



Academic and Procedural Guide

Academic Semester 2025/2026

Bachelor's Degree

Academic Affairs Department



VERTEXUNIVERSITY.EDU.EU

Deanship of Admissions and Registration

In light of the global shift towards smart education and sustainable learning, Vertex International e-University seeks To provide an integrated academic experience, combining the quality of higher education with international standards in an innovative digital environment that enables the student to learn, interact and develop anytime and from anywhere.

This academic and procedural guide represents a comprehensive reference for students, faculty members and administrators at the university, as it aims to clarify educational policies, organizational procedures and approved electronic systems, in order to ensure the smooth running of the educational process, in accordance with the highest quality standards and to guarantee academic fairness in an advanced digital learning environment.

Vertex LMS learning management system. The Vertex SIS student information system , in addition to clarifying the mechanisms for assessment and testing, field training regulations, academic advising, and 24/7 technical support.

Vertex International E-University believes that the student is at the heart of the educational process, and that their success is a direct reflection of the quality of the learning and interactive environment it provides. Therefore, this guide has been prepared to serve as a comprehensive organizational reference that guides the student's academic journey from enrollment to graduation, within an integrated system that keeps pace with technological advancements and global standards in e-learning.

This guide also comes within the framework of the university's commitment to implementing academic governance and institutional quality policies, in accordance with international accreditation frameworks, to ensure the provision of leading e-learning that integrates academic authenticity and modern technology, and establishes graduates qualified to compete in the global labor market.

In conclusion, we invite all university students and faculty members to carefully review the contents of this guide and adhere to its regulations and procedures, reflecting the honorable institutional image of Vertex University and promoting a culture of academic discipline and scientific excellence.

The Introduction :

Vertex University offers high-quality higher education based on the latest smart learning models and internationally accredited e-learning. The university's academic system is based on the philosophy of blended learning, which provides an educational experience that balances high-quality digital academic content with practical professional applications, enabling students to combine theoretical knowledge with real-world applied skills.

Based on this philosophy, Vertex University seeks to build an integrated educational system that combines academic and professional education, with the aim of enabling students to transform knowledge into practical application and hone their skills in real or virtual work environments, thus giving them a global competitive advantage and preparing them to integrate efficiently into the modern labor market.

The university awards internationally recognized degrees in programs and disciplines carefully designed to meet the needs of modern professional markets and the requirements of sustainable human development, in line with the university's vision of academic innovation and comprehensive digital transformation in education.

Based on the university's commitment to the highest standards of academic quality and international accreditation, the Department of Academic Affairs and Educational Operations issues this procedural guide for undergraduate students, to be a comprehensive reference that organizes the educational process during the semester, and clarifies the academic policies and organizational procedures that concern the student in his university journey within an advanced digital educational environment that places excellence and practical application at the heart of the educational process.



Study plans for bachelor's programs

Study plans at Vertex University Within the three-term system , each term extends for thirteen (13) actual weeks, including the period of live lectures, interactive electronic activities, and tests.

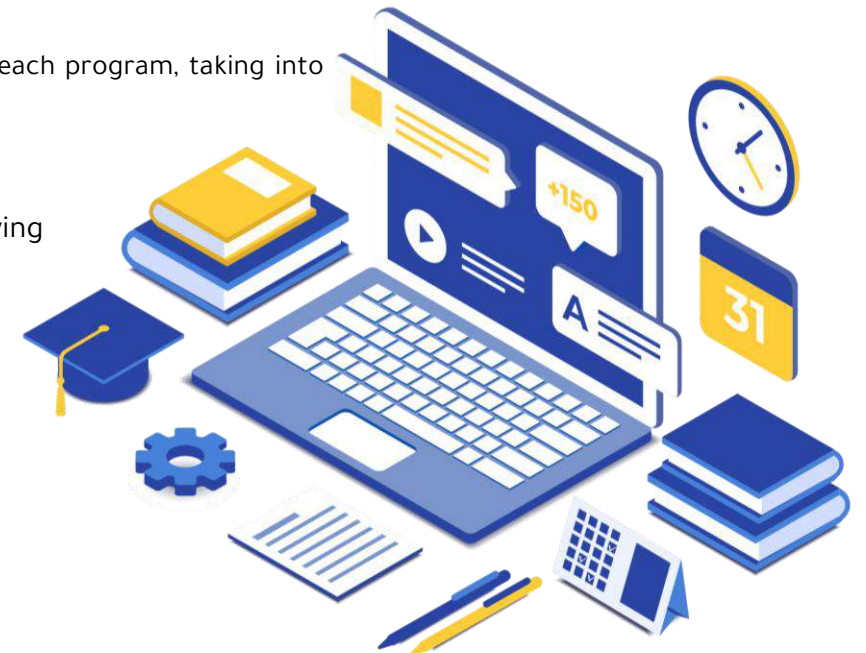
The course content is distributed according to the blended e-learning model adopted by the university as follows:

- Eleven live lectures (Online Live Sessions) are presented via the Vertex LMS platform, each lecture lasting three academic hours .
- Interactive online activities such as forums, assignments, and case studies complement the accredited teaching hours for each course.
- Midterm and final electronic exams are conducted in accordance with the academic integrity and quality assessment standards adopted by the university.

The study plans for each college are designed to ensure the achievement of learning outcomes. Specific to each program, taking into account international standards for e-learning and the quality of academic content.

To view the approved study plans for bachelor's degree programs, students can access the following link :

Bachelor's programs at Vertex University



Class schedules and lecture times

Vertex University adopts a flexible system for managing class schedules through its Vertex LMS educational platform, in line with the nature of international e-learning and the different time zones of students around the world.

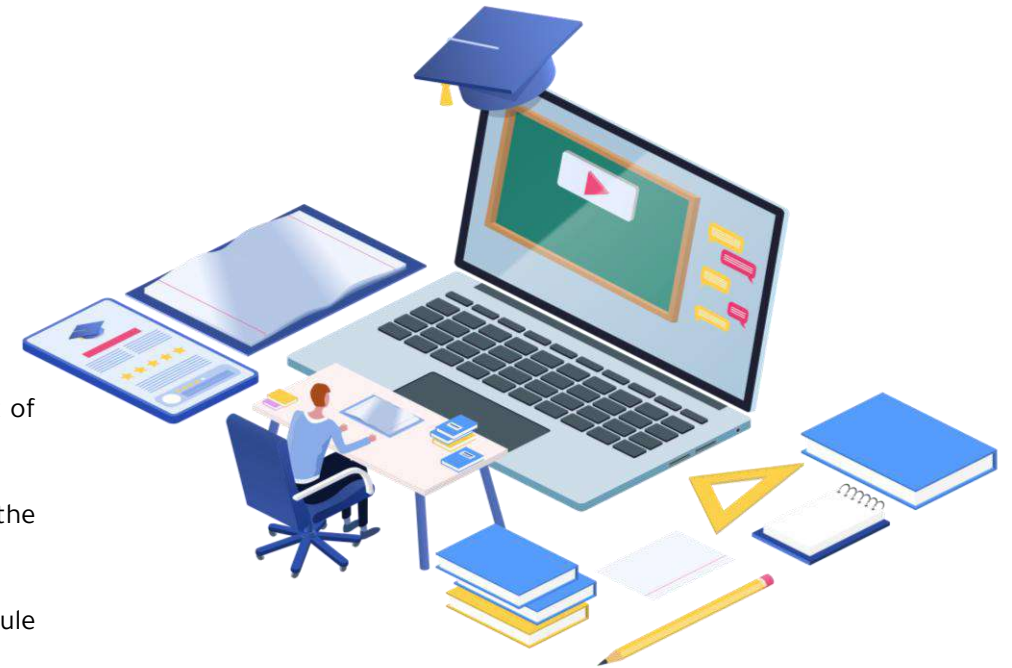
The school day is divided into five (5) time periods allocated for live lectures, starting from 10:00 am until 7:50 pm (Makkah Al - Mukarramah) with the possibility of modification according to the time zone of the teacher or students.

Duration of the academic lecture

- Duration of each lecture : three hours
- Number of lectures per course : Eleven (11) live lectures in the classroom .
- Number of study weeks per semester : Thirteen (13) weeks .

Electronic spreadsheet system

- Class schedules are uploaded via the **Vertex LMS system** . At least seven days before the start of the semester .
- Students can view their personal schedule and lecture details through their control panel on the platform .
- In case of scheduling conflicts, students can submit a request to amend their schedule electronically through the system. **Vertex SIS** during the approved registration period .



Tests at Vertex University

◇ Test preparation guidelines

To ensure the quality and fairness of the tests, the colleges adhere to the following:

- Preparing questions according to the approved Specification Matrix for each course
- Diversifying question formats to measure different levels of thinking (application, analysis, evaluation, creativity).
- Using the randomized ordering feature for questions and answers on the platform to reduce opportunities for electronic cheating.
- Set a clear time limit for each test that is automatically displayed on the student's screen during execution.
- Disable the printing function or the option to return to previous questions after answering them.
- Do not show feedback or grades immediately after the test is over, unless they have been officially approved by the faculty member.

Online exams at Vertex University One of the essential components of the academic assessment process, and a key means of measuring the level of student achievement of learning outcomes in each course.

The tests at the university are conducted entirely digitally via the Vertex LMS platform, using smart monitoring systems that ensure academic integrity, fairness, and reliability of assessment.

◇ Types of tests approved by the university :

Midterm Exam :

The midterm exam is held in the middle of the semester according to the approved academic schedule.

It aims to measure the level of students' understanding of the basic concepts and their practical applications that were studied during the first half of the course.

Final Exam :

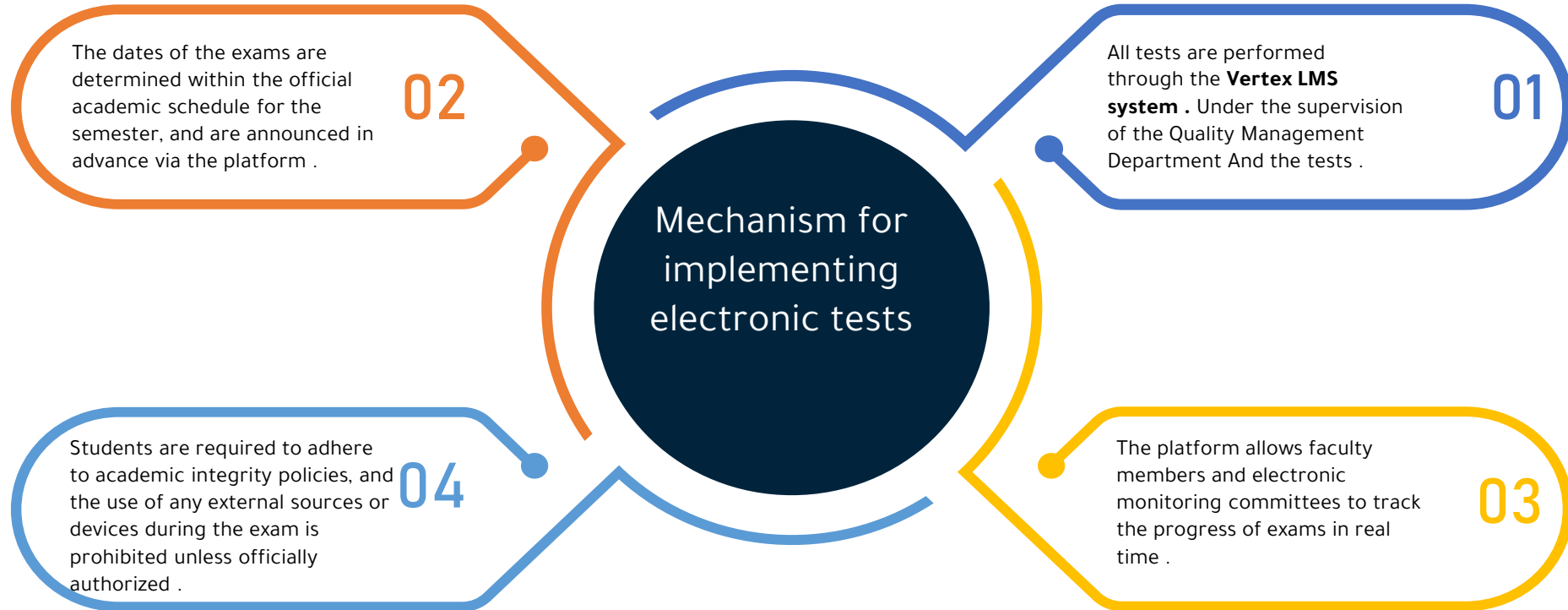
Held in the last week of the semester, it focuses on measuring the overall learning outcomes of the course .

Vertex online testing guide



To view the online testing guide, you can access the following link :

Mechanism for implementing electronic tests



Assessment and Testing Policy



To view the assessment and testing policy for undergraduate students, you can access the following link :

Academic Procedures

Second: Study and Courses

- The university adopts a three-semester system (three semesters in the academic year).
- All courses are delivered electronically through an interactive learning environment that enables the student to learn independently and follow up directly.
- Students are allowed to register for a specific number of hours in each semester according to academic regulations.
- Students are committed to actively participating in digital educational activities and adhering to the ethics of e-learning.
- The academic advisor is responsible for monitoring the student's progress and providing academic support throughout the study period.

Admission and enrollment requirements



The educational model adopted by the university

Academic procedures represent the regulatory framework that guides a student's journey from enrollment to graduation, ensuring clear systems and consistent academic and administrative standards that meet international quality and accreditation requirements. Vertex University applies these procedures to all students across all programs and levels of study.

First: Admission and Registration

- Admissions open at the beginning of each semester according to the dates specified in the academic calendar.
- Applications are submitted through the online platform designated for admissions.
- An accepted student has the right to register for their courses electronically via the Learning Management System (LMS) within the specified period.
- Students may postpone their studies or withdraw from a course or semester in accordance with the approved regulations and after obtaining academic approval.
- Students transferring from other universities can apply for course equivalency according to the university's approved academic equivalency system.

Regulations and Academic Discipline

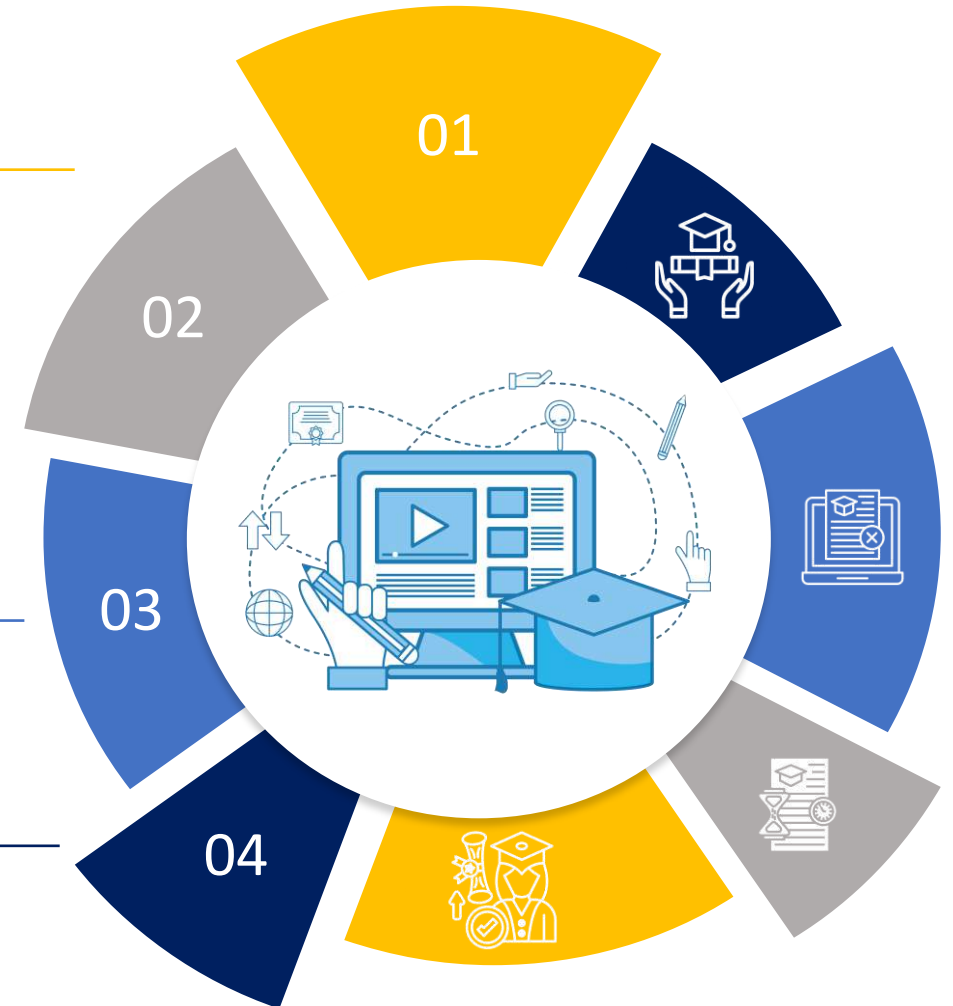
The university is committed to applying the highest standards of academic integrity and preventing any practices that conflict with university values .

Cheating, plagiarism, or any violation of student academic conduct is prohibited.

Appropriate disciplinary action will be taken in accordance with the approved academic conduct regulations.

The university encourages students to adhere to university ethics and respect intellectual property in all academic and research activities .

Academic systems and policies



Academic Calendar

The Deanship of Admissions and Registration at Vertex University has provided the academic calendar for the current semester within the three-semester system, which clarifies the official dates for all academic and administrative activities for students, including admission and registration periods, withdrawal and addition, tests, and university holidays.

The calendar was prepared to ensure the precise organization of the electronic learning process in a flexible digital environment that enables students to manage their academic path easily and efficiently, taking into account international time differences due to the global nature of the university.

To view the academic calendar and details of academic procedures, please click on the following link below:

[Academic calendar for undergraduate students](#)

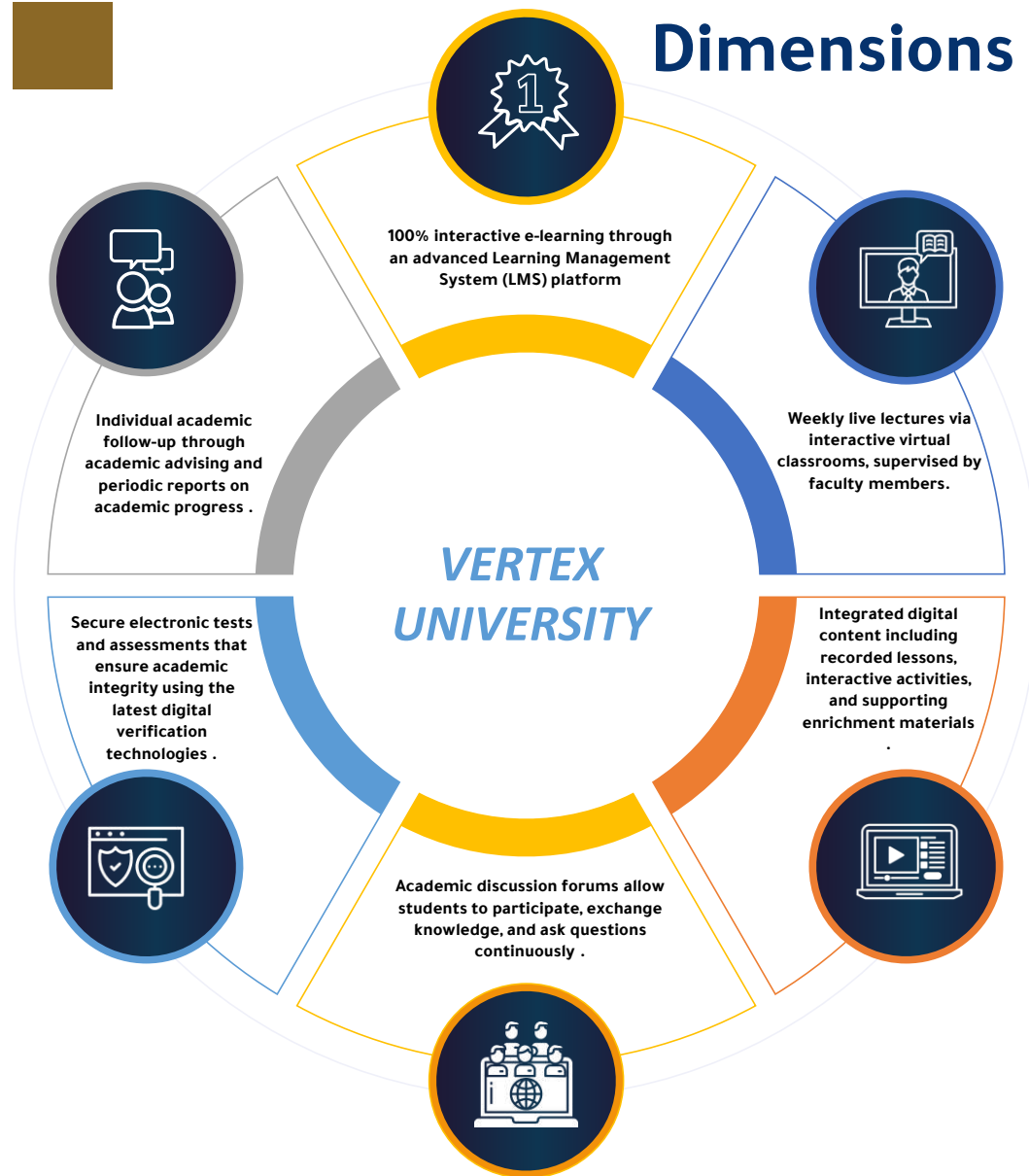


Vertex University emphasizes the importance of students adhering to the schedules for academic procedures and university services as outlined in the approved academic calendar .

The university urges all students to regularly follow the academic calendar via the online platform to ensure their academic progress is smooth and without any delays in official deadlines .



Dimensions of the educational process in Vertex



♦ The educational model adopted by the university

University Vertex is based on a complete e-learning system , which focuses on providing an integrated digital learning experience that combines interaction, flexibility, and high academic quality .

This model aims to enable students to pursue their studies from anywhere in the world without the need for on-site attendance, while ensuring adherence to international standards for e-learning .

The university's academic system is based on the following principles:

Academic Advising Unit

◇ Support students to overcome any challenges that may affect their academic performance

- Monitoring student performance and analyzing their academic levels on a regular basis.
- Assisting students in developing individual improvement plans in collaboration with faculty members.
- Cases requiring psychological or social support are referred to the relevant authorities at the university.

◇ Informing students of their academic and professional obligations

- Active participation in virtual classrooms and educational discussions .
- Regularly monitor the university platform and course pages .
- Adherence to deadlines for submitting electronic tasks and assignments .
- Review the academic calendar and announcements issued by the Deanship of Admissions and Registration .

The Academic Advising Unit at Vertex One of the fundamental pillars in supporting students and achieving their academic success .

It aims to build a continuous interactive relationship between students and academic advisors to ensure they receive proper guidance throughout their studies, help them make appropriate academic decisions, and overcome any challenges they may face during online learning .

Academic advising is based on a set of principles and tasks that reflect the university's interest in the student as a central element in the educational process, and includes the following :

◇ Introducing students to academic regulations and systems

- To enable students to understand the university's policies and academic and administrative systems .
- students' awareness of their rights and duties within the electronic university environment .

◇ Helping students develop their academic abilities

- Guiding students towards effective study methods in the e-learning environment .
- Developing scientific research skills, time management, and self-learning .

Contributing to enhancing the student's university experience through effective guidance, continuous academic support, and providing a stimulating digital learning environment for success and excellence .

Learning Management System and its Controls

◇ Second: Communication Tools

The system provides multiple communication channels between students, faculty members, and academic administration to ensure continuous interaction, including:

- virtual classrooms For live lectures and immediate interaction.
- Announcements to keep up with academic updates and news.
- Discussion forums for exchanging academic ideas.
- A diary to document individual learning experiences.
- Blogs are for academic expression and group discussions.
- Groups to implement collaborative projects and teamwork.
- Digital academic calendar for tracking important academic dates.

(Vertex Learning Management System - Vertex LMS)

The Learning Management System (**LMS**) at the university The main digital platform through which the entire educational process is delivered, is an integrated system designed according to the latest international standards for e-learning .

The system provides an interactive learning environment that combines ease of use, flexibility, and academic quality, enabling faculty and students to manage learning, content, communication, and assessment electronically from anywhere in the world .

◇ First: Presenting the educational content (Course Content)

The system allows students easy access to all learning elements through a smart and organized interface, including :





Learning Management System Services Vertex LMS

Vertex LMS system provides A suite of digital services designed to support students and faculty in an integrated online learning environment, facilitating access to courses, academic activities, and interactive learning materials, while ensuring flexibility and ease of use.

Knowledge exchange sessions

Students were able to interact and participate in interactive educational activities and discussion forums within the system, which enhanced the exchange of academic experiences and ideas.

Accessing course materials

This service allows students to access their registered courses, review their academic content, and download educational materials and accompanying resources.

Digital library and ebooks

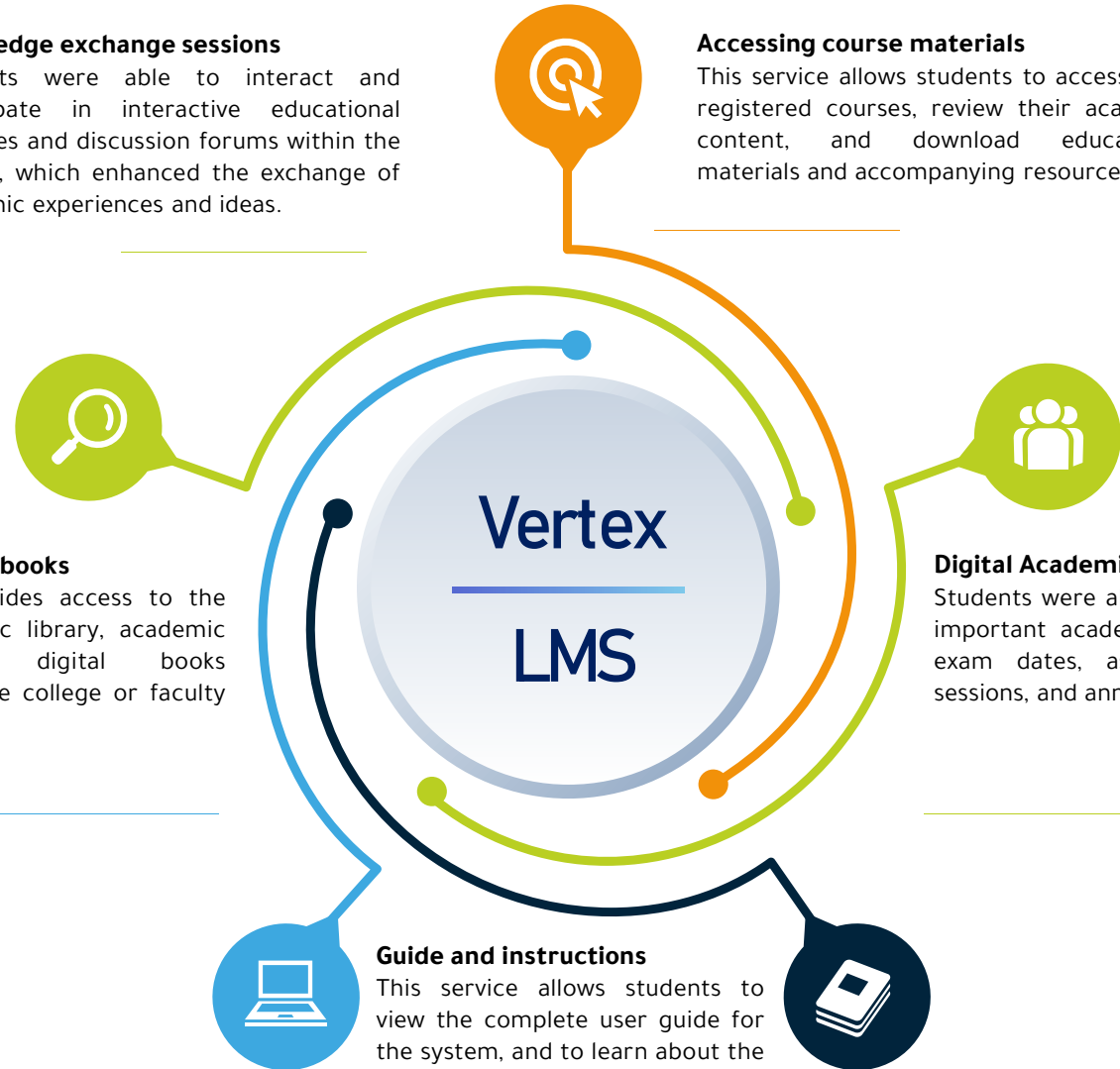
A service that provides access to the university's electronic library, academic references, and digital books recommended by the college or faculty members.

Digital Academic Calendar

Students were able to keep track of important academic dates such as exam dates, assignments, virtual sessions, and announcements.

Guide and instructions

This service allows students to view the complete user guide for the system, and to learn about the technical requirements and procedures necessary to make the best use of e-learning tools.



Tests and Grades

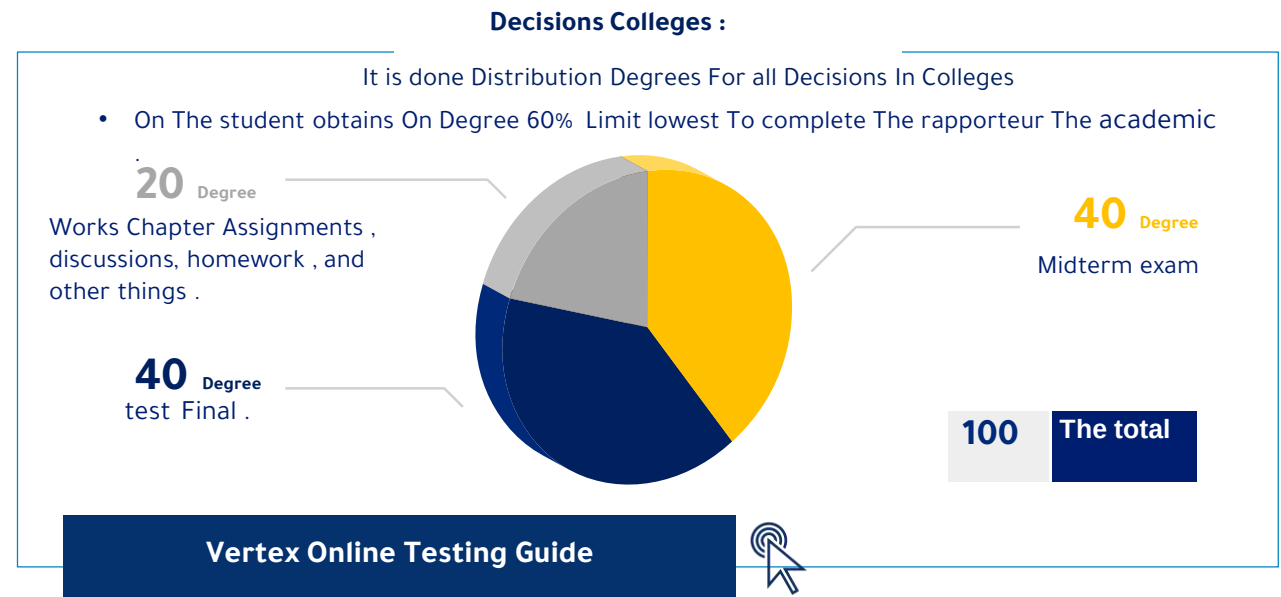
♦ Academic Assessment Guidelines

- The student must obtain at least 60% of the total marks to successfully pass the course.
- All tests are conducted electronically via the Vertex LMS platform under academic supervision and digital monitoring.
- The results are announced electronically after they have been officially approved by the faculty.
- If there is any objection to the results, the student can submit an electronic review request within the period specified in the academic calendar.
- The university encourages students to adhere to the ethics of digital testing and not to use any external tools during the test.
- The university employs an electronic identity verification system during exams using dedicated digital tools to ensure academic integrity.
- The distribution ratios may vary in some practical courses or graduation projects according to the requirements of the academic program, provided that they are announced at the beginning of the semester.

♦ The mechanism for evaluating and calculating grades in colleges

Vertex University adopts a comprehensive electronic assessment system that aims to measure student academic performance accurately and transparently, and is based on objective criteria that ensure fairness and equal opportunities for all students in the e-learning environment.

The total marks for each course are distributed as follows:



Training and development courses for bachelor's degree programs

♦ The mechanism for implementing training at Vertex University

- The training courses are organized through the university's Training and Professional Development Center, in cooperation with the various colleges.
- Practical training is carried out according to a specific plan for each bachelor's program, taking into account the nature of the specialization and its educational outcomes.
- The university provides online field training environments. Through digital platforms and international partners.
- The student is evaluated based on performance reports, applied projects, and professional feedback from the training institution or academic supervisor.

♦ Accompanying development courses

In addition to field training, the university offers a series of **short professional development courses**. It aims to :

- Enhancing professional skills in leadership and entrepreneurship .
- Developing digital communication and project management skills .
- Enabling students to obtain international professional certifications .

Practical and applied training is one of the main components of the education system at Vertex University, as it represents the bridge that connects theoretical academic knowledge with the practical skills required in the modern labor market.

The university believes that producing a distinguished graduate can only be achieved by integrating advanced e-learning with real-world practical experiences that enhance their professional competence and ability to innovate in their field of specialization.

♦ Objectives of practical training

- Enabling students to apply scientific and theoretical concepts in a real or virtual work environment.
- Developing research, analysis, and critical thinking skills through practical situations related to the discipline.
- Developing personal skills such as leadership, teamwork, and time management.
- Building a comprehensive professional awareness helps students move confidently into the global job market.

“At Vertex University, education is not limited to theoretical knowledge, but extends to become a practical endeavor that prepares our students for the future with confidence, professionalism, and excellence.”



VERTEX UNIVERSITY

جامعة فيرتكس الدولية

Academic Affairs Department

+1 (984) 382 6080

+90 (506) 500 00 21

info@vertexuniversity.edu.eu

admissions@vertexuniversity.edu.eu

