

1.4.10 UNDERGRADUATE DEGREE REGULATIONS

1. Purpose

ADA University strives to ensure the coherence, breadth and high quality of its undergraduate degree programs. This requires that all programs adhere to certain degree requirements, even if these requirements may differ across different Schools and programs. The purpose of this document is to outline ADA University's undergraduate degree regulations.

2. Scope and Recommendations

This regulation applies to all undergraduate degree programs at ADA University.

The requirements outlined in this document comply with ADA University's quality standards and guidelines for degree programs and with national regulations for higher education. They should be read alongside ADA University's *Credit Regulations* and *Curriculum Structure and Regulations*.

Undergraduate students are expected to be thoroughly familiar with all the degree requirements set forth in this document.

3. Definitions

Undergraduate Degree Programs encompass all Bachelor programs offered at ADA University.

The *Term Grade Point Average (TGPA)* indicates a student's academic performance during a specific semester or term. It is calculated in the following manner: (1) For each unit of study considered, grade points earned are multiplied by credit hours attempted. (2) The resulting values for all the units of study considered are added up. (3) The resulting sum is then divided by the credit hours attempted that semester or term. The term GPA does not cover units of study evaluated on a Pass/Fail basis, and it only includes the highest grade earned in a repeated course.

The *Cumulative GPA (CGPA)* indicates a student's overall academic performance in a degree program. It is calculated in the same manner as the *Term Grade Point Average*, but includes all units of study attempted by the time of calculation. Grades from approved transfer courses taken at another institution do not count towards a student's cumulative GPA at ADA University. Neither do units of study evaluated on a Pass/Fail basis. The cumulative GPA only includes the highest grade earned in a repeated course.

A *Second Career Track* is an additional course load that students can choose to open up further professional opportunities.

4. Undergraduate Degree Regulations

4.1 General Provisions

- a. Students must complete the minimum requirements outlined in this document in order to be eligible for an undergraduate degree.
- b. Students must graduate under the Academic Catalogue in effect at the time of their first enrollment for a specific graduate degree program at ADA University. Students may not tailor-make their own degree requirements by selecting and combining requirements from different catalogues.
- c. Depending on a student's English language level upon admission, he/she may need to successfully complete the *English for Academic and Professional Purposes Program* before being able to enroll in his/her degree program (for details, see the University's *English for Academic and Professional Purposes Regulations*).

4.2 Program and Graduation Requirements

- a. Students must complete at least 240 credit hours with a cumulative GPA of 2.00 or better. The last 30 credit hours must be completed in residence at ADA University. Undergraduate students may transfer up to 30 credits from an international institution of higher education.
- b. All undergraduate degree programs at ADA University have a General Education component (for details, see the *General Education Regulations*). The successful completion of 60 credit hours (or 10 courses) is usually required in order to meet the University's General Education requirements. These requirements are similar across all programs, but they may differ depending on the nature of the degree. The *Bachelor of Laws* program and the *Bachelor of Science in Mathematics* program have different General Education requirements.
- c. Students are expected to complete the General Education component during the first 120 credits earned. In some cases, General Education courses may also meet Major Core, Technical Elective or Free Elective requirements. In no case may students substitute General Education courses for Major Core, Technical Elective or Free Elective courses (or vice versa).
- d. In addition to the General Education component, most undergraduate degree programs at ADA University include the following four components: Major Core, Technical Elective, Free Elective and Functional Enabler. The minimum requirement for these four components is 180 credit hours.
- e. Major Core courses are designed to offer a fundamental understanding of subjects covered by a student's main field of specialization. The Major Core component usually consists of a minimum of 120 credits or 20 courses. Some programs may include more than the minimum requirement for the Major Core component.
- f. Technical Electives are designed to cover advanced topics in a student's main field of specialization. All undergraduate degree programs at ADA University have a Technical Elective component consisting of 24 credits or 4 courses. Students attend these courses during their last year of study.
- g. Free Electives are courses that are not an integral part of a student's degree program. They can be chosen from any other degree program offered at ADA University. Most undergraduate degree programs at ADA University have a Free Elective component consisting of 24 credits or 4 courses. Students usually attend these courses during their third and fourth year of study. Some programs may require fewer credits allocated to the Free Elective component. The *Bachelor of Laws* program at ADA University does not include a Free Elective component.
- h. Functional Enablers are courses that aim to develop core study- and work-related skills. Most undergraduate degree programs at ADA University have a Functional Enabler component

consisting of 12 credits or 2 courses. The *Bachelor of Laws* program and the *Bachelor of Science in Mathematics* program include only 6 credits for the Functional Enabler component.

- i. The minimum graduation requirement of 240 credit hours must satisfy all the degree requirements mentioned in 4.2. Some programs may require more than 240 credit hours for the completion of all program requirements.

4.3 Second Career Track

- a. Undergraduate students may pursue a second career track.
- b. Several second career tracks are available across different degree programs at ADA University, all of which consist of a predefined set of six courses.
- c. Students who wish to pursue a second career track must consult with their Academic Advisor in order to plan their second career track (i.e., their Free Electives and course overloads).

4.4 Changes in Degree Program or School Affiliation

- a. Students may request to change their degree program within a School or transfer to a degree program offered by another School of ADA University. Students wishing to do so are strongly recommended to consult with their Academic Advisor to determine their options.
- b. A change of degree program or School affiliation requires the permission of the Dean of the School that serves as the target degree program's administrative home.
- c. Schools may establish additional requirements for the change of degree program or School affiliation.

4.5 Time Limit for Degree Completion

- a. After the completion of the *English for Academic and Professional Purposes Program* (if applicable), undergraduate students are expected to complete all degree requirements in no more than four academic years after the date of their first enrollment in their respective program.
- b. Students may receive an extension to complete their degree program. An extension to complete the degree requirements may have financial and other implications.
- c. Periods of separation from the University and temporary leaves do not count towards the time limit for degree completion.