

## Student Guide

### University Initiation

Arab Open University's idea was emerged by its founder, His Royal Highness Prince Talal bin Abdulaziz, "Peace be upon him". In 1996, he announced an initiative to establish the university as a non-traditional academic educational entity to invest in directing the development in scientific, social and cultural fields. Furthermore, it invests in supporting building the individuals of the Arab Nations and prepares them with science, knowledge and applied practices. In 2002, this initiative has developed to be interpreted in real life in Kingdom of Saudi Arabia and 9 Arab Countries as a complete university in partnership with the Open University in the UK.

### University Vision

Striving to become a leader in teaching methods and techniques, a promoter of creative initiatives and a power house of leaders and professionals.

### University Mission

Disseminating knowledge, promoting scientific research and serving the community through flexible, high-quality education whose foremost goal is sustained development.

### Target Students

The university aims to provide higher education with outstanding academic quality and contribute to providing practical solutions to the urging issues of Arab societies such as unemployment, targeting all categories of students in the community who have the ability and desire to complete Education, Including:

1. Students with limited income: the low costs of studying at AOU Allows these students to get their right to Education.
2. Women: creating educational opportunities for them to empower them in society.
3. Students with disabilities

### University Accreditation and Validation

AOU is subject to four types of validations:

- 1- External/International Validation by the Open University in UK.
- 2- Local Validation by the Saudi Ministry of Education
- 3- Internal Quality Assurance within the University.
- 4- External Examiners Evaluation

### Academic Programs

The Arab Open University in Saudi Arabia offers a number of academic programs approved by the Saudi Ministry of Education, as follows:

| College                              | Major   | Track                                   |
|--------------------------------------|---|---|
| Faculty of Computer Studies<br>(FCS) | Bachelor of<br>Information<br>Technology and<br>Computing | Information Technology and<br>Computing |
|                                      |   | Computer Science                        |
|                                      |   | Computing with Business                 |
|                                      |   | Network and Security                    |
|                                      |   | Web Development                         |
| Faculty of Business Studies<br>(FBS) | Bachelor of<br>Business Studies                           | Systems                                 |
|                                      |   | Accounting                              |
|                                      |   | Marketing                               |
|                                      | Bachelor of Accounting (Arabic)                           |   |
| Faculty of Language Studies<br>(FLS) | Bachelor of English Language and Literature               |   |

### Admission

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.
2. Secondary school certificate issued outside the kingdom of Saudi Arabia (Certified by the authorized party as required).
3. Pass the Achievement and Aptitude test accredited by the National Centre for Assessment.
4. Applicants for admission in the Faculty of Computing Studies, should have Secondary school certificate in Science track.

### Admission Needed Documents

Filling in the online application Form with the acknowledgement of the validity of the filled information and attached documents (without deficiencies) and uploading the following documents:

1. Saudi High School Certificate or equivalent (certificates) issued by international schools inside Saudi Arabia or any schools outside Saudi Arabia) is certified by the concerned authorities.

2. The origin of the national identity of Saudis, a valid residence for non-Saudis and passport
3. 4 x 6 recent photo.
4. Payment of admission fees (437) SAR for all undergraduate programs (non-refundable), through Online payment or SADAD service with the university code (017), and the subscriber number is the order number issued by the system.

### Language Placement Test

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

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<br>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<br>language |              |
|--|--------------|
| Level  | Mark         |
| AR111  | 0-59         |
| AR112  | 60-86        |
| Exempt from all the above                      | More than 90 |

### 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<br>Exempted from Placement Test |

### Awarding the Bachelor's Degree

- Academic Programme Study Plans shall be based on the credit hour system.
- The total of credit hours required for obtaining a Bachelor degree in any programme shall not be less than (128-132) credit hours.
- The bachelor's degree is awarded to the student after his/her success in all courses included in the approved study plan for his program provided that the student's cumulative GPA is not less than two points out of four points.

### Academic Year

- 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.
- 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.

### Duration of Study:

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

**Study Load**

The following is applicable to normal classes:

|                            |  |
|----------------------------|--|
| <b><u>Minimum Load</u></b> | <ul style="list-style-type: none"> <li>- The minimum study load per student shall be Twelve (12) credit hours per semester.</li> <li>- With the Faculty Council, this load may be reduced to eight (8) credit hours.</li> </ul>                                |
| <b><u>Maximum Load</u></b> | <ul style="list-style-type: none"> <li>- The maximum study load per student shall be 21 credit hours per semester.</li> <li>- The Rector may raise this figure to (24) credit hours for students who are expected to graduate in the same semester.</li> </ul> |

- Students with a cumulative average under 2.00 points shall not be permitted to register for more than 16 credit hours.
- The Following is applicable to Summer Semester Classes:

|                            |   |
|----------------------------|---|
| <b><u>Minimum Load</u></b> | - The minimum study load per student shall be Twelve (3) credit hours.  |
| <b><u>Maximum Load</u></b> | <ul style="list-style-type: none"> <li>- The maximum study load per student shall be (12) credit hours.</li> <li>- The Rector may raise this figure to (16) credit hours for students who are expected to graduate in the same semester.</li> </ul> |

**Class Meetings:**

Classes' meetings are divided into two categories, as follows:

|   |   |  |
|---|---|--|
| 1 | <b>Face to Face (on Campus) Classes</b> | It shall be at least (25%) of the number of credit hours scheduled for the course through which the full contents of the course plans are given/delivered.   |
| 2 | <b>Virtual Activities</b>               | <p>It makes up (75%) at most. These activities include all or some of the following:</p> <ul style="list-style-type: none"> <li>- Electronic Course Materials</li> <li>- Online assignments.</li> <li>- Recorded lectures (if any).</li> <li>- Short tests (Quiz).</li> <li>- Electronic forums.</li> <li>- Communication with faculty members (Messages-E).</li> <li>- Exercises and Activities.</li> </ul> <p>Accessing University E-library</p> |

### Courses Evaluation

The final grade assigned to each course is (100) marks, evenly distributed as follows:

- (50) fifty markers dedicated to Continuous Assessment distributed as follows:
  - (20) Twenty marks for the course assignments or short online Quizzes
  - (30) Thirty marks for online activities on the student learning system LMS
- (50) Fifty marks for the Final Exam

### Courses Equivalency

Arab Open University grants its undergraduate students the right to apply for the equivalency of courses previously studied and pass in other universities, institutes or other recognized colleges after obtaining a high school diploma.

The process of considering equivalency applications will be subject to the following conditions:

- The academic institution in which the student studied must be accredited and recognized in Saudi Arabia.
- The student's grade in the courses that he/she applies for their equivalency should not fall below (C) or equivalent.
- Course equivalency will only be considered when the course credit hours to be equalized equals or more than the course offered by AOU and its academic content should correspond by at least 70% to the contents of its counterpart course being offered by AOU.
- For diploma holders, no more than (32) credit hours are equivalent.
- The diploma certificate and academic grade record (Transcript) must be official and certified by its educational institution.

### Academic Warning

- 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.
- The student shall be dismissed from the University if he/she receives five warnings within five consecutive semesters excluding the summer semester.
- 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.

### **Study Deferral**

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.

### **Study Discontinuation**

- A student is considered discontinued in a certain semester if he/she fails to register for any courses in the same semester.
- The discontinued semester is counted within the allowed period of study.
- No student is allowed to discontinue his/her study for more than three consecutive or interrupted semesters.

### **Cancellation of Enrolment**

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.

### **University Tuitions**

- Estimated Fees/Tuitions per semester depending on the number of registered courses by the student, are between 5000 - 8000 SAR, (including books, study bags, registration fees, technical services and other services. The above fees vary in the summer semester including 15% VAT)
- As for Bachelor of Business Studies, specialization in Arabic accounting, the price is 600 riyals per credit hour, the Estimated Fees/Tuitions per semester are between (6000-9000) SAR, (including books, school bags, registration fees, technical services and other services. above the summer semester including 15% VAT).



## Student Services (Important Emails)

All Branches:  
[admreg@arabou.edu.sa](mailto:admreg@arabou.edu.sa)

[ar@arabou.edu.sa](mailto:ar@arabou.edu.sa)

(SIS):  
[sis.support@arabou.edu.sa](mailto:sis.support@arabou.edu.sa)

(LMS):  
[lms@arabou.edu.sa](mailto:lms@arabou.edu.sa)

Your Academic Advisor  
Email  
(As on SIS)

### Registrar's Office

- Courses Equivalency,
- Courses Add/ Drop or Withdrawal,
- Late Registration,
- Semester Postponement,
- Change of Colleges/Program or Track,
- Transfer to International branch,
- Transfer to another KSA branch,
- Withdraw from University,
- Requesting Official Transcript,
- Graduation Documents & Process

### IT Help-Desk

- Technical Difficulties with:
- Student's AOU Emails,
  - SIS services,
  - LMS services,
  - Online Exams,
  - Attending Online Classes

### Academic Advisor

- Which Courses to Register for?
- Proposing a plan for graduation on time,
- Seeking a general academic advice.

### Student Affairs

- Issuing Student Card,
- Scholarship Application,
- Requesting a student Statement,
- Exam Postponement,
- Students Clubs
- Students Activities,
- Health & Psychological services,
- Student Cafeteria,
- Disciplinary Council inquiries.

### Finance Department

- Issues with Online Payment/Fees of:
- Registration or Dropped Schedules,
  - Appeals,
  - Exam Postponement,
  - Students Statements,
  - Installments Application,
  - Graduation Certificate & Gown,
  - Taking the Exam in another branch,
  - Transferring to another branch,
  - Re-sitting for a Final Exam Fees.

### Library & Learning Resources

- Courses Books and E-Library Issues

All Branches:  
[sfd@arabou.edu.sa](mailto:sfd@arabou.edu.sa)

[std.affairs@arabou.edu.sa](mailto:std.affairs@arabou.edu.sa)

All Branches:

[finance@arabou.edu.sa](mailto:finance@arabou.edu.sa)

All Branches:  
[lird@arabou.edu.sa](mailto:lird@arabou.edu.sa)

[lresources@arabou.edu.sa](mailto:lresources@arabou.edu.sa)



## AOU Branches in KSA

- Riyadh
  - **Address:** Hittin Dist. Prince Faisal Bin Abdulrahman Street
  - **Phone:** 9200 00268 (+966 11) 4017878
- Hail
  - **Address:** King Fahad Bin Abdulaziz Road, Across Alsalam Park
  - **Phone:** 9200 00268 (+966 16) 538 1333
- Jeddah
  - **Address:** ALSalamah Dist, Alyamama Street, Near Prince Sultan Schools Complex
  - **Phone:** 9200 00268
- Madinah
  - **Address:** Abubakr alsiddiq Street, before the Islamic University roundabout.
  - **Phone:** 9200 00268 (+966 11) 401 7850
- Dammam
  - **Address:** Alanwar Dist. King Fahad Road
  - **Phone:** 9200 00268 (+966 13) 831 5415
- Ahsa
  - **Address:** Prince Faisal bin fahd street
  - **Phone:** 9200 00268 (+966 13) 588 0111