



الجامعة العربية المفتوحة
Arab Open University

The Bachelor Degree Award Requirements Bylaws Arab Open University

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Article 1: Title

The present bylaws shall be named: “The Bachelor Degree Award Requirements Bylaws at Arab Open University”.

Article 2: Definitions

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

Ministry	Ministry of Education (MoE)
Minister	Minister of Education
Board of Trustee	The University’s Board of Trustee
Council	University Council
University	The Arab Open University (AOU)
Rector	Rector of the Arab Open University
Vice-Rector	Vice-Rector for the Academic Affairs
Dean	The Dean of an Academic Programme
Deanship: Programme	The Deanship of the Academic Programme which offers the Bachelor Degree Academic Major Accredited for Obtaining Bachelor Degree
Central Examinations Committee (CEC)	The Central Examination Committee at the University
Faculty Examination Committee (FEC)	The Faculty Examination Committee in a Deanship
Branch Examination Committee (BEC)	The Examination Committee at the Branch Level.

Article 3: Study Plans

- a) The University Council shall approve the Bachelor Programme Study Plans pursuant to the recommendation of the competent Faculty Council and the endorsement of the Board of Trustee and the Ministry of Education (MoE).
- b) Academic Programme Study Plans shall be based on the credit hour system.
- c) The total of credit hours required for obtaining a Bachelor degree in any programme shall not be less than (128) credit hours distributed as follows:
 - Minimum of (18) credit hours of compulsory general university requirements.
 - 80-100 credit hours of a programme’s specialized requirements.

- Minimum of 14 credit hours of Deanship requirements and the elective courses specified in the approved study plan of the Academic Programme.
- Credit hours for some of the programs can be distributed forsaking that have not been mentioned in article –C- after the recommendation of the concerned deanship. However, credit hours should be adhere to the minimum credit hours of (128).

Article 4: The Academic Year

- a) The academic year shall consist of two semesters, each commencing and closing based on the calendar of the ministry of education. The summer semester is optional, and shall cover a duration of 8 weeks including the final examinations period.
- b) The commencement of the academic year and semesters as well as examination dates shall be determined pursuant to the University Calendar as approved by the University Council.

Article 5: Admission

Admission policy at the Arab Open University in Saudi Arabia is based on the provision of seats for students within the priorities in line with its mission and vision, hence the policy of admission to the university summarizes the following points:

- a) The university gives priority in admission to students of older age.
- b) The university admit students working in government and private sectors to ensure the qualification of employees and increase their efficiency.

As for the general requirements in AOU, an applicant should have fulfilled the following conditions:

- a) To be admitted in any bachelor programme, an applicant should have fulfilled the following:
 1. Obtained a general secondary school certificate issued by the ministry of education in KSA or:
 - Secondary school certificate issued by international foreign schools inside KSA.
 - Secondary school certificate issued outside the kingdom of Saudi Arabia.

Certified by the authorized party as required.

2. Pass the Achievement and Aptitude test accredited by the National Centre for Assessment.
3. Applicants for admission in the Faculty of Computing Studies, should have Secondary school certificate in Science track.
- b) The university may admit students willing to study specific courses (If exists) as non-registered students, provided that they meet any other conditions determined by the nature of these courses.

- c) A student who studied at the university as a non-registered student in previous semesters may submit an admission application to any of the programmes offered in the university after filling an application during the specified admission period announced by the university. If admitted, and at his/her request, courses studied previously will be credited provided that they are consistent with the current study plan of the programme in which he/she is admitted and with local accreditation conditions. The grades he/she earned in these courses shall be entered onto his/her new academic record.

Article 6: Language Placement Test

- a) All freshmen shall sit for the Language Placement Test in Arabic and English pursuant to the standards approved by the University Council.
- b) Non-Arabic speaking freshmen shall be exempt from the Arabic Placement Test and shall be treated pursuant to standards approved by the University Council.

- c) Current language placement test :

When a student joins Arab Open University for the first time, and fulfils the admission requirements, the student takes the language replacement test (Oxford Placement Test) to determine his level in order to register him/her into the intensive English course if needed. However, studying the three courses is not necessary if he/she reach the right score. The student mark is what determines if he/she is exempt from taking one, two or the whole levels. Plus, repeating language replacement tests are not allowed if the student desires to score higher mark. AOU is highly fixable for the student to choose the date of this test, therefore, students must prepare for the language replacement test.

- d) Students classification and distributing them to the proper level:

Student language placement test marks is accredited as a scale for his/her level in English distributed them to the proper level according to the schedule bellow:

Levels Classifications According to Language Placement Test

Language Placement Test for English Language	
Level	Mark
EL097	0-12
EL098	13-34
EL099	35-55
EL0111	56-77
EL0112	78-99
Exempt from all the above	100-120

Language Placement Test for Arabic language	
Level	Mark
AR111	0-59
AR112	60-86
Exempt from all the above	More than 90

e) Exempting from taking the English Language Placement Test:

Students who obtain scores in the table below in the TOEFL or IELTS shall be exempted from the English Language Placement Test, or from some courses as shown below. They ought to have taken either test not more than two years before.

Level	TOEFL			IELTS	STEP	STUDENT IS EXEMPTED FROM
	Internet Based (IBT)	Computer Based (CBT)	Paper Based			
EL097	30	93	397	3	51	EL097
EL098	41	123	437	4	64	EL098
EL099	53	153	477	4.5	76	EL099
EL111	65	183	513	5.5	88	EL111
EL112	79	213	550	6.5	99	EL112 Exempted from Placement Test

- f) Students may be exempted from pursuing one or more Arabic compulsory University required courses pursuant to scores obtained in Arabic; in accordance with the standards approved by the University Council.
- g) The freshman's academic record shall, on entry, contain a record of all courses from which the freshmen has been exempted as a result of his/ her performance at both Arabic and English placement tests. Such exempted courses shall be marked (CR). However, the credit hours due to such courses.

Article 7: Duration of Study

The maximum duration for obtaining a Bachelor award shall be twenty-four semesters (12 years).

Article 8: Study Load

The following is applicable to normal classes, other than classes offered in the summer:

A. Minimum Load:

- The minimum study load per student shall be Twelve (12) credit hours per semester.
- With the Faculty Council, this load may be reduced to eight (8) credit hours.

B. Maximum Load:

- The maximum study load per student shall be 21 credit hours per semester.
 - The Rector may raise this figure to 24 credit hours for students who are expected to graduate in the same semester.
- A. Students with a cumulative average under 2.00 points shall not be permitted to register for more than 16 credit hours.

Article 9: Registration

A. Registration within the Study Plan:

1. Students must register for courses included in their study plan according to the sequence prescribed by the concerned deanship to obtain the required academic degree.
2. Students are not allowed to register for a course if they had not studied and passed its pre-requisite or obtained in its continuous assessment & its final exam not less than (30/100) of the course full mark.
3. A graduating student may register for a course and its pre-requisite concurrently.
4. If the academic program coordinator recommended that filling the study load hours is required to obtain the minimum study hours which is (8) in a single semester, the rector can allow registering a course and its pre-requisite concurrently.

B. Registration Outside the Study Plan:

1. A student may register for any course offered by the University outside his/her study plan.
2. However, the credit hours of courses that are not included in the student's study plan shall not be accredited to him/her and, consequently, shall not be counted in the student's semester or cumulative averages.

C. Registration and Study in another Branch:

1. A student registered in one AOU branch may study courses within his/her study plan in another branch upon the approval of the directors of the two concerned branches.
2. The required courses are registered and paid for in the host branch.

Article 10: Drop and Add

- A. Without prejudice to the provisions of Article 8 hereof, the student may drop and add certain courses included in the Study Plan within the statutory Drop and Add period declared in the University Calendar.
- B. In financial terms, drop and add procedures are dealt with according to the following table and in a manner that does not conflict with the financial plans approved by the Rector:

#	Withdrawal	Percentage of Student Reimbursed Fees	Symbol Shown in the Student's Record
1	Before study commencement	100% of the registered credit hours only	It is not shown at all.
2	Within Week 1	70% of the registered credit hours only	Withdrawn - W
3	After week 2	0% (No reimbursement)	Withdrawn - W

C. The student is considered deferred if he/she had withdrawn from all courses in a certain semester after getting the approval of the respective authority.

D. The student has no right to withdraw from any course after the last week of study.

Article 11: Deferral of Study

A continuing student (non-freshmen) may defer his/her study within a period not exceeding two weeks after the commencement of the semester, provided that such deferral does not exceed Six consecutive or interrupted semesters. Such deferral shall not be included within the maximum study duration limit allowed for completion of graduation requirements.

Article 12: Discontinuation of Study

A. A student is considered discontinued in a certain semester if he/she fails to register for any courses in the same semester.

B. The discontinued semester is counted within the allowed period of study.

C. Students may submit a petition to the Rector showing proof of the force majeure which prevented him/her from registering in the semester. If approved, he/she shall be deemed deferred for that semester.

D. No student is allowed to discontinue his/her study for more than three consecutive or interrupted semesters.

Article 13: Withdrawal from the University

A. A student is considered to be withdrawn from the university upon applying in person to withdraw from study at the university.

B. In financial terms, withdrawal procedures are dealt with according to the following table:

1. Withdrawal during the first and second semesters:

#	Withdrawal	Percentage of Student Reimbursed Fees	Symbol Shown in the Student's Record
1	Before study commencement	85% of the registered credit hours only	It is not shown at all.
2	Within Week 1	50% of the registered credit hours only	Withdrawn - W

3	After week 2	0% (No reimbursement)	Withdrawn - W
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Article 14: Cancellation of Enrolment

- A. A student enrolment is cancelled in the following cases:
1. Upon personally filing an application of withdrawal from the University.
 2. If he/she fails to register for any course during the first semester following enrolment at the University.
 3. If he/she discontinue his/her studies for three consecutive semesters without any valid excuse.
 4. If deferral periods exceeded six consecutive or interrupted semesters.
 5. If he/she is dismissed from the University.
- B. A student with cancelled enrolment due to discontinued studies may apply for re- enrolment if his/her current study plan was identical to his/her previous one ,the academic record is restored with his/her previous registration number.
- C. If the two plans were not identical, he/she may apply again and the all completed courses are credited in accordance with the AOU course-equivalence Bylaws.

Article 15: Tutorial Sessions

- A. The tutorial sessions at the university are of two types:
1. Face-to-Face Tutorials:
 - The minimum face-to-face meeting hours allocated for tutorials in each course is 25%
 - The entire contents of the course plan are covered.
 2. Virtual Academic Tutorials
 - The maximum virtual tutorials in each course is 75%
 - The virtual tutorial includes all or some of the following:
 - *Electronic learning resource*
 - *Recorded Tutorials (if available)*
 - *Forums*
 - *Exercises*
 - *Assignment*
 - *Quiz*
 - *Communicate with tutor via E-Messages*
 - *E-Library*
- B. Face-to-face tutorial classroom hours may be increased in the case of certain courses that have a special nature pursuant to a ratio to be determined by the competent deanship or branch with a view to fulfil local accreditation requirements.

- C. Student whose absence exceeds 25% of the prescribed face-to-face tutorials are denied from attending the final exam and fails the course.

Article 16: English Language Intensive Courses

- A. The English Language Intensive Courses Program aims at providing the university's students with sufficient English language skills (reading, writing, listening, speaking), enabling students to start their field of specialization without hindrance.
- B. The English Language Intensive Courses Program includes three levels of English Preparatory: (EL097, EL098, EL099), and each level has a set of objectives contribute with the objectives of the other levels to improve the level of English for the student at the end of the program to deal with materials and science taught in English within the programs and academic departments.
- C. All levels of the English Language Intensive Courses Program are offered in the traditional way (face-to-face tutorials). The attendance is compulsory and the student must attend at least 75% of the total tutorial hours.

Article 17: Course Assessment

- A. Each course shall have a final mark out of (100) marks to be equally distributed between the Continuous Assessment and a Final Examination.
- B. The Continuous Assessment has three parts as determined in each course calendar and the Continuous Assessment's (50) marks shall be allotted as follows:

#	Part	Marks	Title
1	TMA	Minimum of 15 marks	Tutor Marked Assignment
2	AnP	Minimum of 5 marks	Attendance and Participation
3	MTA	Maximum of 30 marks	Midterm Assessment

- C. The concerned deanship may exclude any course from the marks distribution stipulated in paragraphs (a) and (b) above following the approval of the Deanship Council.
- D. The minimum number of TMAs required for each course shall be at least one TMA per course per semester. The deanship may determine the maximum number of TMAs.
- E. A maximum of two Assessments per course may be held during the semester.
- F. Each deanship shall be responsible for the preparation of assignments, mid-term and final examinations of every course.

- G. Such assignments, Midterms and Final exams shall be unified in all branches, and endorsed by the concerned dean.
- H. A Deanship may hold more than one midterm assessment in a single semester.
- I. The Midterm Assessment (MTA) and the Final Examination are held at the same time and the same date in all branches, according to special instructions issued by the University Council. Exceptions are allowed in special circumstances which dictate change.

Article 18: Period of Storing MTA and Exam Booklets

Students' answer booklets shall be kept to be available if there be need, as follows:

- a) Continuous Assessment: for one semester.
- b) Final exams: for two semester.

After these periods, they shall be destroyed.

Article 19: Absence from Tests

A. Midterm Assessments' (MTA)

1. A student who is absent from the MTA shall be credited (zero), unless he/she presents a compelling excuse within one week from the exam date.
2. If the excuse is accepted, he/she may sit for a make-up exam in the same semester, at a time set by the Department of Admission, Registration, and Examination at HQ.

B. Final Exam

1. The student who is absent from the Final Examinations shall earn a (0-zero) mark unless he/she submits a force majeure excuse within one week from the Final Examinations convening date.
2. In case the excuse was accepted, letter (I) – symbol for Incomplete – shall be entered in the student's academic record, and shall be permitted to re-sit for the examination on its first subsequent session.
3. In such case, course's credit hours shall be excluded from the student's semester and cumulative averages.
4. If the student fails to sit the examination on its first subsequent session, the symbol (I) shall be replaced by letter (F) – Fail – in his/her academic record.

Article 20: Assessment in a different Branch

- A. A student may sit for the Final Examinations in the courses in which he/she is registered at any other branch pursuant to the approval of the directors of both concerned branches. The concerned deanship must be informed if the same exam is not available at the host branch.
- B. The host branch must send the student's answer booklet to the original branch for marking.

Article 21: Grade Scale

- A. The grade scale shall be as follows:

Letter	A	B+	B	C+	C	D	F
Points	4.0	3.5	3.0	2.5	2.0	1.5	0.0

- B. Grade D is the minimum pass value for a student's successful completion of a course.

Article 22: Course Failure

- A. A student shall fail the course in any of the following cases:
 1. If a student's mark in Continuous Assessment was less than (30%) of the marks assigned to it. In this case, FC grade - (Failed in Continuous Assessment) - shall be entered in his/her record.
 2. If a student was absent from the final exam without an acceptable excuse. In this case, FA grade - (Absent from Final Exam) - shall be entered in his/her record.
 3. If the student's mark in the Final Examination was less than 40% of the marks assigned to it. In this case, (FF) grade – (Failed in the Final Examinations) - shall be entered in his/her record.
 4. If the student's final mark, being the total marks obtained in the Continuous Assessment and the Final Examinations was less than (50%); in this case, the letter (F) – symbol for Fail – shall be entered in his/her record.
- B. The credit hours of the course that a student fails for any of the reasons set in section A above, shall be counted in determining his/her semester and cumulative averages.

Article 23: Results

The Central Examination Committee shall approve the final results pursuant to a recommendation submitted by the Faculty Examination Committee of the concerned Deanship.

Article 24: Objections to Results and Modification Thereof

- A. A student may request that his/her final grade in any course be reviewed within the dates and procedures set by the University in its Examination and Assessment Bylaws.
- B. The committees which look into students' appeals are:

1. The Appeals Committee: is the committee that considers the mistakes that might be in the grading process.
 2. The Re-Appeals Committee: is the committee that deals with re- grading process.
- C. Appeals periods, following the announcement of exam results, are set as follows:

PERIOD	TASK
1 st week	Appeals by students are declared open.
2 nd week	The Appeals Committee looks into students' appeals and makes recommendations.
3 rd week	Re-Appeals by students are declared open.
4 th week	The Re-Appeals Committee looks into students' cases and makes recommendations.
5 th week	All appeals and re-appeals to be submitted and approved by the CEC.

- D. Re-appeal cases are allowed only for cases of pervious appeals.
- E. The respective committees present their recommendations to the Rector who makes the decisions of grades corrections.
- F. All students' results are deemed final and irrevocable one academic semester following their declaration, and changes are prohibited thereof.

Article 25: Semester and Cumulative Averages

The number of points for each course shall be computed by multiplying the credit hours of the course a student studied during a semester by the total number of points of ratings he/she earned during the same semester, as shown in Article 19.

A. The semester average

1. The semester average shall be computed for the registered courses regardless passing or failing the courses, according to the study plan, with due regard to the provisions of section B of Article 10 and Article of the current Bylaws..
2. The semester average shall be computed pursuant to dividing student's total number of points earned during the semester by the total number of credit hours of courses studied during the same semester.

B. The cumulative average

1. The cumulative average is computed by dividing the overall number of points a student had earned in all the courses that he/she had studied according to his study plan since he/she joined the university by the overall number of these courses' credit hours.

2. The cumulative average will be calculated while excluding with due regard to the provisions of section E of Article 6 and section B of Article 10, Article 17 and sections B of article 26 of the current Bylaws.
3. The semester or cumulative average should be rounded to the nearest two decimal places.

Article 26: Warning and Dismissal

- A. A warning shall be issued to a student whose cumulative average is less than 2 points and also passed 12 studying hours at least at the end of any semester, excluding summer semesters.
- B. The student shall be dismissed from the University if he/she receives five warnings within five consecutive semesters excluding the summer semester.
- C. A student whose academic warnings exceeded the allowed number shall be referred to the special studies programme, while remaining under the warning system on the condition that he/she had successfully completed a minimum of 80 credit hours, provided that he/she had not exceeded the number of credit hours needed to graduate.
- D. The student who has been dismissed from a certain specialized track may not re-apply for a request to join the same specialized track.
- E. The student, who has been dismissed from the University, may re-apply for enrolment in any university programme excluding the one from which he/she was dismissed. He may apply to the university to credit the courses that he had studied and passed earlier. In this case, all the courses shared by the two study plans should be credited to him/her provided that his/her cumulative average is not under 2 points after these courses are computed.

Article 27: Repeating Courses in order to raise the GPA to the required level:

- A. Provisions for Repeating Courses:
 1. Students may not retake any of the AOU course in which they had obtained grade (B) or above.
 2. No student is allowed to repeat a 2nd (5) or 3rd (6) level course derived from the Open University-UK in which he had obtained a C or a higher grade.
- B. Repeating an Optional Course:
 1. Students who had failed to pass an optional course may repeat this course or any other course in order to fulfil the requirements of their study plan of their programme.
 2. If they pass the course, the grade obtained in the repeated exam shall be counted in their semester average.

3. However, if they fail to pass it, this shall not affect their cumulative average.

C. Repeating a Compulsory Course:

1. A student who fails to pass a compulsory course must retake the same course in a subsequent semester. The student's grade resulting from such repeat course shall be entered into his/her record.
2. In case he passes, The student's grade is counted in his cumulative average
3. In case he/she fails, the number of course credit hours shall be excluded from his/her semester and cumulative average.

D. Repeating courses in order to raise the cumulative average to the required graduation minimum of 2.00 points

With due consideration to points 1& 2 of section A of this article;

1. The student may retake any course in his /her Study Plan other than 2nd (5) and 3rd (6) level OU-UK courses for the purposes of raising his/her cumulative average to the required limit for graduation purposes.
2. In accordance to Point 2 of section A of this Article, a student may retake any 2nd (5) or 3rd (6) level OU-UK courses provided that his/her grade ceiling is (C).
3. In both cases above, the new grade is entered onto his/her cumulative average whether it is higher or lower than the previous one and the number of points earned before is cancelled together with the course's credit hours.

Article 28: Equivalency of Courses

- A. A student may apply for equivalency of courses completed in another recognized higher education institution existing in the AOU Branch country where he/she is studying pursuant to the standards and procedures noted in the "Course Equivalency Bylaws at the Arab Open University" , and in accordance with the procedures approved by the University Council.
- B. The courses that are accepted as equivalent are entered onto his/her academic record together with their figures and credit hours together with the letter 'T', which means 'equivalent'.
- C. The credit hours of equivalent courses shall not be counted in the student's cumulative average.

Article 29: Transfer

- A. In accordance with the principles and procedures approved by the University Council, a student may apply for transfer between:

1. Tracks
 2. Programmes
 3. Branches
- B. These transfers are governed by the principles and procedures stipulated by “The AOU Principles of Student Transfer Bylaws.”
- C. A student who cannot meet the transfer conditions of the above bylaws may cancel his/her enrolment. He/she can then apply again for admission (to another track or programme) whereby the courses shared between the old and new study plans, and which he/she had passed, shall be credited to him together with their grades, on the condition that his/her cumulative average is not lower than 2 points after these courses are computed.

Article 30: Graduation

- A. The University degrees shall be conferred pursuant to a University Council decision, following the recommendation of the competent Faculty Examinations Committee and the Central Examinations Committee.
- B. The Bachelor degree is awarded to a student after he/she had passed all the courses listed in the accredited study plan of his/her programme, provided that his/her GPA is not less than 2 out of 4 points.
- C. A student who has not completed the graduation requirements of the academic programme may be issued a statement, provided that he/she meets the requirements stated by the relevant Deanship in this respect.

Article 31: Grades

- A. The graduating student’s award grades shall be pursuant to the cumulative average of the graduation semester as follows:

Cumulative Average	Grade
3.50 – 4	Excellent
2.75 - 3.49	Very Good
2.00 -2.74	Good
Less than 2.00	Cannot Graduate

Article 32: General Provisions

- A. The present bylaws shall abrogate all previous bylaws regulating the requirements to obtain a Bachelor Degree at Arab Open University.
- B. The Rector and all the concerned administration are responsible for implementing the provisions of the current bylaws.
- C. The University Council shall decide on all cases not covered by the provisions of the present bylaws.