 60 percent.
- (2) A module is considered failed if a student's absence exceeds 20 percent.
- (3) Module assessments could be composed of different parts. The final module grade will be composed of the weighted average of partial assessments. All partial module assessments have to be passed at least with the grade 'satisfactory'. If only one partial module assessment is failed, only this assessment has to be repeated. The module grading is defined in the modules handbook.
- (4) Students who failed module assessments can retake the respective assessments twice, provided the student's absence did not exceed 20 percent. However, students whose absence exceeds 20% can retake a module assessment once only.
- (5) Failed partial module assessments can be repeated within the relevant module maximum twice. The retake period takes place in the following trimester not later than week 7.
- (6) The Dean has the right to decide whether in individuals cases an additional retake, shall be provided for, even if the student has already used his two chances; furthermore, as an exceptional provision, the Dean has the right to take individual decisions in all other aspects pertaining to examinations if deemed advisable for the benefit of students concerned.
- (7) The student is responsible for seeking help from lecturers or peers to prepare for the retake. The examiner is responsible to provide sufficient learning material for retake preparation. Students intending to participate in a retake have to continue participation in regular classes while preparing for the retake.
- (8) The format of examination for any retake can be determined by the examiner and may differ from the for-

mat for the original assessment.

(9) If a student does not have the possibility to repeat a required module examination, because he has failed twice, the bachelor program is considered failed and the continuation of the study program is not possible.

3.8 Dismissal from TTC

A student who has been dismissed from TTC cannot be readmitted to a study program at TTC again.

4. Bachelor Project/Thesis/Colloquium

(1) The bachelor project is a proof of the student's abilities to perform the tasks of a lecturer in vocational education in his field of specialization, and to work scientifically on issues and topics in vocational training related to the study program at TTC, other training institutions or business companies.

(2) The bachelor project consists of

- project work over 12 weeks (bachelor thesis).
- oral examination (colloquium).

Before submission, the log-book must be signed by the first and second supervisor on the cover page, acknowledging the documentation of the regular meetings between student and supervisor over the entire period of the bachelor thesis.

(3) As a rule, the bachelor project deals with planning and implementing learning methods and educational design in a best possible didactical form concerning a technical discipline in vocational training, or developing a concept for simulations in vocational training institutions. The time of elaboration of the bachelor thesis/project is limited to three months and requires the application of methods and instruments acquired through the study program. The volume of the bachelor thesis/project should be at least 25 pages but should not exceed 35 pages.

(4) Every student who is formally enrolled in the study program at TTC, and who has passed all modules except of two at the end of trimester 8, is enabled to register for the bachelor project.

(5) The elaboration of the bachelor thesis is supervised by two lecturers (one lecturer in the vocational discipline and one lecturer in vocational pedagogy). The lecturers supervising a bachelor project are appointed by the respective Head of Department. It is allowed for the student to suggest the lecturers, who should supervise his bachelor project.

(6) The colloquium supplements the bachelor thesis. A precondition to conduct the colloquium is the successful passing of the bachelor thesis.

(7) The assessment of the colloquium is successful if its result is at least satisfactory and all requirements have been met.

(8) The colloquium is conducted as the presentation of the bachelor thesis and a following oral defense. The colloquium should not take more than 30 minutes. Examiners are the first and second supervisor of the bachelor thesis, approved by the Heads of Departments.

(9) The bachelor thesis/project is considered successful if its results are at least satisfactory and all requirements are met.

(10) If the result of the bachelor thesis/project is insufficient, it can be retaken. A bachelor thesis/project can only be retaken once.

(11) A final failure of the bachelor thesis/project occurs if it has not been passed in the first or in the second attempt and/or if the necessary requirements have not been met.

5. Bachelor Certificate

(1) After a student has passed all requirements of the training program successfully he is awarded the bachelor degree and a diploma supplement. He gets a temporary certificate within a period of two weeks after the last examination.

(2) Students are awarded the bachelor degree and the diploma supplement. The certificate includes the name of the training program, the modules and courses of the training program and their results, the ECTS credit points of the modules, the topic and the result of the bachelor thesis, the result of the colloquium and the final overall grade. The bachelor certificate and the diploma supplement will be signed by the Dean of Technical Trainers College. The Dean may decide upon different signatures. Specific knowledge, skills and competences acquired for the profession of a vocational lecturer are specified in a diploma supplement attached to the bachelor certificate.

(3) The final overall grade is calculated on the basis of the arithmetic average of all individual module grades. The grades of the modules are weighted according to their credit points.

(4) Students who have performed extraordinary achievements can receive their certificate with recognition of excellence upon recommendation of the Examination Board.

(5) ECTS Grades (Final Grade): The TTC bachelor certificate and diploma supplement add an ECTS grade to the final overall grade. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a pass grade as follows:

- A best 10%
- B next 25%
- C next 30%
- D next 25%
- E next 10%

These specific ECTS grades are not replacing the marks; they constitute additional qualification of learning and training successes.

(6) The bachelor certificate and the diploma supplement are issued in Arabic and English language.

6. Examination Board

(1) TTC establishes an Examination Board. In conjunction with the Students Affairs Department which is in charge of all administrative concerns pertaining to examinations.

(2) The Examination Board is responsible for decision making over all specific issues, problems and questions concerning the applications and interpretations of the examination regulations unless it is another responsibility mentioned in this examination regulations. The Examination Board is also responsible for appeals of stu-

dents against examination decisions and all affairs mentioned in this examination regulations.

(3) The Examination Board consists of

- the Head of Academic Affairs Office
- the Head of Department of Student Affairs
- the Head of Quality Management (in advisory function)
- 6 representatives of the faculty, appointed by the Head of the Office of Academic Affairs
- 2 representatives of Students Council's Administrative Committee

(4) The Chairman of the Examination Board is the Head of the Academic Affairs Office whose vote shall be determining in the event of a tie.

(5) The Examination Board decides by simple majority and convenes once per trimester. It must meet if a student institutes an appeal against an examination decision as well as if at least 4 members (entitled to vote) ask for a meeting.

The Quorum of the Examination Board is at least 5 members (entitled to vote).

7. Final Provisions

7.1 Legal Remedy

"Appeal Procedures" are defined here as procedures for contesting of or requesting a second opinion on results of exams or other formal assessments. They are administered by the Students Affairs Department.

TTC students have an opportunity to appeal in cases where they feel that assessment results would call for a second look or even a second opinion.

Whenever possible, an appeal should be settled by mutual agreement, for example and as a rule, by means of offering individualized counseling and remedial action.

In cases where settlement through mutual agreement is not possible, the Examination Board has the responsibility in making the final decision. Appeals are restricted to TTC internal procedures.

7.2 Access to Examination Files

(1) Up to one year after graduation the student has, after formal request, access to his bachelor thesis/project and the justifications for evaluation provided by the respective examiners.

(2) The formal request is to be submitted to the Students Affairs Department, which determines place and time of access.

8. Entry into Force

(1) TTC's Academic Board is responsible for the decision over the TTC Examination Regulations and TTC Study Regulations.

(2) TTC reserves the right to amend this document when deemed necessary.

(3) These regulations enter into force on the day of their official publication by TTC.

Riyadh, January 20, 2015

A handwritten signature in blue ink, appearing to read 'W. J. Jaber', is written in a cursive style.

The Dean

