Student
Guide

AOU
الجامعة العربية المفتوحة
Arab Open University

Establishment of the Arab Open University

The Arab Open University (AOU) was established in the Kingdom of Saudi Arabia by Royal Decree No. 7/B/17813 on 18/5/1423 H as a non-profit university adopting the blended learning system. It aims to serve the community and enhance the goals of sustainable development. It currently has 6 branches (Riyadh, Jeddah, Dammam, Al-Madinah, Hail, Al-Ahsa).

AOU Vision
A pioneering university in innovative educational technologies, stimulating innovation, making leaders and qualified people.

AOU Mission
The mission of the Arab Open University is to disseminate knowledge through flexible and high-quality education, encourage scientific research, and serve the community to achieve sustainable development.

Targeted Students' Groups

The university aims to provide higher education with distinguished academic quality and contribute to providing practical solutions to societal issues in Arab communities, such as unemployment, targeting all categories of students in society who have the ability and aspiration to pursue their education, including:

Category of people with hearing impairments
Ensuring educational inclusivity for this specific category.

Women
Creating educational opportunities to empower them in society.

Individuals with limited financial resources
Facilitating access to education for them by minimizing the study costs.

University Evaluation and Accreditations

The university is subject to four types of performance evaluation:

• Assessment by the National Center for Academic Accreditation and Evaluation.

• Internal evaluation within the university framework (Quality Assurance).

Local evaluation by the Ministry of Education.

• External (international) accreditation from the Open University in the United Kingdom (as an external examiner).

Faculties and their affiliated programs

The university offers programs needed by the job market in three different colleges at the undergraduate level, including 10 different tracks.

Faculty of Computer Studies

Information Technology and Computing

Computing with Business   Web Development

Computer Science   Networks and Security

Faculty of Business Studies

Administrative Systems   Marketing

Marketing   Accounting

Accounting (in Arabic)

Faculty of Language Studies

English Language and Literature

Admission to the Arab Open University

Admission Requirements at the Arab Open University:

• The applicant must hold a high school certificate or its equivalent issued by the Saudi Ministry of Education. Certificates issued by international schools outside Saudi Arabia must be authenticated by the relevant authorities.

• Applicants to the Faculty of Computer Studies are required to have a "scientific-track" high school Certificate.

• Passing the Achievement Test approved by the National Center for Assessment.

• Passing the General Aptitude Test approved by the National Center for Assessment.

Documents Required for University Admission

The applicant should fill out the admission application online, undertake the accuracy and completeness of the documents, and upload the following:

• High School Certificate or its equivalent (certificates from international schools within Saudi Arabia or any schools outside Saudi Arabia must be authenticated by the relevant authorities).

• Original national ID for Saudi nationals and valid Iqama for non-Saudis, along with the passport if applicable.

• Recent passport-sized photo (4 × 6).

• Payment of the admission fee (444 Saudi Riyals) for all bachelor's programs (non-refundable), through online payment or the SADAD service with the university's code (017). The applicant number is the application number generated by the system.

Language Proficiency Test

All applicants are required to take proficiency tests in both Arabic and English, per the criteria set by the University Council. Students who are non-Arabic native speakers are exempted from taking the Arabic proficiency test. Their cases will be handled based on the criteria approved by the University Council.

The grades obtained by the student in the above proficiency test serve as a criterion for classifying and placing students in different levels according to the following table:

Classification of Levels Based on Proficiency Test Scores

English Language Proficiency Test	
Level	Score
EL 097	0 – 12
EL 098	34 – 13
EL 099	55 – 35
EL 111	77 – 56
EL 112	99 – 78
Exempted from all levels mentioned above	120 – 100

Arabic Language Proficiency Test	
Level	Score
AR111	0 – 59
AR112	60 – 89
Exempted from all levels mentioned above	90 or above

Exemption from taking the English language proficiency test and exemption from studying certain courses is granted to students who achieve the scores mentioned in the table below, according to their levels in either TOEFL, IELTS, or STEP exams.

It should not have been more than two years since they took the mentioned tests.

Exemption Classification Levels based on TOEFL, IELTS, or STEP scores						
LEVEL	**TOEFL**			**IELTS**	**STEP**	**Exemption**
	Internet Based (IBT)	**Computer Based (CBT)**	**Paper Based**			
EL 097	30	93	397	3	51	EL 097
EL 098	41	123	437	4	64	EL 098
EL 099	53	153	477	4.5	76	EL 099
EL 111	65	183	513	5.5	88	EL 111
EL 112	79	213	550	6.5	99	EL 112 Exempted from all levels mentioned above

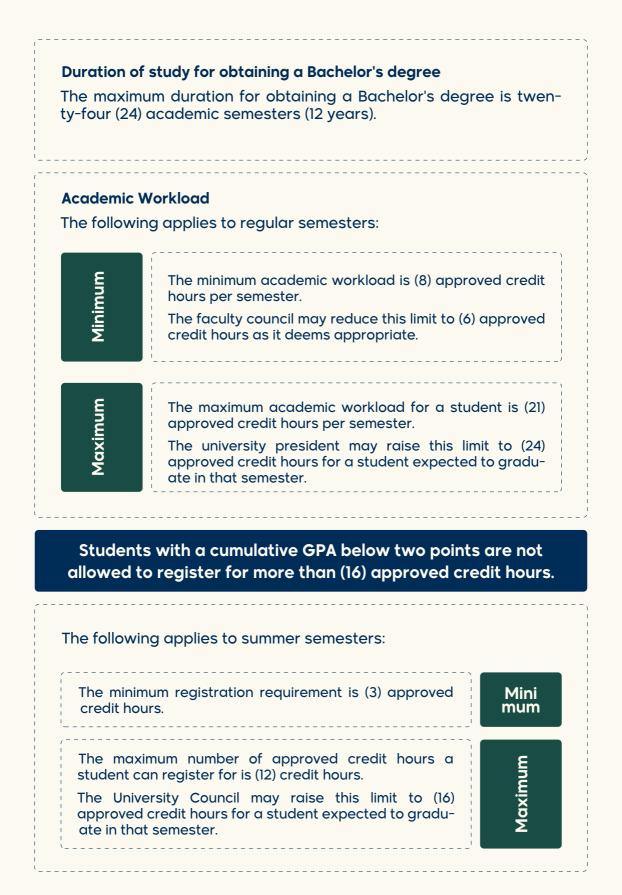## Requirements for obtaining a Bachelor's degree

• The total approved credit hours for obtaining a Bachelor's degree in any program must not be less than (128-132) credit hours.

• A Bachelor's degree is awarded to the student after successfully completing all the courses listed in their approved study plan, provided that the student's cumulative GPA is not less than two out of four points.

Academic Year

• The academic year consists of two semesters, the start and end dates of each semester are determined according to the Ministry of Education's calendar. The summer semester is optional.

• The start of the academic year and the semesters are determined according to the academic calendar approved by the University Council at the beginning of each academic year.

Duration of study for obtaining a Bachelor's degree

The maximum duration for obtaining a Bachelor's degree is twenty-four (24) academic semesters (12 years).

Academic Workload

The following applies to regular semesters:

Minimum

The minimum academic workload is (8) approved credit hours per semester.

The faculty council may reduce this limit to (6) approved credit hours as it deems appropriate.

Maximum

The maximum academic workload for a student is (21) approved credit hours per semester.

The university president may raise this limit to (24) approved credit hours for a student expected to graduate in that semester.

> **Students with a cumulative GPA below two points are not allowed to register for more than (16) approved credit hours.**

The following applies to summer semesters:

The minimum registration requirement is (3) approved credit hours.

Minimum

The maximum number of approved credit hours a student can register for is (12) credit hours.

The University Council may raise this limit to (16) approved credit hours for a student expected to graduate in that semester.

Maximum

Academic Meetings

Educational meetings at the university are divided into two categories as follows:

Synchronic Meetings

They constitute at least (50%) of the scheduled approved hours for the course and provide the complete content of the course plan.

Virtual Educational Activities

They constitute at most (50%) and include some or all of the following activities:

1-Asynchronous lectures.

2-Electronic scientific material.

3-Solving homework assignments.

4-Taking short quizzes.

5-Synchronous and asynchronous electronic forums.

6-Communication with faculty members through e-messages.

7-Solving exercises and training.

8-Electronic library.

Course Equivalency

The Arab Open University grants its students enrolled in Bachelor's degree programs the right to apply for course equivalency of the courses they have previously studied and passed at recognized universities, institutes, or colleges.

However, the process of considering equivalency requests is subject to the following conditions:

• The academic institution where the student studied must be accredited and recognized in Saudi Arabia.

• The student's grade in the course to be equated must not be lower than (C) or its equivalent.

• The credit hours of the completed course must be equivalent to or more than the credit hours of the corresponding course at the Arab Open University, and the course content must be similar.

• The diploma certificate and academic transcript (grade report) must be official and authenticated by the educational institution, with a minimum grade of "Good."

Academic Warning

• A student whose cumulative GPA falls below two points (2) out of four at the end of any semester, excluding the summer semester, will receive a warning.

• A student will be dismissed from the university if he/she receives five (5) warnings during five consecutive academic semesters without enrolling in the summer semester.

•A student who has been dismissed from the university for academic reasons related to his/her cumulative GPA may apply for re-admission to any of the university's programs except for the program from which he /she was dismissed. The student is entitled to submit a request for the recognition of general courses and some shared elective courses.

Study Postponement

A continuing student is allowed to apply for study postponement within a period not exceeding two weeks from the beginning of the academic semester.

Academic Withdrawal

• A student is considered withdrawn from study in a semester if he/she does not enroll in any course during that semester.

• The withdrawal semester is counted as part of the permissible study period.

• A student is not allowed to withdraw for more than three academic semesters.

Cancellation of Enrollment

The student's enrollment is canceled in the following cases:

• When the student personally submits a request to withdraw from the university.

• If a new student fails to register for any course during the first semester of joining the university.

• If the student is absent for a period of (3) three consecutive or intermittent semesters without an acceptable excuse.

• If a student exceeds the allowed study postponement or has his enrollment suspended for a period of 6 consecutive or intermittent academic semesters.

• If he/she is dismissed from the university.

Tuition Fees

The estimated costs for one academic semester depend on the number of credit hours a student registers for, ranging from 6000 to 10000 Saudi Riyals. The cost per credit hour for all majors is 312 Riyals, except for visiting students who pay 600 Riyals per hour. (Tuition fees for the summer semester may vary.)

University Branches

In the Kingdom of Saudi Arabia

Jeddah
Al-Salama District, Al-Yamama Street.

Dammam
Al-Anwar District, King Fahd Bin Abdul Aziz Road.

Riyadh
Hitteen District, Prince Faisal Bin Abdul Rahman Street.

Al-Madinah
Al-Aqoul District, King Khalid Road.

Al-Ahsa
Al-Khalidiyah District, Prince Faisal Bin Fahd Bin Abdul Aziz Street.

Hail
Al-Zabara District, Tariq Bin Ziyad Street.