



## Course Equivalency Bylaw at the Arab Open University

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## Course Equivalency Bylaw for the Arab Open University

Updated and Approved by The University Council (No.67, September 25, 2019)

### Article (1): Title

The present bylaws shall be called "Course Equivalency Bylaw for Bachelor Degree Award at Arab Open University" and shall be in force from the date of approval thereof by the University Council.

### Article (2): Definitions

The following words and expressions shall have the meanings specified hereunder unless the context indicates otherwise:

University	The Arab Open University
Branch	The University established in any Branch Country
Branch Rector	The Rector of the University in the Branch Country
Programme	Academic major accredited for BA/BSc Award
Study Plan	Distribution of courses pursuant to the components of the accredited academic programme
Course Equivalency	The measures that the University undertake to review a course studied by a student in a recognized higher education institution to confirm that the course is equivalent to a course offered at AOU

### **Article (3): Course Equivalency Rules**

Course equivalency rules apply according to the following conditions and procedures:

1. The freshman at any branch should have completed all the courses which he/she wishes to apply for their equivalency in higher education institution duly recognized by the concerned authorities in the relevant country before having joined a Branch of the Arab Open University(AOU).
2. The student may apply for equivalency requests through the first two semesters from the time he has been accepted to join the study including the summer semester.
3. The AOU enrolled student may apply for the equivalency of courses completed by him/her within the first two weeks of study of the first semester using the specified university forms.
4. The student's grade in the courses that he/she applies for their equivalency should not fall below (C) or equivalent.
5. Course equivalency will only be considered when the course credit hours to be equalized equals or more than the course offered by AOU.
- 6- Elective AOU courses that are not derived from the Open University (UK) may be considered for equivalency irrespective of the percentage required for the corresponding contents.
7. When considering equivalency for any course, other than those included in item 6 above, its academic content should correspond by at least 70% to the contents of its counterpart course being offered by the AOU.
8. AOU branches shall abide by exempting students who have attained the required grade in TOFEL or IELTS from the English Language Orientation courses, following the AOU's valid bylaws and procedures.
9. Course equalization shall not be allowed for OU-UK courses of levels 5 and 6.
10. Courses that have contents corresponding to those offered by the Arab Open University may be equated provided that their total value does not exceed 64 credit hours with due consideration to **item 9** above.
11. The equated courses including those that their prerequisite has not been completed by the student shall be given grade (T) = [Transfer], and be placed at the beginning of the students' transcript together with their numbers and titles, but without grades. Their total credit hours shall be computed within the total credit hours completed by the student, but they shall not be computed within his/her GPA.
12. All cases not provided for in these rules, shall be resolved by the Academic Committee (AC) at headquarters

## **Article (4): Committees Responsible for Course Equivalency**

### **A. Academic Programme Course Equivalency Committee**

A committee named "Academic Programme Course Equivalency Committee" shall be formed in each AOU Branch Country.

#### **Committee Formulation:**

The Committee shall comprise the following members:

-The Programme Coordinator as the Committee Chair

-Two experienced academic staff as members

#### **The Committee's Tasks:**

-To consider the concerned Academic Department's recommendations regarding the equated courses, approve thereof and thereafter submit them to the Branch Rector for endorsement and are included in the student record.

### **B. The Branch Central Course Equivalency Committee.**

The AOU Branch Council shall form a committee to be named 'Central Course Equivalency Committee'

#### **Committee Formulation:**

The Committee shall comprise the following members:

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|---|--------|
| 1. Branch Rector  | Chair  |
| 2. Faculty Local Dean/PC                                  | Member |
| 3. Experienced Academic Staff member                      | Member |
| 4. Head of Admission & Registration in AOU Branch Country | Member |
| 5. Quality Assurance Coordinator in AOU Branch Country    | Member |

### **Committee Tasks:**

The Committee shall consider the recommendations of the Academic Programme Course Equivalency Committee following their examination by the concerned Department, take appropriate decisions thereon and send a copy of its decisions to the concerned Dean in the Headquarter through the office of the Vice President for Academic Affairs & Scientific Research.

### **Article (5): Course Equivalency Procedures**

**A-**Course equivalency procedures shall be unified in all AOU branches with due consideration to local accreditation requirements.

**1.** Student applying for the equivalency of courses studied at another academic institution should fill the university approved equivalency request form within the specified period for such purpose, pay the stipulated fees, and submit the application file which should contain the following:

- Equivalency form duly completed by the student.
- Grades transcript duly certified by the educational institution wherein he/she studied together with attestation of the official authorities before joining the AOU.
- Detailed description of completed courses duly certified by the relevant institution.

**2.** Equivalency applications shall be examined by the respective Branch Equivalency Committees not later than the first month of each semester.

**3.** The Academic Programme Course Equivalency Committee shall examine the applications, and submit its recommendations to the Branch Central Course Equivalency Committee which in turn examines these recommendations and takes appropriate decisions.

**4.** Following the entry of the equated courses into the Student Information System, the Equivalency File shall be kept on the student's main file.

**5.** The Branch Central Course Equivalency Committee shall send copies of its decisions to the vice president for academic affairs and scientific research office.

**B.** The student may appeal against the equivalency result within two weeks of the equivalence result announcement.

## **Article (6): Course Equivalency for AOU Graduates and Students**

### **1. Graduates Interested in Studying Another Major**

**a. A graduate from a programme Not derived from Open University (UK), but is interested in studying a programme derived therefrom:**

-It is permitted to accept courses that were completed by the student within his/her previous study plan, provided that the value of such accepted courses shall not exceed 48 credit hours, under the University stipulated regulations and procedures.

- Such courses shall be computed within the student's cumulative average (GPA).

**b. A graduate of a programme derived from the Open University (UK) being desirous of studying another programme Not derived therefrom:**

-It is permitted to accept the common courses that were completed by the student within his/her previous study plan, provided that the value of such accepted courses shall not exceed 24 credit hours from the University requirements and the respective deanship requirements, per the University stipulated regulations and procedures.

- Such courses shall be computed within the student's cumulative average (GPA).

**c. A graduate of a programme derived from the Open University (UK) wishing to study another programme derived therefrom:**

-It is permitted to accept courses that were completed by the student within his/her previous study plan provided that the value of such accepted courses shall not exceed 64 credit hours within AOU mandatory and elective requisites that are shared between both (the completed and the new) programme following the University approved regulations and procedures.

-Such courses shall be counted towards the student's cumulative average (GPA).

### **2. Dismissed students or students whose enrollment was cancelled**

**a. The student who has discontinued his/her studies for special or emergencies:**

#### **1. Discontinuation for a period not exceeding four semesters**

-The student shall be exempted from studying all the courses that he/she had successfully completed in conformity with the study plan before discontinuing his/her studies provided that such courses are included in the new study plan at the time of re-enrollment. (and the student will return with his / her old University ID).

- If the students' old study plan is no longer in effect, the same previous marks obtained by the student before discontinuation of studies (both pass/fail) shall be included in his/her cumulative average (GPA) provided that these courses are included in the new study plan.

### **2. Discontinuation for more than four semesters (5 and above)**

- The student will be given a new identification number and will be registered in the new study plan (the current study plan of the programme).

- The student may apply for course equivalency for the courses that he/she has previously studied as per University stipulated regulations and Branch procedures.

- The common courses of both study plans (old and new), where the student has achieved the pass mark will be considered and included in his/her GPA provided that the GPA will be no less than 2.00 in the student's new record.

- The equated courses and the grades that the student achieved in each will be transferred to the student's new record.

### **b. The student who has been academically dismissed:**

- A student who has been academically dismissed from a certain programme shall not be re-enrolled in the same programme, per clause 'D' of Article (25) of the AOU Bachelor Degree Award Requirements Bylaw.

- The student who has been irrevocably dismissed from the university on academic grounds may apply for readmission to any other university programme except for the one he/she was dismissed from. The student may also apply to be readmitted in another track of his/her programme of study other than the track he/she was dismissed from and is entitled to apply for course equivalency.

- The student shall be exempted from the mandatory and elective courses that he/she completed if they were common between both programmes/tracks provided that the GPA will not be less than 2.0 upon including these courses in GPA calculation.

- The courses shall be included in his/her cumulative average (GPA).

a) The present bylaws shall abrogate all previous bylaws regulating the Course Equivalency Bylaw at the Arab Open University



### **Article (7) General Provisions**

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- b) The Vice President for Academic Affairs, Branch Rectors and Respective Authorities shall be responsible for implementing the present bylaw.
- c) The University Council shall decide on all cases not covered by the provisions of the present bylaws and shall resolve any conflicts arising from their implementation.

