Student Guide

Academic Year:

2022-2023

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Preface

Dear Student,

Welcome to the Arab Open University (AOU): the perfect choice for high quality education and training, and your gateway to future career opportunities.

The purpose of this guide is to provide you with all the information that you may need to understand what AOU has to offer. You can find entry requirements for both general courses and the different academic specializations (majors). While specializations provide you with the knowledge and skills to become an expert in one particular field or aspect of a field, general courses are also important because they help in developing your language, computing and communication skills, in addition to expanding your knowledge and grasp of the Arabic and Islamic civilization.

You can also find an overview of the University where you can learn about AOU's foundation, objectives, programmes, as well as the general rules and systems for learning and teaching. You can discover what courses are offered, how examinations take place and how we assess student performance. Moreover, tutors are your primary connection to the University. Do not hesitate to ask for help as they, alongside our administrative staff, are here to guide and support you. If you have any questions, check the frequently asked questions (FAQ) section. It may have what you are looking for. What we expect from you in return is your commitment to the University′s ethos, high standards, and thrive for academic achievement.

AOU is a partner of the Open University[1], United Kingdom (OU, UK). Our student's guide and OU's ***Student's Guide to Studying on a Programme Validated by the Open University*** are also great sources of information that complement each other, and both guides are available on our website[2]. Should you have enquiries about validation by OU, UK, you can visit www.open.ac.uk/validate for more information.

We look forward to seeing you at AOU.

[1] www.open.ac.uk
[2] www.arabou.edu.kw

A Brief History

In 1996, HRH Prince Talal Bin Abdul Aziz Al Saud—chairman of the Arab Gold Programme for United Nations Development Organizations (AGFUND)—took steps toward establishing AOU as a pan-Arab project. AOU's concept was formally presented in a UNESCO regional conference held in Beirut in March 1998, and subsequently in a UNESCO international conference later in October of that year in Paris.

Five Arab countries offered to host AOU's headquarters (HQ). They were Bahrain, Egypt, Jordan, Kuwait and Lebanon. In December, 2000, a decision was made for HQ and a branch to be located in Kuwait. At that time, 5 branches were also established in Bahrain, Egypt, Jordan, Lebanon and Saudi Arabia. The 7th branch was established in September, 2007 in the Sultanate of Oman. As for the 8th branch, it was established in the Republic of Sudan in September, 2013. Lastly, and most recently, the 9th branch was established in Palestine in 2017. AOU intends to establish more branches, mainly in Yemen and in collaboration with the local authorities. In addition to Syria and Mauritania when the time is right.

Teaching at AOU started in early October, 2002 in Kuwait, Jordan and Lebanon Branches. Bahrain, Saudi Arabia and Egypt branches commenced teaching in the Fall semester of 2002-2003. As for Oman branch, it started in the Spring semester of 2007-2008. Sudan branch started in the Spring semester of 2013-2014, and lastly, Palestine branch in 2018-2019.

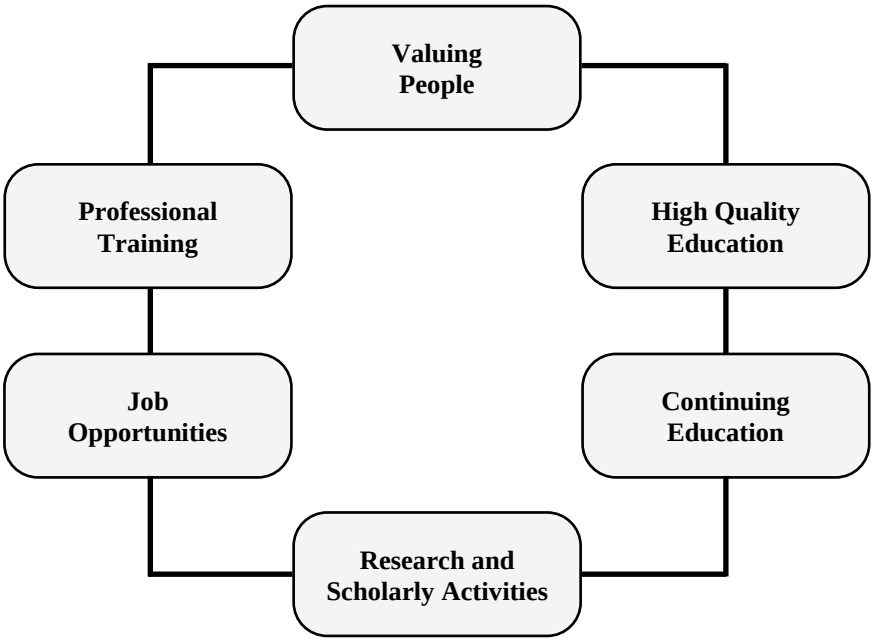
University Vision

A pioneering Arab Open University dedicated to building the science and knowledge society.

University Mission

Developing and disseminating knowledge, and building expertise according to international quality standards without temporal or spatial barriers, in order to contribute in preparing the manpower needed for sustainable development, and building the science and knowledge society in Arab countries.

University Goals



Motivated by the vision, and in order to achieve the mission, the University adopted the following:

- Developing a Center of Excellence for open education and distance learning.
- Providing opportunities of quality higher education to large and diverse student population.
- Providing special opportunities in higher education to disadvantaged groups of potential students, such as women and those residing in remote areas.
- Providing a forum for continuing education across the region, for the benefit of both individuals and local communities.
- Providing opportunities for professional training in accordance with the latest market demands.
- As a contributing partner, participating in promoting research and scholarly activities in areas of special concern to the Arab society.
- Promoting humanitarian and Islamic values and ethics.

Reasons to Join AOU

- By virtue of its partnership with OU, UK, the Arab Open University is unique. Graduates receive two degrees, one from AOU and a validated award from OU, UK.
- A blended learning system of face-to-face tutoring and self-instructional textbooks designed by OU, UK for distance learning. In addition to using the latest technology applications in teaching and e-learning.
- Academic programmes are carefully selected and designed to meet the needs of both local and international markets.

- A flexible attendance system in comparison to traditional modes of higher education. This primarily helps students with disabilities, students with time constraints, and students with family obligations, i.e. parent students.
- Courses are designed to accommodate working students and those commuting from remote areas.
- Students are encouraged to become independent learners as self-learning is heavily emphasized. This enables students to become lifelong learners even after graduation.
- High quality interactive educational materials are employed.
- The language of instruction is English, which helps students practice and become more proficient. It is crucial nowadays to have good English communication skills.
- Mobility and opportunities for credit transfer across branches are possible.

Partnership with OU, UK

AOU sought institutional accreditation and validation from the Open University Validation Partnerships (OUVP) to demonstrate a commitment to high quality by accepting UK academic, operational and service norms to students. AOU received institutional accreditation and validation from OUVP in the years 2003, 2007, 2012 and 2017, each valid for a period of 5 years.

AOU is approved by OU, UK to offer higher education programmes leading to OU, UK validated awards. These validated awards have a parity of esteem similar to awards offered throughout UK higher education institutions. Additionally, a validated award is exactly the same as an OU direct award in terms of employment or postgraduate application.

Under this partnership, OU, UK provides the following to AOU:

- Validated programmes and courses.
- Learning materials (textbooks, audiovisuals, etc.)
- Programme monitoring and external examining.
- Dual awards (BA/BSc + Internationally recognized UK qualification).
- Exit awards (Diplomas and certificates).

Student Support Services:

AOU's basic value perceives students as the actual wealth of Arab societies, and therefore, caring for them and investing in them is among its priorities. This basic value is further strengthened by its Equal Opportunities and Respect for Diversity policy wherein AOU makes provision to facilitate the teaching and learning of all individuals irrespective of gender, age, religion, nationality, ethnicity or disabilities and special requirements.

Services for students with disabilities/special requirements:

Objective:

- To serve all students equitably by facilitating in areas a student might be challenged either physically, mentally, emotionally or having any particular type of learning disability.
- To ensure that no student is disadvantaged and feels deprived of any opportunity that may impede their learning.
- To provide the best possible professional services to students with disabilities/special requirements in a non-judgmental environment.

While AOU will provide students with disabilities, all possible assistance on campus, the journey to learning is mutual and therefore the student is expected to:

- Declare disability that require special attention. It is essential that the student is forthcoming in reporting to the University the exact nature of the challenge the student faces in learning. The AOU disability declaration form must be completed in this regard.
- Be aware of the exact nature of their disability and present it to the concerned Branch staff at the time of admission or as and when it has been identified. In case, where the student is unable to present the same, the guardian (preferably a family member) may do the same on behalf of the student and duly sign on the declaration form.
- Take equal responsibility for his/her progress, success and failure in academics. The student must communicate regularly with the tutors and academic advisors in case of facing any difficulty in learning.

Student Entitlements:

Students across AOU branches are covered by the Arab Open University Equal Opportunity and Respect for Diversity, and the disability regulations of each Branch country towards inclusive education.

- Equal access to all courses, programmes, services and facilities offered to students at AOU.
- Equal opportunity to participate in student events.
- Access to information in the appropriate format that meet their 'special requirements' and that include announcements, text material, assessments, results etc.
- Access to appeals and complaints systems resulting from any dissatisfaction with grades or other teaching and learning provisions.
- Entitlement to complain if the student has been violated due to disability of any right or privilege otherwise available to other students.

Integrated Learning System

AOU's learning and teaching model is derived from high quality educational materials. The offered courses are taught in English and are licensed from OU, UK. The following is a brief description of AOU's model:

- The ratio of students to tutor in any subject is 25:1.
- A University-wide electronic Learning Management System (LMS) facilitates learning.
- All branches are equipped with multimedia and computing laboratories to support students.
- Student assessment is carried out as follows:

Continuous Assessment (50%) which consists of Midterm Assessments (MTAs) and Tutor-Marked Assignments (TMAs).

Final examination (50%) at the end of the semester.

- Tutors provide comprehensive feedback on TMAs to direct students toward better understanding of the subject matter, and to enhance their learning experience.

1) Student Learning Package

This package contains most of the student's needs for his/her chosen courses. It can be purchased directly from the AOU branch. The package is comprised of:

- The core teaching material especially prepared for independent study.
- An array of items that are dependent on the undertaken course, such as further reading material like set books, supporting notes or study guides.
- Audio-Visual aid.

2) Study Sessions

Designed to provide a forum of interaction between tutors and students, and amongst the students themselves. Sessions are scheduled on a weekly or biweekly basis, and are meant as interactive tutorials covering the main topics for the study week identified in the University calendar. Sessions are conducted by highly qualified tutors whom utilize the sessions in innovative ways that help students interact and learn more efficiently and effectively.

3) Student Attendance

Attendance is dependent on the number of credit hours registered in a semester. On average, students attend 4-8 hours per week. However, English orientation courses require 8 hours per week.

Tutorial sessions are not intended as classroom-style lectures. Students are expected to take responsibility for their own learning by studying the course material according to the schedule under the course calendar. Attending face-to-face tutorials is mandatory by students whose absence may not exceed 25% of the prescribed tutorials, as stated in the University calendar.

4) Office Hours

Tutors maintain scheduled weekly or biweekly office hours that are intended to provide a more informal environment for academic support. Students are advised to take advantage of these.

University Resources

1) Learning Resources

To support academic programmes, students and tutors, each branch offers a variety of learning resources such as textbooks and IT resources. All students have access to a variety of programme and course resources that are accessible through the internet. This is known as the E-Library. Specifically, a Moodle-based software called Learning Management System (LMS) provides students and faculties in every branch access to all electronic resources to which AOU is subscribed. There is also a student support service electronic resource.

2) Computer Laboratories

Each AOU branch has its various-purpose computer laboratories. Some courses have mandatory online components as primary or supporting course material intended to help in learning, and such material can be accessed in the labs. Electronic support for all courses is provided through the University's LMS, which also includes a teleconferencing facility. Additionally, AOU encourages electronic submission for student assignments.

3) Other Facilities

Most AOU branches offer a variety of facilities such as student cafeteria, entertainment rooms and prayer rooms. There is usually ample parking space. Moreover, adequate provisions are made for students with special requirements such as ramps and dedicated special restrooms throughout campus. Lastly, lifts provide easier access to the upper floors of branch buildings.

University Branches

Each branch dedicates a range of resources and support services for its students, which can be found on the branch's respective website. Such support services include, but are not limited to:

- Provide induction to AOU and the mode of instruction being employed.
- Provide guidance on how to choose a programme, courses and their order, and how to study effectively.
- Allocate subject-specialist tutors whom provide face-to-face tuition, mark assignments and be available during office hours to provide extra assistance.

Quality Assurance

To ensure a high quality learning experience for students, the University monitors and evaluates its procedures, practices and student services on a systematic and regular basis.

1) Designing Learning Materials

Designing courses learning materials is the direct responsibility of the Deans of the respective faculties. For newly designed courses, academic teams from inside and outside the University are

usually tasked with producing the required materials. Production of learning materials is conducted with certain specifications and implementation methodologies. Assessment is done externally by other universities to ensure that materials are of a high academic standard, comparable to materials used and taught in campus-based institutions.

All programmes are taught in English; Business Studies, IT and Computing Studies, and English Language Studies. Courses under these programmes are produced according to OU, UK's very high standards. Where necessary, courses materials (written and audio-visual) are adjusted to ensure adherence to Arabic and Islamic values. Faculty of Education programmes have also been developed to meet local accreditation requirements. In addition, some of its Master's programmes have been validated through OUVP.

The University also offers in-house local programmes in different branches. These include Graphics and Multimedia Design Technology, Business Accounting taught in Arabic, Electronic Media, Radio and Television, and Public Relations. In addition, Media contains three tracks; the Electronic Media Track, the Electronic Journalism Track, and Public Relations Track and Programme of Law.

2) Tutors Management and Monitoring

Since tutors are the interface between the University and its student body, care is taken to ensure that they deliver a high quality experience to students. Upon appointment, tutors are trained in generic teaching skills and in the specifics of the courses they will be tutoring. Each tutor is assigned 25-30 students. A full-time course coordinator in the branch monitors face-to-face sessions. Grading and the quality of feedback given to students on Tutor-Marked Assignments (TMAs) are also monitored. Additionally, students have the chance to evaluate their tutor's performance on a by-semester basis via an especially designed questionnaire. If inadequate performance is detected, the branch Director/Rector will take appropriate action him/herself.

3) Assessment

The relevant faculty's academic staff sets all assessment material. However, before an assignment or exam is approved for use, external assessors must approve the questions and model answers. In the case of OU, UK validated programmes, the assessors are external examiners.

The University adopts a rigorous policy for student achievement assessment in courses and programmes. The policy aims to create a robust and fair system of evaluation. Each system component intends to serve a learning need within the overall learning process. The components are as following:

3.1) Tutor-Marked Assignments (TMAs) — Part of Continuous Assessment

Each course requires students to complete a number of TMAs that are spread over its duration. They are marked by the student's course tutor, and they contribute to the total grade of the course. The number of TMAs is dependent on the level and credit rating of the course. At higher levels of study, some TMAs are set as thematic projects that require students to assemble rational arguments derived from many credible information sources.

TMAs are submitted on the specified dates in the course calendar via the LMS. For each TMA not submitted on its due date, the student shall receive a 0 mark unless he/she presents a valid excuse to the bodies assigned by the University. If the excuse is accepted, the student may be given a grace period of 7 calendar days, i.e. this period includes the immediate weekend following the TMA submission deadline.

3.2) Midterm Assessments (MTAs) — Part of Continuous Assessment

Another important mean of monitoring student progress during a course. MTAs are unified across all branches. The General Course Coordinator (GCC) prepares MTAs and the Dean submits them to the external examiners for final approval.

According to University rules and regulations, a student's grade in Continuous Assessment (TMAs and MTAs) in each course should be entered in the Student Information System (SIS) of the respective branch without delay, so that the student's grade record is completed at most 1 week before the beginning of final exams.

3.3) Final Exams

These exams are designed under the direct supervision of the Dean of the faculty, and are approved by the external examiners. Final exams also take place simultaneously in all branches.

3.4) Assessment and Examination Policy

The University adopts various methods to assess the student progression rate toward achieving the program's objectives. The assessment strategy may vary from one course to another, but it usually includes the following:

- 50 marks are allocated for Continuous Assessment, distributed up to 20 for TMAs and up to 30 for MTAs. The other 50 marks are allocated for the final exam, which is held at the end of the semester.
- To pass a course, a student must achieve a 50/100 marks in the course final result, i.e. a minimum of 15 marks in continuous assessment and 35 marks in the final exam.
- For programmes validated by OU, UK, the degree award classification is calculated based on the student's average grade in his/her best 32 credit hours of courses in Level 5 and the best 32 credit hours of courses in Level 6, in a 1:2 ratio in accordance with the new framework for higher education qualifications in the UK.
- In all branches, all students must present identification in order to enter the examination room and attend the final exam.
- Final exam scripts are marked at the relevant branch under the supervision of the branch Director/Rector in coordination with the concerned Dean. Additionally, students' final exam scripts must be anonymous during the marking process.
- A student unable to attend the final exam due to an acceptable medical report or a force majeure excuse will be given an Incomplete (I) grade and he/she shall be allowed to sit for a make-up final exam in the nearest semester when that course is offered, otherwise he/she shall receive a Fail (F) grade.

Admission Requirements

Applications for Admission:

- Prospective students can submit their applications electronically through the university website.
- Online applicants will receive an automatic reply confirming receipt of the application.
- Prospective students may need to submit their applications to the Admission and Registration Office in person if an online admission service is not available or accessible.
- Prospective students with disabilities may require assistance from admission staff to complete their applications.

- Prospective students are requested to read this document alongside the 'Student Terms & Conditions to studying at AOU'.

The Branch Council devises and approves a specific admission policy in accordance with the admission requirements of the branch country. Required application documents may vary from one branch to another, but all branches require the following:

- A copy of the student's high school certificate (or equivalent).
- A copy of the student's ID or passport/labor card.
- Passport-size photos of the student.

Language Placement Tests (LPTs)

The University administers LPTs in both Arabic and English, not as admission requirements, but rather as indicators to help place students in their appropriate language levels. Based on the scores, students will be assigned courses that aim to develop their Arabic/English proficiency in order to undertake the full course load in their respective areas of specialization.

English Language Courses

OU, UK licensed courses are all taught in English. Therefore, the University has developed a number of English language competency courses. These courses are not validated by OU, UK. Delivered by the Faculty of Language Studies (FLS), the current programmes are:

- ***The English Orientation Programme (EOP)*** comprises 3 non-credit hour courses that target students with low English proficiency. The courses are EL097, EL098 and EL099.
- ***The English Communication Skills Programme (ECS)*** comprises 2 3-credit hour courses of compulsory University requirements. The courses are EL111 and EL112.

1) Course Assignment and Classification

The aforementioned courses are assigned based on students' scores in the English LPT: Oxford Online Placement Test (OOPT). The courses are classified as follows: Beginner (EL097), Elementary (EL098), Pre-Intermediate (EL099), Intermediate (EL111) and Upper-Intermediate (EL112).

2) Course Details

- The programme offers significant face-to-face interaction between the student and the tutor at each level as the student's language skills develop.
- For each level in EOP, 4 2-hour tutorials are assigned weekly.
- ECS' credit courses have a total of 32 hours per semester distributed weekly as 2-hour tutorials.

3) Exemption from the Foundation Programme Courses EL111 and EL112

Freshmen shall be exempted from the English LPT if they attain a minimum score of 550 in the TOEFL hard-copy version, a 213 in the TOEFL soft-copy version, a 79 in the IBT, or a 6.5 in the IELTS. The aforementioned score(s) must be obtained within 2 years preceding admission to the University.

Credit Transfer / Course Equivalency

Each application must include a detailed description of each successfully-completed course alongside an official transcript showing the number of credit hours and marks earned. The course should be at least equivalent in its academic content and number of credit hours to the course offered by the University. At any level, credit transfer cannot exceed 14 credit hours. Applications for credit transfer are carefully scrutinized in accordance with the approved University criteria *(refer to Appendix A1 for details)*.

The current University policy allows a student who has been admitted into an academic programme to apply for credit transfer against Level 3 courses (Level 1 previously). The current University policy does not allow level 5 or level 6 OU-UK courses to be equalized. Courses that have contents corresponding to those offered by AOU may be equated for AOU's local programmes only, if their total value does not exceed 64 credit hours. Admitted students may thereafter submit the required documents in order to gain the credit transfer for courses successfully completed at other recognized higher education institutions.

AOU Academic Degrees

AOU comprises the Faculty of Business Studies (FBS), Faculty of Computing Studies (FCS), Faculty of Language Studies (FLS), and Faculty of Education Studies (FES). FBS, FCS and FLS have their programmes validated by OU, UK. Only some of FES's programmes are partially validated by OU, UK. The 3 validated programmes are as follows:

- Bachelor's Degree in Business Studies.

Major options: Management, Systems, Economics, Marketing, Accounting, Finance/Microfinance or Human Resources.

- Bachelor's Degree in Information Technology and Computing.

Major options: Information and Communications Technology, Computing with Business, Web Development (WD), Networking and Security (N&S), Cyber Security (CyS), Data Science, and Artificial Intelligence (AI).

- Bachelor's of Art in English Language and Literature.

Major options: Translation.

AOU Local Programmes

- ***FBS:*** Bachelor's in Accounting (Arabic), in addition to the newly-introduced programme in Law.
- ***FCS:*** Bachelor's in Graphics and Multimedia Design / Technology Structure.
- ***FLS:*** Bachelor's in Electronic Media / Radio and Television / Media — Public Relations / Media — Electronic Media / Media — Electronic Journalism.
- ***FES:*** Bachelor's in Education (B. Ed.) for Intermediate and Secondary Stages.

Details of the aforementioned programmes can be found in *Appendix C.*

AOU Validated Programmes

OU, UK follows the credit points system, whereas AOU follows the credit hour system. Credit point/credit hour equivalency is done as follows:

Credit Hours (AOU)	Credit Points (OU, UK)
8	30
5	20
4	15

3	10

The following section provides a detailed description of the 4 AOU validated programmes. Further information can be found in *Appendix B.*

1) Bachelor's of Art (Hons.) in Business Studies Programme (Appendix B1)

Developed and delivered by AOU, the BA degree in Business Studies has been validated through a process of external peer review by OU, UK, which is an appropriate quality standard that leads to the OU, UK validated award of BA (Hons.).

Per local accreditation requirements, the degree comprises 132 credit hours to be completed over a 4-year period of full-time study. The programme's credit hours can be broken down as following:

Category	Credit Hours	
M University requirements	18	**132**
M Faculty requirements	48	
E Faculty requirements	6	
M Specialization requirements	48	
E Specialization requirements	12	

***M** is Mandatory and **E** is Elective*

2) Bachelor's of Art (Hons.) in English Language and Literature (Appendices B2.1-B2.2-B2.3)

The BA degree in English Language and Literature (ELL) has been validated through a process of external peer review by OU, UK, which is an appropriate quality standard that leads to the OU, UK validated award of BA (Hons.) in ELL (OUVA).

The degree comprises 129-133 credit hours to be completed over a 4-year period of full-time study. The number of credit hours selected within this range is determined by local accreditation requirements. The programme's credit hours can be broken down as following:

Category	Credit Hours	
M University requirements	18	**129-133**
E University requirements	3-7	
M Faculty requirements	8	
E Faculty requirements	4	

M Specialization requirements	64	
E Specialization requirements	32	

***M** is Mandatory and **E** is Elective*

3) Bachelor's of Science (Hons.) in Information Technology and Computing (Appendix B3.1)

Developed and delivered by AOU, the BSc degree in Information Technology and Computing (ITC) has been validated through a process of external peer review by OU, UK, which is an appropriate quality standard that leads to the OU, UK validated award of BA (Hons.) in ITC (OUVA).

Per local accreditation requirements, the degree comprises 131 credit hours to be completed over a 4-year period of full-time study. The programme's credit hours can be broken down as following:

Category	Credit Points		Credit Hours	
M University requirements	60		18	
E University requirements	10		3	
M Faculty requirements	30	**480**	8	**131**
E Faculty requirements	20		6	
Specialization requirements	360		96	

***M** is Mandatory and **E** is Elective*

4) Academic Programmes Offered by the Faculty of Education Studies (See Appendix C)

Jordan Branch:

- Master's in Education (M. Ed.) in Instructional Technology
- Bachelor's of Art in Education / Elementary Education
- Bachelor's of Art in Special Education / Learning Difficulties
- High Diploma in Education

Saudi Arabia Branch:

- Bachelor's of Art in Education / Elementary Education
- Bachelor's of Art in Special Education

Available tracks: Mental Retardation, and Learning Disabilities.

- Diploma Programme in General Education

- Diploma Programme in Special Education

Available tracks: Mental Retardation, Behavioral Disorders and Autism, Multiple Disabilities, and Communication Disorders.

Lebanon Branch:

- Bachelor′s of Art in Education / Elementary Education

Programmes offered in the aforementioned branches are in accordance with the local needs and requirements, and most courses are offered in Arabic only.

5) General Courses

AOU offers a range of largely skills-based compulsory courses and electives. The University attaches a special significance to the role of these courses in the make-up of its programmes, as they serve to broaden the student's perspective on life and enrich their personal development.

Compulsory Courses (9 Credit Hours)

These courses are considered University requirements for all programmes.

Course Code	Course Title	Credit Hours	
GR101	Self-Learning Skills	3	**9**
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	

Exemption from Arabic Language Skills Courses

- A student who passes the Arabic LPT with an average of 60% or above is exempted from AR111.
- A student who passes the Arabic LPT with an average of 90% or above is exempted from AR112.

Non-native Arabic Speakers

Students whom apply for AR111 and/or AR112 exemption, and whose mother tongue is not Arabic, must have studied and passed the Arabic language courses for non-speakers (AFL111 and AFL112) in an accredited university and earned a credit equivalence of at least 6 credit hours.

Elective Courses (12 Credit Hours)

Course Code	Course Title	Credit Hours	
GR111	Arab Islamic Civilization	3	**12**
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	

** This is a branch-specific course such as history of the country*

6) Exit Awards (OU awards only)

Exit awards are part of the BA/Bsc (Hons.) degree validated programmes at the University. The rationale behind exit awards is that sometimes unseen circumstances (social/family considerations, job requirements, etc.) can cause students to exit without completing their Bachelor's programme, and the University wants to provide them with the opportunity to obtain a certificate or diploma for the efforts they have put in up to the point of exit. The objectives of doing exit awards are:

- To provide the student with a certain sense of satisfaction, having not wasted their time thus far.
- To help the student transfer credit if he/she is moving to a different institution.
- To help the student in finding a job, if he/she is unemployed.
- To strengthen the student's position, if he/she is already employed.

Except for Business *(see 6.4 below)*, exit awards are conferred by OU, UK for students registered in OU validated programs. Exit awards requirements are as follows:

- ***Certificate award:*** the successful completion of 120 credit points at Level 4.
- ***Diploma award:*** the successful completion of 240 credit points at Level 4 and higher.

6.1) Exit Awards in ELL for Undergraduates (developed by OU, UK)

The following awards are only available to students registered in the BA ELL programme whom leave part-way. They are not free-standing awards and are only awarded by OU, UK.

Higher Education (HE) Certificate in English Language and Literature

A student is eligible for this exit award if he/she successfully completes the following Level 4 courses from the BA ELL programme, totaling 32 credit hours or 120 credit points:

Course Code	Course Title	Credit Points		Credit Hours	
EL120	English Phonetics and Linguistics	15	**120**	4	**32**
EL121	Short Story and Essay Writing	15		4	
AA100 A&B	Arts of the Past and Present*	60		16	
EL122	Writing and Research	30		8	

** Formerly A123 A&B: An Introduction to Humanities. Changed in the academic year 2013-2014.*

Higher Education (HE) Diploma in English Language and Literature

A student is eligible for this exit award if he/she successfully completes the following Level 5 courses from the BA ELL programme in addition to the Level 4 courses in the table above, totaling 64 credit hours or 240 credit points:

Course Code	Course Title	Credit Points		Credit Hours	
A230 A&B	Reading and Studying Literature, I and II. *	60	**120**	16	**32**
U214 A&B	Worlds of English, I and II. **	60		16	

** Formerly A210 A: Approaching Literature I: The Realist Novel and the Canon, and A210 B: Approaching Literature II: Romantic Writing. Changed in the academic year 2013-2014.*

*** Formerly U210 A&B: The English Language: Past, Present and Future, I and II. Also changed in the academic year 2013-2014.*

6.2) Exit Awards in ITC

OU Award	Requirements
HE Certificate in ITC	All Level 4 courses in the ITC track (120 credit points)
HE Diploma in ITC	All Level 4 and Level 5 courses in the ITC track (240 credit points)

6.3) Exit Awards in Business

OU Award	Requirements
HE Certificate in Business	120 credit points at Level 4 and Level 5
HE Diploma in Business	120 credit points at Level 4 and 120 credit points at Level 5 (240)

7) Future Developments

- New specialization tracks will be added to suit student and market demand in the AOU branch countries.
- Postgraduate programmes will be introduced in all faculties according to market demands.

Key University Regulations and Policies

1) Students with Disabilities or Special Requirements

- Students who feel that certain circumstances have impacted their performance negatively when completing their assignments, or who need particular support, should present their case to their tutor whom will discuss it with the appropriate authority.
- Students requiring an extension to an examination duration/time must submit their needs not less than 3 weeks before the date of the exam or the due date of a research/project submission.

2) Cheating and Plagiarism

Any student caught cheating or found to have committed an act of plagiarism shall be referred to the competent authority, which shall make decisions per AOU rules and regulations. Punishment, if warranted, may include dismissal from the University. The following are considered acts of cheating and plagiarism:

- Verbatim copying of printed or Internet material, and submitting them as part of TMAs without proper academic documentation.
- Copying other students' notes or reports.
- Using paid or unpaid material prepared for the student by individuals or firms.
- The use of materials or tools that are prohibited in examinations, or attempting to do so.

3) Inability to Take the Final Exam — Extenuating Circumstances

- A student who cannot take the final exam or submit a report/project that is a main component of the continuous assessment must submit a medical report or a force majeure excuse within 1 week (7 calendar days) from the exam date to the Students' Affairs Office, which will then forward it to the competent authority.
- If the Branch Examination Committee (BEC) accepts the case, the student is awarded Incomplete (I). The student may take the exam on the next occasion that it is held, whether in the next semester or next academic year.
- If the BEC rejects the case, the student is awarded a 0 mark in the exam.

4) Repeating Courses

- Repeating provisions:
  1) Students may not retake any course in which they had obtained a Grade B or above.
  2) No student is allowed to repeat a level 5 or level 6 course derived from the Open University-United Kingdom (OU-UK) in which he/she had obtained a Grade C or above.

- Repeating an optional course:
  1) Students who had failed to pass an optional course may repeat it or any other course to fulfill the requirements of his/her programme's study plan.
  2) If they pass the course, the grade obtained in the repeated exam shall be counted in their semester average and cumulative average.
  3) If they fail the course, this shall not affect their cumulative average.

- Repeating 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 the repeat shall be entered into his/her record.
  2) If the student passes the course, the new grade will be counted in his/her semester and cumulative average.
  3) If the student fails the course, the number of course credit hours shall be excluded from his/her cumulative average.

- Repeating courses to raise the cumulative average to 2.00; the required minimum for graduation.
  1) Contrary to Clause A herein, the student may retake any course in his/her study plan other than 5^{th} or 6^{th} level OU-UK courses if he/she needs to raise the cumulative average to 2.00 to graduate.
  2) Consonant with Clause A Item 2 herein, a student may retake any 5^{th} or 6^{th} level OU-UK courses provided that the grade ceiling is C.
  3) In both the above cases, the new grade is entered into the cumulative average whether it is higher or lower than the previous one, and the number of points earned prior is cancelled alongside the course's credit hours.

5) Tutorials Attendance

The following are per the local accreditation conditions required by each University branch:

- The minimum face-to-face classroom meeting hours allocated for tutorials in each course during a single semester shall be 4 classroom hours against each credit hour allotted to the course.
- Face-to-face tutorial classroom hours may increase in the case of certain courses having a special nature. This is determined by the competent faculty or a branch with a view to fulfill local accreditation requirements, for instance.
- Attending the face-to-face tutorial sessions of the registered course is mandatory by students. Absence from such tutorials may not exceed 25% of the prescribed tutorials as stated in the approved University calendar.

6) Duration of Study and Study Load

- An academic year consists of two semesters, each lasting 16 weeks. The summer semester lasts 8 weeks.
- The University Council approves the University Calendar for each academic year, which includes the dates for the beginning of semesters, adding and dropping courses periods, final examinations, etc.
- **Minimum Load:** the minimum study load per student shall be **eight** credit hours (30 credit points) per semester. However, with the branch Rector's approval, this load may be reduced to **six** credit hours (22 credit points).
- **Maximum Load:** The maximum study load per student shall be 21 credit hours (78 credit points) per semester. However, for students expected to graduate in the same semester, the branch Rector may raise the maximum load to 24 credit hours (90 credit points).
- Students with a cumulative average under 2.00 on a scale of 4.00 shall not be permitted to register more than 16 credit hours in a semester.
- The maximum duration for obtaining a Bachelor's degree is 24 semesters (12 years), taking into account local accreditation requirements.

7) Pre-requisites

- The study plan details the pre-requisites for each course.
- A student may not register a course without finishing its pre-requisite first.

8) Postponement, Suspension and Withdrawal

- A continuing student may submit an application within a period not exceeding 2 weeks from the beginning of the semester to postpone his/her study. The postponement period shall not exceed 6 consecutive or interrupted semesters, and shall not be included within the maximum period required for graduation.
- During the add and drop period, a student may withdraw from study after the approval of the competent party at the branch.
- A student who does not register in a certain semester is considered suspended. However, if he/she subsequently submits a valid excuse before the end of the semester, the suspension period will be considered a postponement instead.

- If a student resumes their study after a period of postponement or suspension with an acceptable excuse, they can resume studying for the second part of the course provided that he/she has satisfied the requirements of the first part. Marks obtained in the first part will contribute to the final grade of the course, provided that the postponement period does not exceed 6 consecutive or interrupted semesters ***OR*** the suspension period does not exceed 3 consecutive or interrupted semesters.
- A student's enrollment shall be cancelled if he/she fails to register in any course during the first semester following their enrollment at the University and/or not registering in any course for 3 consecutive or interrupted semesters without a valid excuse.

9) Granting the Bachelor's Degree

The Bachelor's degree is granted after completing the following graduation requirements:

- Passing all courses required for graduation pursuant to the approved study plan for the Bachelor's degree in the concerned programme.
- Achieving a cumulative average of not less than 2.00.
- Not exceeding the maximum period of study stipulated in *Point 7 above*.
- Finishing any other requirements stated inside or outside the study plan.

The OU validated award is classified based on the student's grade point average in the best 32 credit hours at Level 5 and the best 32 credit hours at Level 6.

10) Warning and Dismissal

- A warning shall be issued to the student whose cumulative average is less than 2.00 at the end of any semester, excluding summer semesters.
- A student shall be dismissed from the University if he/she receives 5 warnings within 5 consecutive semesters, excluding summer semesters.
- A student who has been dismissed from the University for academic reasons related to their GPA may re-apply for enrollment in any AOU programme, excluding the programme from which he/she was dismissed.

11) Grades and Awards Classification

Final grades correspond to the following points:

Letter Grade	F	D *	C	C+	B	B+	A

Points	0.00	1.50	2.00	2.50	3.00	3.50	4.00

** The minimum passing grade for a student's successful completion of a course.*

Classification of students' certificates is derived from OU, UK as follows:

Award Classification by OU, UK	AOU Rating / Cumulative Average
First Class	Excellent
Second Class (1st Division)	Very Good
Second Class (2nd Division)	Good
Third Class	Pass

12) Study Fees

Being a non-profit institution, AOU aims to keep fee levels as low as possible, so long as it allows for the offering of its high quality learning experience. Study fees differ depending on the nature of the courses and the living standards of the branch country. The University also has a ***Student Fund*** that aims to financially support students in need, as well as honoring distinguished students by providing them with grants, subsidies or loans.

13) Student Transfer

13.1) Transfer between Academic Programmes

1) The student submits its transfer application form to the respective authority according to the instructions and procedures stipulated by the branch management taking into consideration the following:
   - The availability of space for an extra student in the programme as per the numbers of students admitted to the Programme and its carrying capacity.
   - The student's average in the secondary school certificates should not be less than the average required by the programme to which the student is applying to transfer.
   - Fulfilment for any other academic qualification required for admission to the new academic programme.
   - Passing any qualifying exams requested by the Programme that the student is applying to join.
   - Ensure that the transfer do not lead to a critical situation on the Programmes being transferred from.

2) Upon formal transfer approval by the respective authority and course transfers will be dealt with according to section “b” of article 7 of this bylaw.
3) The Branch may set any other conditions/fees provided that it is in compliance with the University set procedures.
4) The Branch may set other conditions for the fulfilment of local accreditation requirements.

13.2) Transfer between Branches

- When applying for transfer from a branch, the student should be fully registered in that branch and not a discontinued student, and without any outstanding disciplinary issues leading to expulsion from the university.
- The student shall fill in the respective form before the end of the semester and according to the specified dates schedule, stating the reasons for his/her transfer.
- In certain circumstances, a student may apply for transfer from one branch to another during the semester provided that he/she can provide a valid reason for the transfer.
- The student shall pay the appropriate transfer fee amounting to ($100) when filing the application. If the application is rejected, the student has the right to receive a refund of the money. As for the case of accepting the request, the amount is settled equally between the original branch and the branch that the student is transferring to.
- Normally, transfer should occur within the same programme in which the student is registered. If not, admission to a different programme will be considered according to fulfilment of the programme admission requirements in the original branch, and then the application for transfer is reviewed.
- Where necessary, it is the student’s responsibility to get a residence permit in the branch country to which he/she wants to transfer. Including the necessary entry visas and other requirements.
- The application form will be submitted to the respective authority in the original branch to be submitted to students’ transfer committee to be scrutinized to ensure that the applicant has settled all financial commitments in the original branch.
- The Students’ Transfer committee in the original branch will look into the application and if approved the student application along with the necessary information will be sent to the rector of the new branch to the Branch Student transfer committee.
- When a transfer has been approved by the two branches, the student’s file including the student's academic record is sent to the new branch.
- The student’s grades will be transferred according to the procedures set in article (7-A) of this bylaw

- Before joining the new branch, the student should be informed about any admission conditions or requirements observed in the new branch so that he/she can fulfill these conditions either before or after joining the new branch.
- The tuition fees of the new branch will apply for the transferred student.

14) Student Conduct, Bylaws and Disciplinary Procedures

14.1) Violations

Any violation of the University′s laws, statutes and bylaws, and any breach of proper conduct, norms and University traditions shall be deemed punishable. Examples include, but not limited to:

- Any act that is incompatible with honor and dignity, or that which breaches good conduct inside the University.
- Actions that result in inflicting harm to the University′s properties.
- Direct disruption of tutorials or exams, or incitement to do so. Also, refraining from performing academic and other related University activities.
- Any attempt to leak exam questions or cover up those attempting to do so.
- Organizing gatherings or non-academic meetings within the University without prior approval of the University′s administration.
- Distribution of leaflets, issuance of bulletins, in any form, or collecting signatures for any purpose without the approval of the University′s administration.
- Any sit-in within the University campus or participation in demonstrations or gatherings that are deemed contrary to public order or public morals in the University.
- Any publication that offends the University's reputation or its employees, or reporting false information to the administrators of the University.
- Assault by word or action, or both on any of the faculty members, employees, students, or guests.
- Any impersonation of others in any matter related to the University and its affairs.
- Carrying or using licensed or unlicensed firearms and sharp instruments.

14.2) Penalties

A student who commits any of the violations *presented in 15.1 above* may be subject one or more of the following punishments, following an investigation by the Branch Disciplinary Council (BDC):

- Written Notice.
- Written Warning.
- Final Written Warning.
- Failure in the Course.
- Dismissal from the University for the duration of one semester following the violation.
- Dismissal from the University for more than one semester following the violation.
- Final Dismissal from the University.

The penalties inflicted should be dependent on the case at hand without abiding by the sequence listed above. Additionally, any punishment imposed will be recorded in the student′s file.

14.2.1) Plagiarism in TMAs Penalties

If a student is suspected of committing plagiarism in a TMA, the tutor will report the incident to the Course Coordinator. If proven, the tutor shall implement the proper penalty in accordance with the University approved scheme of plagiarism penalties:

A) A 0 mark will be given on the plagiarized TMA and the incident will be recorded in the student's file.

B) In the case of repeated plagiarism in student assignments, the student shall be referred to the Primary Disciplinary Council to receive one or more of the following penalties:

- Failure in the course.
- Dismissal from the University for the duration of one semester following the violation.
- Dismissal from the University for more than one semester following the violation.
- Final Dismissal from the University.

14.3) Student Grievance Procedures

14.3.1) Appeals Procedures

First Appeal

- A Student may submit an appeal by filling the online form within seven (7) calendar days from the announcement of the course results. The student can also attach any relevant documents.
- The Branch Appeal Committee (BAC) will look into the appeal and forward their recommendations to the Branch Rector/Director along with a copy of the assessment script or any other relevant documents.
- The BAC will look into the assessment or examination script to ensure that all answers are marked and that compilation of marks is conducted properly. Based on the outcome, the BAC will take a

decision. The decision is either to uphold the appeal (recommendation for change of marks) or to reject the appeal (no grounds for appeal).

- If the appeal is valid, a copy of the BAC recommendation will be sent to the Branch Rector/Director and copies will be sent to the Vice President for Academic Affairs & Scientific Research (VPAA &SR)-HQ, and, Registration and Examination Department-HQ (ARE).
- The VPAA&SR will submit the appeals lists to the Central Examination Committee (CEC) for approval.
- The student will be notified with the decision through the online appeals and complaints system.

Second Appeal (Re-Appeal)

- If the appeal is rejected and the student is dissatisfied with the decision of the BAC, he or she may take the appeal to a higher level by appealing to the Branch Re-Appeal Committee (BRC) through the Branch Rector within seven (7) calendar days of notification of the decision.
- The BRC will review the appeal and communicate its decision to the Branch Rector and copies will be sent to the Vice President for Academic Affairs & Scientific Research(VPAA&SR), Registration and Examination Department (RE) and Programme Deanship at the headquarter (HQ).
- If the appeal is accepted, the VPAA&SR will submit the recommendations that the appeals are upheld to the CEC for approval.
- The student will be informed through the Branch Rector's/Directors office.
- If the student is not satisfied with the BRC decision, he/she may appeal to the President of the University.
- If the student is registered in an Open University Validated Award Programme and still dissatisfied with the decision, and providing that the appeal / complaint is eligible under their rules, he or she may complain to the Open University-United Kingdom.
- The student will find more information on OU-UK appeals and complaints process in the Student guide to studying on a programme validated by 'The Open University'.

14.3.2) Complaints Procedures

First Complaint

The student may lodge a complaint any time during the academic year, by completing the University's formal student complaints form. The student must state the grounds for complaint, giving detailed reasons to support his or her case. A copy will be automatically forwarded to the concerned department and to Student Affairs Office and Branch Quality Assurance Unit/coordinator for follow up and monitoring.

- If the complaint can be addressed by the Student Affairs Office, then the office will prepare a formal response and send it to the student.
- The concerned department will examine the complaint and it may consult other members of University staff or departments if it is deemed appropriate in particular cases.

- The Concerned department may find grounds for complaint and produce a report on the case setting out its recommendations and the documentations considered.
- The report will be sent to the Assistant Rector /Director for Administration and Finance or Assistant Director for Academic Affairs based on the nature and subject of the complaints for approval.
- Upon the approval of the concerned Assistant Rector/ Director, the Student will be notified of the final outcome of the complaint within one week(7 Calendar days) and not later than four weeks (28 Calendar days) in certain cases) of submitting the complaint. Copies of the decision will be sent to the Branch Rector and the Branch Quality Assurance Unit/Coordinator.

Second Complaint

- If the student is dissatisfied with the decision, he or she may re-complain to the Branch Rector/Director within **seven (7)** calendar days of notification of the decision to reject the complaint.
- The student will be informed with the decision by the Branch Rector/Director's office within **7 to 28** calendar days depending on the gravity of the case.
- If the student is registered in an Open University Validated Award Programme and still dissatisfied with the decision, and providing that the appeal / complaint is eligible under their rules, he or she may complain to the Open University-UK.
- The student will find more information on OU-UK appeals and complaints process in the Student guide to studying on a programme validated by The Open University.
- Each semester a summary report and analysis of all appeal and complaints cases will be prepared by the QAU in each branch. A copy of the summary report should be sent to Quality Assurance and Accreditation Department at HQ.
- Processing complaints may take a period up to four weeks.

University Websites

To facilitate the educational process and achieve meaningful results, AOU established websites for its various programmes and activities. Unless otherwise noted, all websites are available in the English language.

Faculties websites:

Faculty	Website
Business Studies (FBS)	www.arabou.edu.kw/faculties/business/
Computing Studies (FCS)	www.arabou.edu.kw/faculties/computer/
Language Studies (FLS)	www.arabou.edu.kw/faculties/language/
Education Studies (FES)	www.arabou.edu.kw/faculties/education/

University Branches websites:

Branch	Website
Bahrain	www.aou.org.bh
Egypt	www.aou.edu.eg
Jordan	www.aou.edu.jo
Kuwait	www.aou.edu.kw
Lebanon	www.aou.edu.lb
Oman	www.aou.edu.om
Saudi Arabia	www.arabou.edu.sa
Sudan	www.aou.edu.sd
Palestine	www.aou.edu.ps

University Addresses and Information

Headquarters (HQ)	PO Box 3322 Safat - Postal Code 13033 - State of Kuwait *Email:* info@arabou.edu.kw *Tel:* (+965) 24394143 / *Fax:* (+965) 24394150 *Directions:* Al-Farwaniya, Al-Ardiya Industrial Area, government usages zone next to the Public Institution for Social Security

Bahrain Branch	PO Box 18211 - Manama - Kingdom of Bahrain *Email:* student-affairs@aou.org.bh / info.desk@aou.org.bh *Tel:* (+973) 17407077 / *Fax:* (+973) 17402548 *Directions:* A'ali, Street 3220 (Building 890, Block 732)

Egypt Branch	PO Box 51 - El-Sherouk City behind City Hall - Cairo - Egypt *Email*: info@aou.edu.eg *Tel:* (+202) 26890500 - *Hotline:* 19268 / *Fax:* (+202) 26890590 *Directions:* Cairo, El-Sherouk City, Al-Hay Al-Thani

Jordan Branch	PO Box 1339 Amman - Postal Code 11953 - Jordan *Email:* info@aou.edu.jo *Tel:* (+962) 6 5630630 / *Fax:* (+962) 6 5630610 *Directions:* Amman, Tareq, Behind Queen Alia Hospital and close to the Association of Arab Universities

Kuwait Branch	PO Box 830 Al-Ardiya - Postal Code 92400 - State of Kuwait *Email:* director2@aou.edu.kw / info@aou.edu.kw *Tel:* (+965) 24394400 / *Fax:* (+965) 24394200 *Directions:* Al-Farwaniya, Al-Ardiya Industrial Area, government usages zone next to the Public Institution for Social Security

Lebanon Branch	20584518 - Beirut - Lebanon *Email:* admin@aou.edu.lb / info@aou.edu.lb / studentaffairs@aou.edu.lb *Tel:* (+961) 01-392139 / *Fax:* (+961) 01-392146 *Direction:* Horsh Beirut, Tayouneh, Omar Bayhum Street

Oman Branch	PO Box 1596 - PC 130 - Azaiba - Sultanate of Oman *Email:* info@aou.edu.om / admission@aou.edu.om *Tel:* (+968) 24957300 / *Fax:* (+968) 24699669 *Directions:* Muscat, Qurm 18, Madinat Sultan Qaboos

Saudi Arabia Branch	PO Box 84901 - Riyadh 11681 - Kingdom of Saudi Arabia *Tel:* (+966) 112742277 / *Fax:* (+966) 112742696 *Email:* support@arabou.edu.sa *Directions:* Riyadh, Hittin, Prince Faisal Ibn Abdullah Ibn Abdulrahman Street,

Sudan Branch	PO Box 7818 - Postal Code 11123 - Republic of Sudan *Email:* info@aou.edu.sd *Tel:* (+249) 154891834 / *Fax:* (+249) 154891832 *Directions:* Khartoum, Al-Amarat Street 17, Opposite of the Local Government Office

Palestine Branch	PO Box 4375 - Palestine *Email:* info@aou.edu.ps *Tel:* (+972) 2 2429777 / *Fax:* (+972) 2 2429444 *Directions:* RamAllah, Al-Bireh, Al-Sheikh Hasan Salameh Street

Appendix A

Policies and Bylaws

Appendix A1:

The Bachelor's Degree Award Requirements Bylaws at the Arab Open University

Approved by University Council No. 75
2022

Article 1: Title

The present bylaws shall be named: "The Bachelor's Degree Award Requirements Bylaws at the Arab Open University."

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
President	The University President
VPAA&SR	The Vice President of Academic Affairs and Scientific Research
Dean	The Dean of an Academic programme that offers a Bachelor's Degree
Deanship	The Deanship of an academic program that offers a Bachelor's degree
Director/Rector	The Director/Rector of an Arab Open University branch or campus
Branch	An Arab Open University branch or campus
Headquarters / HQ	The Arab Open University headquarters
Programme	An academic major accredited for a Bachelor's award
Tutorial	A face-to-face classroom teaching hour
Study Plan	A distribution of courses according to the components of an accredited academic programme
Academic Committee	A permanent committee formed by the University Council
CEC	The Central Examination Committee at the University's headquarters
FEC	The Faculty Examination Committee in a Deanship
BEC	The Branch Examination Committee

Article 3: Study Plans

A) The University Council shall approve the Bachelor's programme study plans according to the recommendation of the competent Faculty Council and the endorsement of the Academic Committee.

B) Academic programme study plans shall be based on the credit hour system.

C) The total credit hours required for obtaining a Bachelor's degree in any programme shall not be less than 128 credit hours (480 credit points). These credit hours are distributed as follows:

- A minimum of 18 credit hours (68 credit points) of compulsory general University requirements.
- A range of 80 to 100 credit hours (300 to 375 credit points) of a programme's specialized requirements.
- A minimum of 14 credit hours of Deanship requirements and elective courses that are specified in the approved study plan of the academic programme.

D) The distribution of credit hours in some AOU programmes may not follow the distribution highlighted in Clause C herein so long as the overall credit hours required for obtaining the Bachelor's degree is maintained; 128 credit hours (480 credit points).

Article 4: The Academic Year

A) The academic year shall consist of two semesters. Each semester's duration is 16 weeks, including the final exams period.

- The summer semester is optional and shall span eight (8) weeks including the final exams period.

B) The University calendar, as approved by the University Council shall determine the commencement of the academic year, semesters, and examination dates.

Article 5: Admission

A) To be admitted into any Bachelor's programme, an applicant should have fulfilled the following conditions:

- Obtained a general secondary school certificate or an equivalent certificate.
- Fulfilled any other conditions determined by the University or by the competent authorities of the country in which the AOU Branch is located.

B) The Branch Council shall devise and approve a specific admission policy according to admission requirements in the branch country.

C) Any applicant who meets admission requirements, but could not be admitted due to competition may re-apply in any forthcoming opportunity.

D) The Branch may admit students willing to study specific courses (if exist) as non-registered students, if they meet any other conditions determined by the nature of these courses.

E) A student who studied at a Branch as a non-registered student in previous semesters may submit an admission application to any of the programmes offered in the Branch after filing an application during the specified admission period announced by the Branch. 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 the local accreditation conditions. Additionally, the grades earned in these courses shall be entered onto his/her new academic record.

F) A prospective student may appeal against an admission decision or file a complaint against an admission process.

Article 6: Language Placement Test (LPT)

A) All freshmen shall undertake the Language Placement Test (LPT) in Arabic and English according to the approved standards by the University Council as shown in the table below.

B) Non-Arabic speaking freshmen shall be exempt from the Arabic LPT and shall be treated according to approved standards by the University Council.

C) Depending on the freshmen's score in TOEFL and/or IELTS, he/she either can be exempt from taking the English LPT or exempted from some courses as shown below. They also ought to have taken either test not more than two years prior to applying.

TOEFL Score			IELTS Score	The Student is Exempted from
Internet-Based Test (IBT)	Computer-Based Test (CBT)	Paper-Based Test		
30	93	397	3	EL097
41	123	437	4	EL098
53	153	477	4.5	EL099
65	183	513	5.5	EL111

79	213	550	6.5	EL112

D) Students may be exempted from pursuing one or more University-required Arabic compulsory courses according to scores obtained in the Arabic Language Placement Test (LPT), and in accordance with the approved standards by the University Council.

Student Grade in Placement Test	The Student is Exempted from
0 — 59%	No exemption
60 — 89%	AR111
90% and above	AR112

If a student is undertaking the updated University requirements, the exemptions will differ as follows:

Student Grade in Placement Test	Student is Exempted from
0 — 74%	No exemption
75% and above	AR113

E) On entry, the freshman's academic record shall contain a record of all courses from which the freshman has been exempted due to his/her performance at the Arabic and/or English LPTs. These exempted courses shall be marked "CR". Moreover, the credit hours associated with exempted courses shall not be included in the freshman's cumulative averages.

Article 7: Duration of Study

The maximum duration for obtaining a Bachelor's degree award shall be twenty-four semesters (12 years), taking into account the local accreditation requirements.

Article 8: Study Load

Study Load:

The following is only applicable to normal (non-summer) classes and with due regard to local accreditation requirements in each branch country:

1) **Minimum Load:** the minimum study load per student shall be **eight** credit hours (30 credit points) per semester. However, with the branch Rector's approval, this load may be reduced to **six** credit hours (22 credit points).
2) **Maximum Load:** The maximum study load per student shall be 21 credit hours (78 credit points) per semester. However, for students expected to graduate in the same semester, the branch Rector may raise the maximum load to 24 credit hours (90 credit points).
3) Students with a cumulative average under 2.00 on a scale of 4.00 shall not be permitted to register more than 16 credit hours in a semester.

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 in order to obtain the required academic degree.
2) Students are not allowed to register for a course if they had not passed its pre-requisite or obtained a mark in its continuous assessment and final exam that is less than 30/100.

3) A graduating student may register for a course and its pre-requisite simultaneously.
4) A student may be allowed to register for a course and its pre-requisite simultaneously if it allows him/her to reach the minimum study load of 8 credit hours, and only by recommendation from the programme coordinator and by approval from the branch Director/Rector.

B) **Registration Outside the Study Plan:**
1) A student may register for any course offered by the University even if outside of his/her study plan.
2) The credit hours of registered courses that are not included in the student's study plan will not be attributed to him/her. Consequently, they will also not be included in the student's semester or cumulative averages.

C) **Registration and Study in another Branch:**
1) A student registered in one branch may study courses within his/her study plan in another branch upon the approval of both concerned branch Rectors.
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 branch Rector.

Withdrawal	% of Student Reimbursed Fees	Symbol Shown in the Student's Record
Before study commencement and during drop and add period	100%	It is not shown
After drop and add period	70%	Withdrawn — W
After week 3	No reimbursement	Withdrawn — W

C) A 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) A student is not allowed to withdraw 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 (2) weeks after semester commencement, provided that such deferral does not exceed six (6) consecutive or interrupted semesters. Such deferral shall not be included within the maximum study duration limit allowed for graduation requirements completion.

Article 12: Discontinuation of Study

A) A student is considered discontinued in a semester if he/she fails to register for any courses in that specific semester.
B) This semester is accounted for within the allowed period of study.

C) Students may submit a petition to the branch Rector showing proof of the force majeure[3] that prevented them from registering in the semester. If approved, they 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

5) A student is considered officially withdrawn from the University when he/she fills an application of withdrawal from the University.

6) The Fees refund policy will apply to the specific withdrawal semester according to the following tables:

1: Withdrawal from the University in the First or Second Academic Semester

Withdrawal Period	% of Student Reimbursed Fees
Before study commencement	85% total fees of the registered study hours
During the first week of the semester	50% total fees of the registered study hours
After the first week of the semester	No reimbursement

2: Withdrawal from the University in the Summer Semester

Withdrawal Period	% of Student Reimbursed Fees
Before study commencement	85% total fees of the registered study hours
During the first three days of the first week of the semester	50% total fees of the registered study hours
From day 4 of the first week of the semester	No reimbursement

Article 14: Cancellation of Enrollment

A) A student enrollment is cancelled as follows:

a. Upon personally applying for withdrawal from the University.
b. If he/she fails to register for any course during the first semester following enrollment at the University.
c. Should he/she discontinue his/her studies for **three** consecutive semesters without any valid reason.
d. If deferral periods exceeded **six** consecutive or interrupted semesters.
e. If he/she is dismissed from the University.

2) A student with cancelled enrollment due to discontinued studies may apply for re-enrollment if his/her current study plan was identical to his/her previous one. The academic record is then restored with his/her previous registration number.

3) If the two plans were not identical, he/she may apply again and all completed courses are credited in accordance with the ***Course Equivalency Bylaws at the Arab Open University***.

Article 15: Face-to-Face Tutorial Sessions

The local accreditation conditions required by each University branch are as follows:

[3] Definition in Law: unforeseeable circumstances that prevent someone from fulfilling a contract.

- The minimum face-to-face classroom meeting hours allocated for tutorials in each course during a single semester shall be four classroom hours against each credit hour allotted to the course. In other words, 1 credit hour = 4 classroom hours.
- Face-to-face tutorial classroom hours may increase in the case of certain courses having a special nature. This is determined by a competent Deanship or a branch with a view to fulfill local accreditation requirements, for instance.
- Attending the face-to-face tutorial sessions of the registered course is mandatory by students. Absence from such tutorials may not exceed 25% of the prescribed tutorials as stated in the approved University calendar. A student whose absence exceeds this percentage fails the course.

Article 16: Course Assessment

A) Each course shall have a final mark out of 100 marks to be equally distributed between the continuous assessment and the final exam.

B) The continuous assessment's 50 marks shall be allotted as follows:

• A minimum of 20 marks shall be assigned to Tutor Marked Assignments (TMAs).

• A maximum of 30 marks shall be allotted to the Midterm Assessments (MTAs).

C) The concerned Deanship may exclude any course from the marks distribution stipulated in Clauses A and B above following the approval of the Deanship Council and the Academic Committee.

D) The minimum number of TMAs required for each course shall be at least one (1) TMA per course per semester. The Deanship may determine the maximum number of TMAs.

E) A maximum of two (2) continuous assessments per course may be held during the semester.

F) Each Deanship shall be responsible for the preparation of assignments, mid-term and final exam of every course.

G) TMAs, MTAs and Final Examinations shall be unified in all University branches and endorsed by the concerned Dean.

H) A Deanship may hold more than one (1) MTA in a single semester in response to special circumstances.

I) According to special instructions issued by the University Council, the MTA and the final examination are held at the same time and on the same date in all branches. In special circumstances, exceptions may be allowed.

Article 17: Period of Storing Mid-Term Assessments and Final Examination Booklets

Students' final examinations and mid-terms assessments answer booklets shall be kept as references at the branches for specific periods and circumstances should they be needed.

Specific Periods are as follows:

Mid-term assessments are kept for one (1) semester following the specific assessment semester.

Final examinations are kept for two (2) semesters following the specific final examination semester.

The answer booklets shall be destroyed at the end of the retention periods, according to university-approved procedures.

Article 18: Absence from Exams & Assessments

A) Mid-Term Assessments (MTAs):

1) A student who is absent from an MTA shall be credited with a zero (0) mark, unless he/she presents a valid reason for the absence within one week (7 calendar days) from the exam date.
2) If the reason for absence is accepted, he/she may sit for a make-up examination in the same semester at a time set by the Admission, Registration, and Examination Department at the University Headquarters (HQ).

B) Final Examinations:

1) A student who is absent from a final exam shall earn a zero (0) mark, unless he/she submits a force majeure (extenuating circumstances) excuse within one week (7 calendar days) from the exam date.
2) In case the reason for absence was accepted, the letter I[4] shall be entered in the student's academic record and he/she shall be permitted to re-sit for the examination on its first subsequent session.
3) In such a case, the course's credit hours shall be excluded from the student's semester and cumulative averages.
4) Should the student fail to sit for the examination on its first subsequent session, the letter I shall be replaced with the letter F[5] in his/her academic record.

Article 19: Examination & Assessment in a Different Branch

A) A student may sit for their registered courses' final exams at any other branch according to the approval of the Rectors of both concerned branches. The concerned Deanship must be informed of the same exam's availability at the host branch.

B) The host branch must send the student's answer booklet to the original branch for marking.

Article 20: Grading Scale

The University grading scale is as follows:

Letter Grade	F	D	C	C+	B	B+	A
Points (numeric grade values)	0.00	1.50	2.00	2.50	3.00	3.50	4.00

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

Article 21: Course Failure

A) A student shall fail a course according to the following criteria:

1) If a student's mark in continuous assessment was less than 30% of the marks assigned to it, the grade FC (failed continuous assessment) shall be entered into his/her record.
2) If a student was absent from the final exam without an acceptable excuse, the grade FA[6] shall be entered into his/her record.
3) If the student's mark in the final exam was less than 40% of the overall mark, the grade FF[7] shall be entered into his/her record.
4) If the student's final mark—the total marks obtained in continuous assessment and the final exam—was less than 50%, the letter F shall be entered into his/her record.

B) The credit hours of a course that a student fails for any of the reasons stated in Clause A of this article shall be counted in determining his/her semester and cumulative averages.

Article 22: Results

The Central Examination Committee (CEC) shall approve the results according to a recommendation submitted by the Faculty Examination Committee (FEC) of the concerned Deanship.

[4] The letter I stands for Incomplete.
[5] The letter F stands for Fail.
[6] FA stands for Absent from Final Examination
[7] FF stands for Failed in Final Examination

Article 23: Appeals

A) A student may appeal against a recommendation or decision regarding course progression or course results.
B) A student may not appeal against matters of academic judgment.
C) The appeal can only be considered according to ***AOU Appeals and Complaints Procedures*** and within the dates set in the ***Bachelor's Degree Award Examination and Assessment Bylaws.***

- The committees that look into student appeals are:
    1) The Appeals Committee: the committee that considers a student's first appeal.
    2) The Re-Appeals Committee: the committee that deals with students' re-appeals (second appeal).

Task	Period
Students submit an appeal against a recommendation/decision within one (1) week (7 calendar days)	Week 1
The Appeals Committee looks into student appeals and submits its recommendation to the Assistant Director/Rector for Academic Affairs	Week 2
The student will be informed of the committee's recommendation through the online appeals system or the official University e-mail	Week 3
A student may re-appeal the recommendation/decision within one (1) week (7 calendar days) of being notified	Week 4
The Re-Appeals Committee looks into student cases and makes recommendations in consultation with the respective General Course Coordinator (GCC). The recommendation will be submitted to the Branch Rector/Director for endorsement	Week 5
The student will be notified of the re-appeal status formally through the online appeals system or the official University e-mail	Week 6
The Branch Director/Rector informs the VPAA&SR of all appeals and re-appeals to be submitted for final approval by the CEC	Week 7

- Re-appeal cases are allowed only for cases of previous appeals.
- The respective committees present their recommendations to the Branch Director/Rector who then submits them to the Chair of the Central Examination Committee for approval and endorsement.
- All students' results are deemed final and irrevocable within one (1) academic semester following their declaration, and changes are prohibited from this point onward.

Article 24: 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 he/she earned during the same semester, and then assigned a letter grade as shown in Article 20 herein.

- The semester average:
    1) The semester average shall be computed by dividing the student's total number of points earned during the semester by the total number of credit hours of courses studied during the same semester.
    2) The semester GPA will be calculated according to the provisions of Clause B of Articles 10 and 18 in this bylaw.
- The cumulative average:

1) The cumulative average is computed by dividing the overall number of points earned by a student in all of his/her registered courses in the study plan since joining the University by the overall number of these courses 'credit hours.
2) Exemption of the calculation of cumulative average is subject to Clause E of Article 6, Clause B of Article 10, Article 18, and Clauses B and C of Article 27 of this bylaw.
3) Both semester and cumulative averages shall be rounded to the nearest two decimal points.

Article 25: Warning and Dismissal

A) A warning shall be issued to a student whose cumulative average is under 2.00 at the end of any semester, excluding the summer semester.
B) A student shall be dismissed from the university if he/she receives five warnings within five consecutive semesters, excluding summer semesters.
C) A student whose academic warnings exceed the allowed number shall be referred to the special studies programme where they will remain under the warning system on the conditions that:
   1) He/she had completed a minimum of 80 credit hours.
   2) He/she had not exceeded the stipulated period for graduation.
D) A student who is academically dismissed from a certain track is not allowed to re-apply and register in the same track.
E) A student may apply for another programme or even a different track under the same programme that he/she was dismissed from. He/she may request the University to credit the relevant registered courses that he/she had previously passed. All shared courses by the study plans should be credited to the student if the cumulative average is not under 2.00 after these courses are computed.

Article 26: Repeating Courses

- Repeating provisions:
  1) Students may not retake any course in which they had obtained a Grade B or above.
  2) No student is allowed to repeat a level 5 or level 6 course derived from the Open University-United Kingdom (OU-UK) in which he/she had obtained a Grade C or above.
- Repeating an optional course:
  - Students who had failed to pass an optional course may repeat it or any other course to fulfill the requirements of his/her programme's study plan.
    1) If they pass the course, the grade obtained in the repeated exam shall be counted in their semester average and cumulative average.
    2) If they fail the course, this shall not affect their cumulative average.
- Repeating compulsory course:
  - A student who fails to pass a compulsory course must retake the same course in a subsequent semester. The student's grade resulting from the repeat shall be entered into his/her record.
    1) If the student passes the course, the new grade will be counted in his/her semester and cumulative average.
    2) If the student fails the course, the number of course credit hours shall be excluded from his/her cumulative average.
- Repeating courses to raise the cumulative average to 2.00; the required minimum for graduation.
  1) Contrary to Clause A herein, the student may retake any course in his/her study plan other than 5^{th} or 6^{th} level OU-UK courses if he/she needs to raise the cumulative average to 2.00 to graduate.
  2) Consonant with Clause A Item 2 herein, a student may retake any 5^{th} or 6^{th} level OU-UK courses provided that the grade ceiling is C.

3) In both the above cases, the new grade is entered into the cumulative average whether it is higher or lower than the previous one, and the number of points earned prior is cancelled alongside the course's credit hours.

Article 27: Equivalency of Courses

- A student may apply for equivalency of courses completed at another recognized higher education institute that is in the same country as the branch where the student is studying according to the standards and procedures in ***The Course Equivalency Bylaws at the Arab Open University***, and following the procedures approved by the University Council.
- Courses accepted as equivalents are entered as the letter T[8] into the student's academic record alongside their figures and credit hours.
- Equivalent courses' credit hours shall not be counted in the student's cumulative average.

Article 28: Transfer

A) Following 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 in ***The Student Transfer Bylaws at the Arab Open University***.

C) A student who cannot meet the transfer conditions of the aforementioned bylaws may cancel his/her enrollment, then apply again for admission to a different programme or track. In doing so, the passed courses shared between the previous and new study plans shall be credited alongside the grades, on the condition that the cumulative average is not lower than 2.00 after these courses are computed.

Article 29: Graduation

- Following the recommendation of the competent Faculty Examination Committee (FEC) and Central Examination Committee (CEC), the University degree award shall be granted according to a University Council decision.
- The Bachelor's Degree Award is awarded to a student after he/she had passed all the courses listed in the validated study plan of their programme, provided that his/her GPA is not less than 2.00.
- A student who has not completed the graduation requirements of the academic programme may be awarded a statement if he/she meets the requirements stated by the relevant Deanship in this respect.

Article 30: Award Classification

The graduating student's award grades shall be according to the cumulative average of the graduation semester as follows:

Cumulative Average	Grade
3.67 — 4.00	Excellent
3.00 — 3.66	Very Good
2.33 — 2.99	Good

[8] T stands for Equivalent.

2.00 — 2.32	Pass

The range of the cumulative average may be modified to match local accreditation specifications in a certain branch country if Clause B of Article 29 herein is not breached.

Article 31: General Provisions

- The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.
- The Vice Presidents, Deans, branch Rectors, and Head of Admissions, Registration, and Examination departments shall be responsible for implementing the provisions of the current bylaws.
- The University Council shall decide on all cases not covered by the provisions of the current bylaws.

Appendix A2:

The Bachelor's Degree Award Examination and Assessment Bylaws at the Arab Open University

Office of the Vice President for Academic Affairs & Scientific Research

Approved by University Council No. 75
2022

Article 1: Title

The present bylaws shall be named:“ The Bachelor’s Degree Award Examination and Assessment Bylaws at the Arab Open University.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
President	The University President
VPAA&SR	The vice President of academic affairs and scientific research
Dean	The Dean of an academic programme
Deanship	The Deanship of an academic program that offers a Bachelor's degree
Director/Rector	The Director/Rector of an Arab Open University branch or campus
Branch	An Arab Open University branch or campus
Headquarters / HQ	The Arab Open University headquarters
Programme	An academic major accredited for a Bachelor's award
Faculty Member	A professor, associate or assistant professor, or lecturer appointed at an AOU branch or HQ
General Course Coordinator	A faculty member responsible for coordinating course requirements across all branches
Branch Programme Coordinator	A faculty member responsible for administering the implementation of a programme at a branch
Branch Course Coordinator	A faculty member responsible for coordinating course requirements at a branch
Academic Committee	A permanent committee formed by the University Council
CEC	The Central Examination Committee at the University’s headquarters
FEC	The Faculty Examination Committee in a Deanship
BEC	The Branch Examination Committee
CAC	Course Assessment Committee

Article 3: Examinations and Assessment

The total marks for a course is 100. It is evenly distributed between results of continuous assessment and final examination.

- The 50 marks allotted to continuous assessment shall be distributed as follows:
  - Tutor-Marked Assignments (TMAs) constitute a minimum of 20 marks.
  - Midterm Assessments (MTAs) constitute a maximum of 30 marks.
- Depending on the nature of the course, the respective Deanship may exclude it from Clause B's stipulated marks distribution, provided that the Academic Committee approves this exclusion.
- The minimum number of TMAs is one per course per semester. The Deanship may determine the upper limit.
- The maximum number of MTAs is two per course per semester.
- Each Deanship shall prepare TMAs, MTAs, and final exams for each course.
- TMAs, MTAs and final exams shall be unified in all branches and endorsed by the respective Dean.
- A Deanship may hold more than one MTA in a single semester.
- The MTA and final exam for each course are held simultaneously in all branches according to special instructions issued by the University Council. However, exceptions are allowed in special cases.
- All final exams, MTAs and TMAs are subject to Group Marking and Cross-Branch Marking (CBM).

Article 4: Tutor-Marked Assignments (TMAs)

A) Each Deanship shall prepare TMAs pertaining to the unified courses. In addition to preparing marking guidelines for said TMAs and student assessment criteria pursuant to the standards and procedures enforced by the University Council.

B) As for local programmes, the respective branch Deanship shall create and prepare the TMAs alongside their marking guidelines and student assessment criteria.

C) Each Deanship shall supply their respective branch with all the required TMAs for every offered course in that semester. This is conducted by the beginning of that semester, but also before the start of the second week of the semester.

D) Students shall comply with the approved course calendar's deadlines for submitting each TMA.

E) If a student choses to defer the timely submission of the TMA, he/she will be subject to ***AOU TMA late submission policy.***

F) Students with disabilities or special requirements whose condition impedes writing their own TMAs and/or other required assignments must submit their case to the branch programme coordinator whom then shall refer it to the branch Rector. The branch Rector then proposes the case to the Branch Examination Committee (BEC) and they decide on the appropriate course of action.

G) For each TMA not submitted on its due date, the student shall receive a zero (0) mark unless he/she presents a valid excuse to the bodies assigned by the University. If the excuse is accepted, the student may be given a grace period of **seven** calendar days, i.e. this period includes the immediate weekend following the TMA submission deadline.

H) Each Tutor Marked Assignment (TMA) shall be marked and returned to the student after the tutor's marking and feedback/feedforward have taken place. The student's mark shall be entered in the Student Information System (SIS) within a period not exceeding two weeks from the TMA due date.

I) The Branch Course Coordinator (BCC) shall review random samples of the marked TMAs and students' remarks for each study group to verify compliance of the marking process with the Deanship guidelines. Whenever this review process takes place, the respective Branch shall document it.

J) Students may apply for reconsideration of TMA marks in accordance with Article 10 herein or according to the student appeal procedures adopted by the University. The student is informed of the appeal's results within two weeks (14 calendar days) of their application.

K) According to the Deanship requests and directions, the Branch Course Coordinator (BCC) shall send samples of the Tutor Marked Assignments (TMAs) and examinations to the General Course Coordinator (GCC) for review and follow-up.

L) A student's TMA mark may not be modified unless the Branch Programme Coordinator (BPC) submits a written application specifying reasons of mediation. This application should be approved by the branch Rector and submitted within a maximum period of one week (seven calendar days) following the date when the TMA was returned to the student.

Article 5: Midterm Assessments (MTAs)

Each course's MTA shall be held concurrently for all study groups each semester. The respective Deanship may unify the content and timing of examinations across all branches.

- MTAs shall be held under the supervision of the BCC.
- The duration of an MTA is determined based on the course's credit hours as follows:

Number of Credit Hours	MTA Duration
3-4 credit hours	A maximum of 90 minutes
5-8 credit hours	A maximum of 120 minutes

- Should a student fail to attend the MTA, he/she will be given a **zero (**0) mark unless a force majeure excuse is submitted within seven calendar days of the MTA date.
- If the excuse is found valid, the student may attend an alternative MTA at the date assigned in the academic calendar.

- The MTA is marked by the course tutor. The BCC reviews samples of students 'answer booklets from each study group to verify the marking process as well as the distribution and compilation of marks.
- The course tutor enters the MTA mark into the SIS under the supervision of the BCC.
- MTA results should be announced no later than ten (10) days following the MTA date.
- A student may appeal his/her MTA mark in accordance with Article 10 herein, or according to the appeals procedures determined by the University. He/she will be notified of the appeal's result within 1 week from the appeal submission date.
- A student's MTA mark shall not be modified except following a written request by the programme coordinator and the approval of the branch Rector.
- The student's marks in continuous assessment (MTAs and TMAs) for each course are entered onto the Student Information System prior to final exams by at least 1 week.
- Students 'MTA papers are stored for one (1) semester as reference, if necessary.

Article 6: Final Examinations

Each Deanship shall prepare two (or more if necessary) different versions of the final exam for each course. In addition, an answer booklet and student assessment guidelines for each version must be prepared pursuant to the standards and procedures adopted by the University Council.

- Each Deanship shall provide the Head of Examinations in each branch (or any other staff member the branch Rector delegated the task to) with the final exam questions for each course. This needs to be carried out in a timely manner to allow for copies preparation for each student enrolled in a study group or section in all branches.
- Final exams for all courses shall be held at the end of the semester within the specified period stated in the approved University calendar.
- Final exams for the same course across all branches shall be identical for all the study groups, and shall take place at the same time during the same day.
- The students 'answers in the answer booklet are considered approved and sealed by the University. However, in cases where the answers are written on the original exam script, all student scripts ought to be sealed.
- The final exam question sheet must state the time allotted for the exam and the marks allocated for each question. Time allocation is determined as following:

Number of Credit Hours	Final Exam Duration
2-3 credit hours (10 -15 credit points)	A maximum of 120 minutes
4-5 credit hours (16-20 credit points)	A maximum of 150 minutes
6-8 credit hours (22-30 credit points)	A maximum of 180 minutes

- Students with disabilities /special requirements must inform the BEC through the body assigned by the University's administration about their requirements. For chronic illness

cases, such requests must be submitted at least 1 week (7 calendar days) prior to the date of the mid-term assessment or final examination. However, emergency cases may be accepted up to 3 days before an exam or before the submission of an assignment/project. This advance notification allows the responsible officers to deal with the situation either by providing special equipment or by extending the time allotted to the exam.

Article 7: Receipt of Final Examinations, Marking and Grade Entry

A) Final exams shall be marked at the branches, according to the following standards and procedures:

- The student's name and registration number should be concealed on the exam script in the exam hall before the marker receives the scripts.
- The exam scripts are received from the Exam Steering and Control Committee (ESCC) by the BCC. This is done by filling out a form that contains the number of sections, answer booklets/scripts received, and the date of receipt.
- The University is keen on marking final exams within the campus. No exam scripts are allowed to be moved outside the campus, even in the case of individual marking or CBM.
- Marking shall be conducted pursuant to CBM and Group Marking rules by all course tutors at the branch. Each tutor shall sign his/her name against the question marked by him/her according to the established regulations[1].
- Examination booklets are also distributed randomly among course tutors for double marking. Each tutor shall write his/her signature next to the question marked by him/her according to the established regulations.
- The BCC shall review random samples of the marked answer booklets. The sample size should constitute at least 10% of the total marked booklets.
- Specific procedures are in place for handing out and receiving answer booklets between the marker and the BCC throughout the marking stages. The course title and code number (if possible) should be stated alongside the number of pages and the date of receiving this script. The recipient's name and signature should also be included.

2) The BCC shall also monitor the marks that the students had obtained, and which had been entered by the tutor into the Student Information System (SIS). These marks cannot be changed after this stage.
3) The final exam scripts are stored at each branch for 2 semesters for review, if necessary.
4) A student who fails to attend a final exam shall be given a zero (0) mark, unless a force majeure excuse is submitted within 1 week following the exam date.
5) If the excuse was deemed valid, the letter 'I' shall be entered onto the student's academic record. An 'I' student shall be permitted to re-attend an exam on the first subsequent exam session.
6) If the student fails to attend the same exam on its first subsequent session, "I" shall be converted to "F" in the academic record.

[1] Refer to the Appendix for further information.

7) If the student fails to pass the last course in his/her study plan before graduation, he/she may re-attend the next final exam only if the following conditions are met:
   - Having passed the continuous assessment.
   - The course is registered in the graduation semester.
   - The new grade for this course should be capped at Grade C.

Article 8: Samples

Each branch shall supply the Deanships at HQ with samples of TMAs, MTAs and final exams to be reviewed by external examiners. The samples should represent variations of students' performance levels.

Article 9: Results

A student's final mark in any course shall comprise the total marks earned in the continuous assessment and the final exam.

- Following Branch Examination Committee (BEC) approval, the final marks shall be dispatched by the branches to the Admission, Registration and Examination Departments at HQ, pursuant to the University Council procedures.
- The respected Deanships at HQ, or whoever is assigned by the VPAA&SR, shall process the final marks as received from the branches for each course in accordance with the following University Council approved grading system:

Letter Grade	F	D	C	C+	B	B+	A
Grade Range	< 50%	50-57%	58-65%	66-73%	74-81%	82-89%	≥ 90%

- The respective Deanships may amend the figures presented above should they find it necessary and in line with the course's nature and expected outcome.
- The points which correspond to the above values are determined as follows:

Letter Grade	F	D	C	C+	B	B+	A
Points	0.00	1.50	2.00	2.50	3.00	3.50	4.00

- Grade D shall be the minimum pass rate.
- A student is considered failed in a 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, the grade FC shall be entered into his/her record.
  2) If a student was absent from the final exam without an acceptable excuse, the grade FA shall be entered into his/her record.
  3) If the student's mark in the final exam was less than 40% of the overall mark, the grade FF shall be entered into his/her record.

4) If the student's final mark—the total marks obtained in the continuous assessment and the final examination—was less than 50%, the letter F shall be entered into his/her record.

- The results of any course shall be approved by the Central Examination Committee following a recommendation by both the Course Assessment Committee and the Faculty Examination Committee of the respective Deanship..

Article 10: Appeals

This article should be read in conjunction with Article 23 of ***The Bachelor's Degree Award Requirements Bylaws at the Arab Open University***.

A) <u>Formation of Appeals and Re-Appeals Committees:</u>

- Branch Appeals Committee (BAC): For each academic programme, a respective BAC shall be formed comprising:
  1) Respective Branch Programme Coordinator / Committee Chairperson.
  2) Two members of the academic staff including the BCC or GCC, if possible.
- Branch Re-Appeal Committee (BRC): For each academic programme, a specialized BRC shall be formed comprising:
  1) Assistant Director/Rector for Academic Affairs as Chairperson.
  2) Two members of the teaching staff of the respective course. They also should not be members of the respective appeal committee.

B) <u>Duties and Procedures of the Branch Appeal Committee and Branch Re-appeal Committee:</u>

1) A student may request a final grade review in any course within seven calendar days from the date of posting the approved course results through the online appeals system, and upon completing the relevant procedures as set by the University.
2) The BAC shall consider the student's appeal and verify the absence of any error in computation or in entering the student's marks in the course, as well as the absence of unmarked questions. The student should be informed of the committee's recommendation(s), that will then be forwarded to the CEC to be approved within two weeks (14 calendar days) of the appeal submission.
3) The student may object to the committee's recommendation/decision and re-appeal through the branch Rector to the competent BRC within one week (7 calendar days) of being notified with the appeal outcome.
4) The BRC shall study the student's appeal to make sure that there is no material error. The student shall be informed of the committee's recommendation(s) within two weeks of submitting the re-appeal. The ruling is then submitted to the CEC for approval.
5) The BAC may consult with the respective GCC or academic programme Deanship, if necessary.

6) The Branch Re-appeal Committee must consult with the respective General Course Coordinator (GCC) or academic programme Deanship before submitting its recommendation to the Branch Rector for endorsement.

7) If either of the committees 'rules that the student's mark ought to be changed, the Rector shall convey the recommendation(s) to the VPAA&SR within the seventh week of the declaration of results, to be submitted to the Central Examination Committee (CEC) for a final approval.
8) The Vice President for Academic Affairs &Scientific Research (VPAA&SR) brings to Central Examination Committee (CEC) members' attention all the appeal and re-appeal cases received from the University branches for final approval.
9) Following the approval of the Central Examination Committee, the student's mark is updated by the authorized persons as required, provided that the changes are recorded in the student's file.
10) The student's right to appeal or re-appeal concerning his/her case shall be waived if he/she did not abide by the deadlines noted in Clauses A and C herein.
11) The student's result should be confirmed as final and irrevocable 1 semester after its adoption. No changes can occur from this point onward.

Article 11: Language Placement Test (LPT)

A) All freshmen shall undertake 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 LPT and shall be treated according to the standards approved by the University Council.

C) Depending on the freshmen's score in TOEFL and/or IELTS, he/she either can be exempt from taking the English LPT or exempted from some courses as shown below. They also ought to have taken either test not more than two years prior to applying.

TOEFL Score			IELTS Score	Student is Exempted from
Internet-Based Test (IBT)	Computer-Based Test (CBT)	Paper-Based Test		
30	93	397	3	EL097
41	123	437	4	EL098
53	153	477	4.5	EL099
65	183	513	5.5	EL111
79	213	550	6.5	EL112

D) Students may be exempted from pursuing one or more university-required Arabic compulsory course(s) pursuant to the scores obtained in the Arabic LPT, and in accordance with the standards approved by the University Council.

Student Grade in Placement Test	Student is Exempted from
0 — 59%	No exemption
60% — 89%	AR111
90% and above	AR112

If a student is undertaking the updated university requirements, the exemptions will differ as following:

Student Grade in Placement Test	Student is Exempted from
0 — 74%	No exemption
75% and above	AR113

E) On entry, the freshman's academic record shall contain a record of all courses from which the freshman has been exempted due to his/her performance at the Arabic and/or English LPTs. These exempted courses shall be marked "CR". Moreover, the credit hours associated with exempted courses shall not be included in the freshman's cumulative averages.

Article 12: Cheating and Plagiarism

A) Any student found to be committing any act of cheating or plagiarism shall be referred to ***The Student Conduct and Disciplinary Procedures Bylaws at the Arab Open University***.

B) The following acts represent cases of cheating and plagiarism:

- Verbatim copying of printed or Internet material, and submitting them as part of TMAs without proper academic documentation.
- Copying other students 'notes or reports.
- Using paid or unpaid material prepared for the student by individuals or firms.
- The use of materials or tools that are prohibited in examinations, or attempting to do so.

Article 13: Branch Examinations Committee (BEC)

A) The Branch Examination Committee (BEC) shall be formed at the beginning of each academic year. It shall comprise of:

- Branch Rector/Chairperson.
- Academic Assistant of branch Rector.

- Academic Programme Coordinator at the branch (on rotation basis).
- Head of Admission, Registration and Examination at the branch.
- Head of Quality Assurance Unit at the branch.

B) The BEC shall assume the following major functions:

- Organize the administering of examinations at the branch.
- Devise a plan for conducting and marking final exams and entering their results pursuant to procedures adopted by the University and its competent Deanships.
- Review results of various course examinations, recommend their approval and then submit them to the Admission, Registration and Examination Departments at HQ.
- Consider student objections pertaining to their final marks as per endorsed procedures.
- Endorse lists of graduates, and issue recommendations.

C) The VPAA&SR shall be notified of the BEC formation decision by the branch Rector.

Article 14: Course Assessment Committee (CAC)

A) The Course Assessment Committee(CAC) shall comprise:

- GCC/Chairperson.
- Two Branch Course Coordinators as members.
- The course external examiner as a member.

B) The CAC shall conduct the following main tasks:

- Review course continuous assessment (TMAs, MTAs) and final exam samples.
- Deliberate on course results.

C) The CAC shall submit its report to the Faculty Examination Committee.

Article 15: Faculty Examinations Committee (FEC)

A) The Faculty Examination Committee(FEC) shall be formed at the beginning of each academic year and shall comprise:

- Relevant Dean/Chairperson.
- Two faculty members at the Deanship.
- The Chief External Examiner.
- Head of the Registration and Examinations Department.

B) The FEC shall be entrusted with the following main tasks:

- Examine the final course results and make the necessary recommendations to the CEC for approval.
- Consider external examiners and CAC reports then submit recommendations to the CEC.
- Approve graduates lists and make recommendations to the CEC.

Article 16: Central Examinations Committee (CEC)

A) The Central Examinations Committee(CEC) shall comprise:

- The VPAA&SR/Chairperson.
- Academic Programmes Deans.
- Head of Registration and Examination Department.
- Director/Rector of Quality Assurance and Accreditation Department.
- Chief External Examiners.

B) The CEC shall assume the following tasks:

- Approve final course results as per recommendations from the BEC and FEC.
- Approve any modifications of students' grades as received from FEC or BAC/BRC.
- Approve expected graduate lists.
- Approve unified forms of recording marks at the branches to prepare them for viewing by different examination committees.
- Devise general frameworks and policies pertaining to University examinations without prejudice to the relevant provisions of University bylaws and regulations.
- Study any obstacles impeding the implementation of examination rules and procedures, and submit appropriate proposals for resolving to the University Council.

Article 17: General Provisions

A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.

B) The Vice Presidents, Deans, Branch Director/Rectors and Head of Admissions, Registration and Examination departments shall be responsible for implementing the provisions of the current bylaws.

C) The University Council shall decide on any cases that are not covered by the provisions of the present bylaws.

Appendix: Coordination, Marking and Sampling

1) Group marking means the participation of more than one marker in the marking of an exam script. This can be done by assigning each marker to mark certain questions in all scripts. Thus, more than one tutor will have marked all scripts. In case a course has only one tutor, the Programme Coordinator asks another tutor to review the marking of the scripts.
2) Before group marking begins, a coordination meeting shall be held comprising course tutors and the Branch Course Coordinator to discuss the answer key and the full marking of a random sample of exam scripts by each tutor to agree a unified system of marking and to assign a marker for each of the exam questions.
3) There should be minutes for each course meeting which shows the names of markers, the question(s) he/she shall mark and his/her signature.
4) All markers shall fully abide with the answer key and the marks allotted to each part of the answer in order to guarantee marking objectivity and uniformity in all AOU branches.
5) All markers must calculate the marks given by adding them and ensuring that they are correctly transferred to the cover of the exam booklet.
6) The marks attained by the student must be recorded on the cover of the exam booklet and inside it in one language to avoid mistakes that happen when marks are added up. The mark should also be written in letters.
7) Emphasis ought to be placed on distributing the marks of each questions to parts thereof in accordance with the marking instructions/sample and avoid writing a single overall mark.
8) When group marking is finished, the course coordinator chooses random samples to be reviewed by him in order to ensure marking objectivity and precision.
9) The marks reviewing process is made by exchanging scripts between markers in a documented manner.
10) There must be documentation of receiving and exchanging scripts in which the number of these scripts is recorded together with the course title, its number, the date of the action, and the name and signature of the person who received the scripts throughout all marking stages.
11) An adequate number of TMAs, MTAs and exam scripts for each marker must be sent to the Deanship concerned. The marker's name should be written on all samples.
12) Samples must be scanned and sent on a CD, which should be checked to confirm that it functions properly before it is sent to the Deanship concerned in good time.
13) The use of examination seals should be the responsibility of one or more members of the control committee.

Appendix A3:

The Summer Semester Bylaws at the Arab Open University

Approved by University Council No. 67

September 25, 2019

Article 1: Title

The present bylaws shall be named:" The Summer Semester Bylaws at the Arab Open University."

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
Director/Rector	The Director/Rector of an Arab Open University branch or campus
VPAA&SR	The vice President of academic affairs and scientific research
Branch	An Arab Open University branch or campus
Units	Approved course credit hours
Class Hour	One hour face-to-face tutorial session

Article 3: Summer Semester Period

The summer semester is considered optional. It starts after the end of the second semester and spans 8 weeks; 7 of which are for studying and the last week is for Final exams.

Article 4: Summer Semester Beneficiary

The following types of students can benefit from the summer semester:

- Students of the University.
- Students of other universities.

Article 5: Credit Hours and Studying Sections

A) Student's Study Load:

1) Maximum Load: students are allowed to register a maximum of 12 credit hours during the summer semester. For a graduating student, up to 16 credit hours may be allowed if the branch Rector approves.
2) Minimum Load: the minimum credit hours per student shall be 3 credit hours per summer semester.

B) Study Groups/Sections:

1) Maximum Load: up to 30 students can be in a section for a course.
2) Minimum Load: the minimum threshold is dependent on course credit hours.
   - 8 credit hours courses can have a minimum of 10 students.
   - 3-4 credit hours courses can have a minimum of 15 students.

3) If the number of students in any section of any course is less than the minimum number shown above, the University shall either unite two sections of the same course or cancel the section before the beginning of the semester.
4) For exceptional cases, and with the Rector's prior approval, it is possible to allow a section to have less than the minimum requirement shown above. For example, if the cancelation of the section would delay the graduation of some graduate students.

Article 6: Tuition and Registration Fees

A) Registration fees are decided upon and approved by the University management.
B) University administration has the right to raise fees up to 50% over regular course fees.
C) Each branch can decide the suitable fees, especially due to unique country factors. This holds while Clause B is not breached.

Article 7: Admission and Registration

According to admission policies and procedures determined by the University:
A) New students may be admitted in the summer semester.
B) A continuing student can register for the summer semester.

Article 8: Drop and Add

A student has the right to withdraw/drop or add during the period announced by the University. The conditions are as follows:

A) Adding Courses:

1) A student has the right to add new courses during the first 3 days of a semester's first week.
2) The adding period may be extended for a maximum of one week providing that the VPAA&SR has been notified in advance.

B) Dropping Courses:

1) A student has the right to drop from any course from the start of the semester up to the 6th week. However, the following refund policies do apply:

Withdrawal Period	% of Student Reimbursed Fees
Before study commencement; during the drop and add period	100% from the registered courses fees only
After study commencement and until the end of the second week	70% from the registered courses fees only
After the end of the first quarter. Weeks 3, 4, 5 and 6.	No reimbursement

2) Should the student drop any course, the student shall be marked W[10] in the score detection.
3) Following the period specified in Clause B Item 1, a student has no right to withdraw/drop after the 6th week of the semester.

Article 9: Work-Teaching Load

A) The maximum number of courses allowed for academic staff to teach are:
   1) 4 courses in the case of 3-4 credit hours.
   2) 2 courses in the case of 8 credit hours.
B) The maximum load (number of groups) for teaching staff are as follows:
   1) 6 groups in the case of 3-4 credit hours.
   2) 3 groups in the case of 8 credit hours.
C) The number of class hours is the same as in normal semesters due to the credits assigned to each course and that they are distributed over the duration of the semester. In addition, each course has two office hours assigned.

Article 10: Priority for Teaching

A) A faculty member should be the following:
   1) A full time academic staff member.
   2) Academic staff member who has previously taught the same course during a regular semester.
B) If Clause A is unsatisfied, the University Dean and Rector shall decide on who will be assigned the task of teaching from the part time academic staff who had taught the course in previous semesters.

Article 11: Honorarium and Bonuses

Special contracts shall be signed between the University and the academic staff teaching in the summer semester. The terms dictated are as follows:

A) Academic staff shall earn bonus fees for attending tutorials and abiding by office hours during the summer semester. The fees shall be equivalent to those provided to part-time academic members that teach during regular semesters for each study group.
B) The University branch can decide on a suitable bonus so long as it is within the limits of Clause A and the country branch regulations.
C) The summer semester supervisor shall get receivables from the University administration, approved by the President.

Article 12: Timetable

A) Branches shall suggest the courses for the summer semester before the end of the second semester. This is to be done in coordination with the programme Deanship at HQ.
B) Branches shall secure the offered courses teaching staff.

[10] W stands for Withdrawn.

C) The VPAA&SR shall approve the offered courses, timetable and exams.

Article 13: Assessment, Examination, Absence and Attendance

A) Academics should abide by the face-to-face classroom meetings and office hours schedule according to the University administration instructions.

B) University bylaws and regulations shall be applied to students registered in the summer semester. Examples of such bylaws include, but are not limited to, Examination and Assessment Bylaws, Absence and Attendance Policy, Plagiarism Policy, and Transfer Bylaws.

Article 14: General Provisions

A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.

B) The University Rector shall be responsible for implementing the present bylaws.

C) The University Council shall decide on all cases not covered by the provisions of the current bylaws.

Appendix A4:

The Student Transfer Bylaws at the Arab Open University

Approved by University Council No. 67

September 25, 2019

Article 1: Title

The present bylaws shall be named: ″The Student Transfer Bylaws at the Arab Open University.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University	The Arab Open University
Rector	The Rector of an Arab Open University branch or campus
Branch	An Arab Open University branch or campus

Article 3: Transfer and General Procedures

1) Student transfer is classified into three different categories as follows;
   - Students wishing to Transfer from one Branch to another.
   - Students wishing to Transfer from one Programme to another.
   - Students wishing to transfer from one Track to another within the same major.
2) A committee named ‘‘Students’ Transfer Committee’’ shall be formed in each AOU Branch Country.

Committee Formulation:

1) The Committee shall comprise the following members:
   - The Assistant Director for Academic Affairs as the committee Chair
   - Programme Coordinators as members
   - Head of Admission & Registration as a member
2) The committee shall consider transfer applications and take the appropriate decisions according to stipulated rules and procedures.
3) Special application forms will be devised for each category to be filled and submitted to the designated department in AOU Branch (Admission& Registration Department or Students’ Affairs Department).
4) Applications will be made before the end of the semester during the stipulated period but transfer will take place in the beginning of the following semester.

Article 4: Transfer between Branches

1) When applying for transfer from a branch, the student should be fully registered in that branch and not a discontinued student, and without any outstanding disciplinary issues leading to expulsion from the university.
2) The student shall fill in the respective form before the end of the semester and according to the specified dates schedule, stating the reasons for his/her transfer.
3) In certain circumstances, a student may apply for transfer from one branch to another during

the semester provided that he/she can provide a valid reason for the transfer.

4) The student shall pay the appropriate transfer fee amounting to ($100) when filing the application. If the application is rejected, the student has the right to receive a refund of the money. As for the case of accepting the request, the amount is settled equally between the original branch and the branch that the student is transferring to.
5) Normally, transfer should occur within the same programme in which the student is registered. If not, admission to a different programme will be considered according to fulfilment of the programme admission requirements in the original branch, and then the application for transfer is reviewed.
6) Where necessary, it is the student's responsibility to get a residence permit in the branch country to which he/she wants to transfer. Including the necessary entry visas and other requirements.
7) The application form will be submitted to the respective authority in the original branch to be submitted to students' transfer committee to be scrutinized to ensure that the applicant has settled all financial commitments in the original branch.
8) The Students' Transfer committee in the original branch will look into the application and if approved the student application along with the necessary information will be sent to the rector of the new branch to the Branch Student transfer committee.
9) When a transfer has been approved by the two branches, the student's file including the student's academic record is sent to the new branch.
10) The student's grades will be transferred according to the procedures set in article (7-A) of this bylaw
11) Before joining the new branch, the student should be informed about any admission conditions or requirements observed in the new branch so that he/she can fulfill these conditions either before or after joining the new branch.
12) The tuition fees of the new branch will apply for the transferred student.

Article 5: Transfer between Academic Programmes

1) The student submits its transfer application form to the respective authority according to the instructions and procedures stipulated by the branch management taking into consideration the following:

- The availability of space for an extra student in the programme as per the numbers of students admitted to the Programme and its carrying capacity.
- The student's average in the secondary school certificates should not be less than the average required by the programme to which the student is applying to transfer.
- Fulfilment for any other academic qualification required for admission to the new academic programme.

- Passing any qualifying exams requested by the Programme that the student is applying to join.
- Ensure that the transfer do not lead to a critical situation on the Programmes being transferred from.

2) Upon formal transfer approval by the respective authority and course transfers will be dealt with according to section "b" of article 7 of this bylaw.
3) The Branch may set any other conditions/fees provided that it is in compliance with the University set procedures.
4) The Branch may set other conditions for the fulfilment of local accreditation requirements.

Article 6: Transfer between Academic Programme Tracks

The student submits a transfer application form to the respective authority according to the instructions and procedures stipulated by the branch management taking into consideration the following:

1) Upon approval, the student will be formally notified by the respective authority and course transfers will be dealt with according to Article 7, Clause C of this bylaw.
2) The Branch may set any other conditions/fees provided that it is in compliance with established University procedures.
3) The Branch may set any other appropriate conditions to satisfy the requirements for local accreditation.

Article 7: Equating Courses for Transferring Students

A) **Equating courses for students transferring between AOU Branches:**

- Successfully completed courses in the previous Branch shall be accepted in the new branch, provided that such courses are offered in the new Branch study plan.
- Exempted courses per the placement tests results (CR) will be transferred to the student's record in the new branch.
- Course Equivalency Bylaws and Procedures will apply to courses studied in the original branch.

B) **Equating courses for students transferring between Academic Programmes:**

- So long as they are part of the requirements of the new programme, shared and passed courses by the two programmes will be credited to the student. Additionally, course grades (Fail or Pass) will be transferred to the student's record.
- Other courses studied by the student in the previous programme, but are not shared in the new programme will still appear in the student's record, but they will not be entered in cumulative GPA calculations.

C) **Equating courses for students transferring between Academic Programme Tracks:**

- Course grades (Fail or Pass) for all shared courses will be credited to the student in his/her academic record.
- Other courses studied by the student in the previous programme, but are not shared in the new programme will still appear in the student′s record, but they will not be entered in cumulative GPA calculations.
- Mandatory courses of one track may be considered as optional courses in another track.

Article 8: General Provisions

A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.

B) The VPAA&SR, branch Rectors, Dean of Academic Programmes and Director/Rector of Admissions, Registration and Examination shall be responsible for implementing the present bylaw.

C) The University Council shall decide on all cases not covered by the provisions of present bylaws and shall resolve any conflicts arising from their implementation.

Appendix A5:

The Course Equivalency Bylaws at the Arab Open University

Office of the Vice President for Academic Affairs & Scientific Research

Approved by University Council No. 75

2022

Article 1: Title

The present bylaws shall be named: ″The Course Equivalency Bylaws at the Arab Open University.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
Director/Rector	The Director/Rector of an Arab Open University branch or campus
VPAA&SR	The vice President of academic affairs and scientific research
Branch	An Arab Open University branch or campus
Programme	An academic major accredited for a Bachelor's award
Study Plan	A distribution of courses pursuant to the components of an accredited academic programme
Course Equivalency	The measures undertaken to review a course studied by a student in a recognized higher education institute to confirm its equivalency to a course offered at AOU
Credit Transfer	Giving credit for courses completed at a recognized higher education institute

Article 3: Course Equivalency Rules

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) An AOU enrolled student may apply for the equivalency of courses completed by him/her in another Higher Education Institution/ Academic Programme within the first two weeks of study of the 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) The earned grade subject to equivalency was obtained less than five years back or less than that as per the specific programme regulations.

6) Course equivalency will only be considered when the course credit hours to be equalized equals or more than the course offered by AOU.

7) 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.

8) 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.

9) 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.

10) Course equalization shall not be allowed for OU-UK courses of levels 5 and 6.

11) With due consideration to Item 10, Courses that have contents corresponding to those offered by the Arab Open University may be equated for AOU's local programmes only provided that their total value does not exceed 64 credit hours.

12) 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.

13) 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 that shall be formed in each AOU country branch.

1) ***Committee Formulation:***

- Committee Chair: the Programme Coordinator
- Members: two experienced academic staff

2) ***Committee Tasks:*** to consider and approve the concerned Academic Department′s recommendations regarding the equated courses, then submit them to the branch Rector for endorsement and inclusion in the student record.

B) **The Branch Central Course Equivalency Committee:** a committee formed by the AOU Branch Council.

1) ***Committee Formulation:***

- Committee Chair: branch Rector
- Members:
  - Faculty Local Dean / PC
  - Experienced Academic Staff
  - Head of Admission & Registration in AOU country branch
  - Quality Assurance Coordinator in AOU country branch

2) ***Committee Tasks:*** to consider the Academic Programme Course Equivalency Committee recommendations following their examination by the concerned Department, to take appropriate decisions thereon and send a copy of its decisions to the concerned Dean in Headquarters through the VPAA&SR's office.

Article 5: Course Equivalency Procedures

A) Course equivalency procedures shall be unified in all AOU branches with due consideration to local accreditation requirements. They are as follows:

1) A student applying should fill the University approved equivalency request form within the specified period, pay the stipulated fees, and submit the application file containing 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 AOU.
   - Detailed description of completed courses duly certified by the relevant institution.
2) Equivalency applications shall be examined by the respective Branch Equivalency Committee 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 and takes appropriate decisions.
4) Following the entry of the equated courses into the Student Information System (SIS), 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 VPAA&SR's office for review and monitoring purposes.

B) The student may appeal against the equivalency result within 7 calendar days of the equivalence result announcement.

C) The student will be notified with the appeal outcomes within 7 calendar days.

D) The student may re-appeal the decision as per the ***AOU Appeals and Complaints Policy and Procedures.***

E) The Admission and Registration department in each AOU Branch will monitor the course equivalency process to ensure that it is applied consistently to all applications.

Article 6: Course Equivalency for AOU Graduates and Students

A) Course equivalency for graduates that are interested in studying another programme

1) A graduate from a programme that is not derived from the Open University (UK) whom is interested in studying a programme that is derived from it:

- It is permitted to accept common courses completed by the student in their previous study plan, provided that the value of such accepted courses does not exceed 48 credit hours, per University stipulated regulations and procedures.
- Such courses shall be computed within the student′s cumulative average (GPA).

2) A graduate from a programme that is derived from the Open University (UK) wishing to study another programme not derived therefrom:

- It is permitted to accept common courses completed by the student in their previous study plan, provided that the value of such accepted courses does not exceed 24 credit hours within University and respective Deanship requirements, per University stipulated regulations and procedures.
- Such courses shall be computed within the student′s cumulative average (GPA).

3) A graduate from a programme that is derived from the Open University (UK) whom is interested in studying a programme that is also derived from it:

- It is permitted to accept common courses completed by the student in their previous study plan, provided that the value of such accepted courses does not exceed 64 credit hours, per University stipulated regulations and procedures.
- Such courses shall be computed within the student′s cumulative average (GPA).

B) Course equivalency for dismissed students or students whom enrollment was cancelled

Discontinued due to emergencies or special circumstances:

1) Discontinuation for a period not exceeding 4 semesters:

- The student shall be exempted from studying all successfully completed courses 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 that the student will return with his/her old University ID.
- If the 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 a period exceeding 4 semesters (5+):

- The student will be given a new identification number and will be registered in a new study plan (the current study plan of the programme).
- The student may apply for course equivalency for previously studied courses, per University stipulated regulations and Branch procedures.
- The common courses of both study plans where the student has achieved a Pass will be included in his/her GPA, provided that the new record GPA will not plummet below 2.0.
- The equated courses and grades will be transferred to the student′s new record and displayed at the beginning.

Discontinued due to being academically dismissed:

- Per Clause D, Article 25 of the AOU Bachelor's Degree Award Requirements Bylaws at the Arab Open University, a student who has been academically dismissed from a certain programme cannot be re-enrolled in the same programme.
- The student who has been irrevocably dismissed from the University on academic grounds may apply for re-admission to any other University programme except for the one he/she was dismissed from. The student may also apply to be re-admitted into 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 the GPA calculation.
- The courses shall be included in his/her cumulative average (GPA).

Article 7: General Provisions

A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.

B) The VPAA&SR, Branch Director/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.

Appendix A6:

الجامعة العربية المفتوحة
Arab Open University

The Student Conduct and Disciplinary Procedures Bylaws at the Arab Open University

Approved by University Council No. 67

September 25, 2019

Article 1: Title

The present bylaws shall be named: "The Student Conduct and Disciplinary Procedures Bylaws at the Arab Open University."

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
Director/Rector	The Director/Rector of an Arab Open University branch or campus
VPAA&SR	The vice President of academic affairs and scientific research
Branch	An Arab Open University branch or campus
Faculty Member	A professor, associate or assistant professor, or lecturer appointed at an AOU branch or HQ

Article 3: Violation Definition

Any violation of the University's laws, statutes and bylaws, and any breach of proper conduct, norms and University traditions shall be deemed punishable. Examples include, but not limited to:

1) Any act that is incompatible with honor and dignity, or that which breaches good conduct inside the University.
2) Actions that result in inflicting harm to the University's properties.
3) Direct disruption of tutorials or exams, or incitement to do so. Also, refraining from performing academic and other related University activities.
4) Any attempt to leak exam questions or cover up those attempting to do so.
5) Organizing gatherings or non-academic meetings within the University without prior approval of the University's administration.
6) Distribution of leaflets, issuance of bulletins, in any form, or collecting signatures for any purpose without the approval of the University's administration.
7) Any sit-in within the University campus or participation in demonstrations or gatherings that are deemed contrary to public order or public morals in the University.
8) Any publication that offends the University's reputation or its employees, or reporting false information to the administrators of the University.
9) Assault by word or action, or both on any of the faculty members, employees, students, or guests.
10) Any impersonation of others in any matter related to the University and its affairs.
11) Carrying or using licensed or unlicensed firearms and sharp instruments.

Article 4: Respective Committees and their Formulation

(First): Investigation Committee in Article 3 Cases

A) Formed by a decision from the branch Rector, comprised of the following:
- Chair: An experienced faculty member.
- Member: A Faculty member of one of the programmes.
- Secretary: Student Affairs Administrator.
- *Invitation Only:* Legal Advisor, if needed.

B) Committee duties are as follows:
1) Summoning the student.
2) Verifying the incident.
3) Submitting the recommendation to the Primary Disciplinary Council.

(Second): The Primary Disciplinary Council

A) Formed by a decision from the branch Rector at the start of each academic year, comprised of the following:
- Chair: Deputy Director/Rector or his/her representative
- Members:
  - Head of the Examination Department / BEC
  - Two experienced Faculty
- Secretary: Student Affairs Administrator.

B) Council duties are as follows:
1) Reviewing and discussing the recommendations of the Investigation Committee.
2) Determining the appropriate penalty within the approved authority.

Note: the council has the right to invite anyone deemed important to the council or case at hand.

(Third): The Supreme Disciplinary Council

A) Formed by a decision from the branch Rector, comprised of the following:
- Chair: Deputy Director/Rector
- Members:
  - Local Dean / Programme Coordinator
  - Academic Staff
- Secretary: Student Affairs Administrator.
- *Invitation Only:* Legal Advisor, if needed.

B) Council duties are as follows:
1) Reviewing the Primary Disciplinary Council decisions and recommendations.
2) Discussing students' appeals on decisions issued by the Primary Disciplinary Council and verifying them. If necessary, appeal case history will be reviewed and verified.

C) The Chairperson shall have the right to:

1) Invite anyone deemed important to the council or case at hand.
2) Decide on any resolution in the case of equal opposing votes.

Article 5: Penalties

If any of Article 3's listed conduct offenses take place, at least one of the following penalties shall be applied:

1) Written Notice.
2) Written Warning.
3) Final Written Warning.
4) Failure of the Course.
5) Dismissal from the University for the duration of one semester following the violation.
6) Dismissal from the University for more than one semester following the violation.
7) Final Dismissal from the University.

Note: The penalties inflicted should be dependent on the case at hand without abiding by the sequence listed in this article.

Article 6: Authorities Competent to Impose Penalties

A) The Primary Disciplinary Council is entitled to enact the penalties mentioned in Article 5.
B) The Supreme Disciplinary Council is entitled to enact any of the penalties mentioned in Article 5 upon the recommendation of the Primary Disciplinary Council.

Article 7: Plagiarism in Course Work Assignments

A) The student commits plagiarism if he/she involves in verbatim copying from any source, and in any form of material required for the assignments and reports, and submits them without proper scientific citation. Additionally, if another party prepares the piece of work for the student to use and be presented as if it were their own, whether with or without associated cost.
B) The course tutor shall discuss the case with the coordinator of the course for investigating and confirming the plagiarism case. When the incident is established, the course tutor may apply the following penalties:
    1) Deducting marks from the student's assignment according to the established respective policies.
    2) In case of repeated plagiarism in the assignments, refer the student to the Primary Disciplinary Council to pass on the following penalties whether collectively or individually:
        - Apply the policy adopted for plagiarism in assignments.
        - Failure in the course and dismissal from the University for one semester following the semester in which the violation took place.

The Primary Disciplinary Council also has the right to recommend to the Supreme Disciplinary Council the following penalties:

A) Dismissal from the University for more than one semester following the semester in which the violation took place.
B) Final dismissal from the University.

Article 8: Cheating on Exams or Violation its Regulations

A) Any student caught in the act of cheating or attempted cheating shall be reported by the hall supervisor or attendee. The report should state the student's name, ID number, assessment date and description of case. It shall be handed over to the Examination Department, Examination Committee Officer or any staff member delegated by the Rector.
B) The incident shall be referred to the Chair of the Investigation Committee whom shall report to the Primary Disciplinary Council.
C) If cheating is verified, the following penalties apply:
    - Grant a 0 mark for the subject matter exam whether it was a midterm or a final.
    - Failure in the respective course of study.
    - Failure in the respective course of study and dismissal from the University for one semester following the semester in which the violation took place.
A) In the event of repeated cheating or attempted cheating, the Primary Disciplinary Council should submit its recommendation to the Higher Disciplinary Board for the following penalties:
    - Dismissal from the University for one semester following the semester in which the violation took place.
    - Final dismissal from the University if cheating has occurred more than twice.

Article 9: Appeals

A) A student has the right to appeal the decision of the Primary Disciplinary Council to the Supreme Disciplinary Council within 15 days from the date of the student notification.
B) In this case, the Supreme Disciplinary Council decision shall be deemed final and not subject to appeal.

Article 10: Retrospective Penalties

Discovering cheating or plagiarism later does not exempt the student from incurring consequences. Such consequences may include the revocation of an obtained award.

Article 11: General Provisions

A) Penalties shall be recorded in both the student′s file and student information system.
B) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.

C) The Rectors of the University shall be responsible for the implementation of the provisions issued under these regulations.
D) The University Council shall discuss the cases where no provision is made in this bylaw.

Appendix A7:

Arab Open University

Scheme of Plagiarism Penalties

Version 4
Modified and Updated for the Academic Year 2022-2023

Introduction:

Plagiarism at AOU is considered as serious academic offenses and therefore dealt with stringently. Students and tutors alike are expected to comply with academic standards and rules for students ' assessments that stress academic integrity.

Definitions:

Plagiarism:

The *Online Oxford English Dictionary* definition of plagiarism is as follows:

"The practice of taking someone else's work or ideas and passing them off as one's own" "Plagiarism is another form of cheating which occurs when a studentis working independently on an assignment (e.g. essays, reports, presentations) and presenting other people work as one's own".

Examples of Plagiarism include copying from a single or multiple sources using one or more of the following as the basis for the whole or good part of the assignment.

1) Published or unpublished books, articles or reports,
2) The Internet,
3) The media (e.g.TV programmes, radio programmes or newspaper articles)
4) An essay from an essay bank,
5) A piece of work previously submitted by another student.
6) Copying from a text which is about to be submitted for the same assignment

Academic integrity:

Definition: " Academic integrity is the moral code or ethical policy of academia".
Academic integrity allows students and staff the freedom to build new ideas, knowledge and creative works while respecting and acknowledging the work of others.
Academic integrity embraces the values of accuracy, honesty, fairness, responsibility and respect. The University students are expected to take an active role in their own the information they need to study and to be honest in reporting their ideas and ideas derived from others.

Academic Misconduct:

"Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community"

Academic misconduct includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping others to gain an unfair academic advantage.

“

The current plagiarism scheme of penalties and combating approach has been developed after a process of considerable analysis of the implementation and outcome of the previous policy that was designed and floated for a number of years. The scheme reinforces that curbing plagiarism cannot be restricted to merely detecting but has to lead to measures that help students identify aspects of writing that amount to plagiarism and thus develop their skills in refraining from leaning on plagiarism to communicate their work of writing. It also acknowledges the institutional role in combating plagiarism by having stricter enforcement and compliance measures by the teaching staff. This holistic approach in combating plagiarism coupled with a stretched leverage of benefit of doubt to the students as compared to that of the previous policy. The current policy aims to be able to develop a plagiarism free culture at AOU.

Implementation of plagiarism policy and plagiarism scheme of penalties at AOU rests on the following three principles:

1. **Academic Integrity:** Both students and staff are expected to observe the highest level of integrity to the academic work undertaken at AOU. At no point of time should students adopt methods wherein they indulge in academic malpractice such as plagiarism and contribute towards misjudgment of their actual learning outcome. Tutors are also expected to maintain highest standards in assessing student work and at all times and have no tolerance to plagiarism.
2. **Accountability:** Tutors assessing students work are accountable at AOU to ensure that no plagiarized student work is passed. Tutors are required to document any plagiarized work found and provide justified evidence of the same. All official forms for recording plagiarism numbers and implementation has to be maintained and produced when deemed necessary.
3. **Academic Judgement:** A blanketed approach to defining plagiarism for all courses cannot be applicable always. The nature of certain courses e.g; programming courses cannot be viewed for plagiarism with the same parameters as that of other courses and therefore the approach to defining what constitutes as plagiarism will be different. Since manual detection of plagiarism can be a lengthy and complicated process especially when it involves large volume of students ’work, electronic detection using plagiarism software is a feasible option. However, relying on it solely may not be the best option and therefore combination with manual analysis, nuanced academic judgement and clear processes must provide the means to determine if plagiarism has occurred.

The following is the generic plagiarism scheme for all university programmes except for the information technology and computing Programme of the Faculty for Computer Science (FCS).The specific FCS scheme of penalties is shown below.

Offense (1st time)	**Penalty**	**Further Action**	
	Proposed deduction of marks	***Preventive measures***	***Documentation***
Plagiarized/copied: 0 to 30%	Assessment is marked normally, except for the plagiarized section. The tutor should comment on it.	Student is directed to refer to plagiarism tutorial.	
Plagiarized/copied: Over 30%	Award 0 mark	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Purchased assignment/contract cheating	Award 0 mark	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Collusion: Similarity level > 50%	No marks will be awarded for the questionable (colluded) section.	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Collusion: Similarity level < 50%	Award 0 mark		Formal warning in addition to placing the

			incident in the student's record.

Following is the plagiarism penalty scheme for Faculty of Computer Studies (pursuant to the nature of the course)

Faculty of Computing Science - Plagiarism Penalties

All level 2/5 and 3/6 modules follow the same rules

Similarity ratios and their corresponding penalties are as follows:

1) Similarity between [30% - 49%]: deduct 30% of the marks
2) Similarity between [50% - 69%]: deduct 50% of the marks
3) Similarity between [70% - 89%]: deduct 70% of the marks
4) Similarity between [90% - 100%]: Students get zero

- All papers with similarity ratio ≥70% should be subject to extra academic judgment from the tutor.
- For papers with similarity <30%, the tutor has the right to academically judge the percentage of the undiscovered plagiarism (if exist), hence taking the proper action.
- If the assessment contains a part that is most likely to result in similar/identical students' answers, this part should be excluded from the similarity percentage.
- In case of similarity between two students from different branches, both submissions should be investigated for the same penalty.
- It is the Tutor's full responsibility to implement the above rules and to provide rationale on the student –feedback form.

First Offense

Implémentation:

- The primary responsibility of detecting plagiarism in student work would remain with the individual tutor who should always use his specialist knowledge and academic judgment in deciding on what is and what is not plagiarism.
- Tutors are advised to discuss plagiarized assessment with the course coordinator and to properly document all incidences of plagiarism of each section.
- The Branch Course Coordinators and as part of their monitoring roles are expected to regularly check random samples of students 'assessments/section.
- Branch Course Coordinators should monitor the process of marking Tutor Marked Assignments (TMAs) and other formative assessments encourage tutors to report plagiarism as some of the new tutors may not be aware of the University policy regarding plagiarism or how to handle such cases.

- Branch Course coordinators should monitor tutors 'feedback on TMAs and other forms of assessments more rigorously, and ensure that no instance of plagiarism which can be detected by a tutor is overlooked, and to give appropriate feedback and provide the necessary support.
- The General Course Coordinators play an important role in internal quality are expected to carefully check assessments samples from the different AOU- Branches and provide prompt feedback to the BCCS.

Reporting: All cases of plagiarism will be recorded in the plagiarism record sheet and reported by the tutors to the respective Branch Course Coordinator.

Recording: All cases of plagiarism will be recorded in the student's permanent record (SIS).

Second Offense:

Student get a 0 mark in TMA in addition to reduction of course overall grade to pass mark only.

Third Offense:

Failure in the course.

Repeated Offense:

To be dealt with according to ***the Bachelor's Degree Award Examination and Assessment Bylaws at the Arab Open University, Article 12***, which stipulates:

A) Any student found to be committing any act of cheating or plagiarism shall be referred to ***The Student Conduct and Disciplinary Procedures Bylaws at the Arab Open University.***

B) The following acts represent cases of cheating and plagiarism:
   1) Verbatim copying of printed or Internet material, and submitting them as part of TMAs without proper academic documentation.
   2) Copying other students 'notes or reports.
   3) Using paid or unpaid material prepared for the student by individuals or firms.
   4) The use of materials or tools that are prohibited in examinations, or attempting to do so.

General Instructions:

- Evidence of student record of plagiarized work must be carefully stored and protected for a minimum of two semesters from the time of detection.
- Plagiarism trends must be observed amongst students in the categories of, repeated offenders, gender specific, age, course/ programme etc.

Appendix A8:

Arab Open University

Extenuating Circumstances Policy

Modified and Updated for the Academic Year 2020-2021

During an MTA or a Final Exam, it is possible for a student to be faced with unpredictable circumstances (medical, personal or family matters/issues) that are beyond his/her control. At the Arab Open University (AOU), such circumstances are referred to as extenuating (mitigating). Some examples include, but are not limited to:

- Serious accident.
- Severe illness.
- Sudden onset of a mental health problem.
- A physical attack (due to a natural disaster or political turmoil).
- Severe illness or death of an immediate kin (parent, spouse or child).

Some may confuse the following circumstances as extenuating, but they are ***NOT*** extenuating according to AOU:

- Minor illness (fever, cold, coughing, etc.)
- Work-based obligation.
- Job interview.
- Social or family obligation.
- Family rituals/celebrations (wedding, rite of passage, etc.)
- Religious festival.
- Ignorance of University rules and regulations.

General Instructions:

- If an extenuating circumstance occurs, it is the student's responsibility to bring it to the attention of the concerned department alongside valid evidence that an extenuating circumstance did in fact occur. This is done through an online form.
- The student should fill the form within 7 calendar days of an MTA date or a Final exam date, as stipulated in ***the Bachelor's Degree Award Examination and Assessment Bylaws at the Arab Open University***.
- Any valid case will be dealt with in accordance to the relevant University bylaws.

Appendix A9:

الجامعة العربية المفتوحة
Arab Open University

Arab Open University

TMA Late Submission Policy

Office of the Vice President of Academic Affairs & Scientific Research

Version 3

2022

Introduction

Every Tutor Marked Assignment has a cut- off date. Students are expected to submit assignments on or before the assigned cut- off date (published due date). Students should not leave assignment preparation until the last minute and must plan their workloads to be able to meet the cut- off date.

However, the AOU does recognize that students may not be able to complete and submit the TMA by the due date due to legitimate extenuating circumstances. In the event of extenuating circumstances, a student may request an extension without penalty. Such cases will be dealt with according to Article 4(E) of the AOU Examination & Assessment Bylaws. Any other late submissions will be dealt with according to terms stated below.

Purpose

To establish a policy of fair and consistent treatment for late submission of TMAs throughout The AOU.

Scope

The policy is applicable to all AOU Branches for all undergraduate and postgraduate Academic Programmes and to all AOU students.

Academic staff assessing TMAs are responsible for implementing and complying with the late submission policy.

Branch Programme Coordinators (BPCs) and Branch Course Coordinators (BCCs) are responsible for monitoring the implementation and compliance.

Policy Statement

- This policy is designed to provide a consistent approach across the University for the Late Submission of TMAs for both undergraduate and postgraduate taught Programmes of study.
- It aims to ensure that all students are treated equitably and do not gain an unfair advantage by choosing to submit their work late.
- This policy does not cover ″Extenuating Circumstances”. It is intended to work alongside the University bylaws
- Penalties for late submission shall be 10% of the total mark of the TMA for each day of late submission up to six(6) calendar days after the due date.
- TMAs will not be accepted after the sixth day and all late submissions have to be made electronically through the University Learning Management System (LMS).
- Late submitted TMAs will be checked by Plagiarism detection - software.
- Marked TMAs shall not be returned or posted to students before the end of the sixth day.

Example:

If the TMA is marked out of 100, deduction of 10% means that 10 marks will be deducted per day, if the TMA is marked out of 20; deduction of 10% means a deduction of two marks per day.

Appendix A10:

Arab Open University

Students' Appeals and Complaints Process and Procedures

Version 3

February 2022

AOU Students' Appeals and Complaints Procedures

A.AOU Principles of Appeals & Complaints Procedures

- All AOU students have the right to appeal or complain as defined in the University Bylaws and within the set period.
- A student who makes an appeal or complaint will not be adversely affected or disadvantaged in any way even if the appeals or complaints are not valid.
- The student will have a fair opportunity to lodge an appeal or complaint and will be informed with the outcome within a reasonable period.
- The students are sufficiently guided on the University's complaints system and procedures.
- Sufficient support is provided to students with disabilities and other vulnerable groups.
- Complaints cases are dealt with on their merit.
- Appeals & Complaints systems are transparent, responsive, and accessible to all stakeholders.
- The appeals and complaints management system allow the escalation of serious complaints to be addressed at a senior level.
- Appeals and complaints are properly reviewed and investigated
- An anonymous complaint will not be considered by the university.
- Disputes on matters of academic judgment will not be considered under the students' appeals &complaints system.

Explanation of Key Terms:

1. Student Complaint

Complaint constitutes any expression of dissatisfaction about the quality or adequacy of the university provision and its related services

2. Academic Judgement

Academic Judgement refers to the determination of a matter where the opnion of an academic expert is essential. Students may not complain about or appeal against, a matter of academic judgement. For example, disagreement with an assessment mark or classification of an award decision are not grounds for appeal.

3. Student Appeal

The University can only consider an academic appeal when it relates to the following:

Administrative Error in marks allocation or grade entry.

Procedural irregularities in the conduct of assessment**.**

Procedural irregularities in course equivalency.

Evidence of prejudice or bias.

Appeals made on the above grounds will be considered in line with AOU academic bylaws or policies.

B. Appeals and Complaints Procedures:

1. Appeals and complaints Procedures apply for the following:

-.Any current registered student

- Group of current registered students.

2. Time frame for making an appeal or complaint:

Appeals and complaints should be raised as soon as possible and within the time- frame specified by the university. For an appeal, this would be usually within seven (7) of the release of results or the decision subject to appeal. Complaints may be raised as soon as an incident takes place and within 14 calendar days. Appeals will be responded to according to the timeframe schedule specified in the assessment bylaws. Appeals and Complaints will be responded to within a reasonable period not exceeding 28 days from receiving the complaint.

Appeals process – committees responsible:

- The Appeals Committee is the committee that considers student's first appeal. In every AOU branch country, there is a Branch Appeal Committee (BAC) for each Academic Programme..
- The Re-Appeals Committee is the committee that deals with the student's re- appeals (second appeal). Similar to Appeals Committee, there is a Branch Re-Appeal Committee (BRC) in every AOU-Branch.
- Re-appeal cases are allowed only for cases of pervious appeals.
- The respective committees present their recommendations to the respective authority i.e. Assistant Rector/Director for academic Affairs for first appeals and to the Branch Rector/ Director for second appeal cases for approval.
- All Appeals and Re-appeals cases will be submitted to the Chair of the Central Examination Committee(CEC) for endorsement and final approval.
- All students' results are deemed final and irrevocable one academic semester following their declaration, and changes are prohibited thereof.

Students' Appeals:

First Appeal

- A Student may submit an appeal by filling the online form within seven (7) calendar days from the announcement of the course results. The student can also attach any relevant documents.
- The Branch Appeal Committee (BAC) will look into the appeal and forward their recommendations to the Branch Rector/Director along with a copy of the assessment script or any other relevant documents.
- The BAC will look into the assessment or examination script to ensure that all answers are marked and that compilation of marks is conducted properly. Based on the outcome, the BAC will take a decision. The decision is either to uphold the appeal (recommendation for change of marks) or to reject the appeal (no grounds for appeal).

- If the appeal is valid, a copy of the BAC recommendation will be sent to the Branch Rector/Director and copies will be sent to the Vice President for Academic Affairs & Scientific Research (VPAA &SR)-HQ, and, Registration and Examination Department-HQ (ARE).
- The VPAA&SR will submit the appeals lists to the Central Examination Committee (CEC) for approval.
- The student will be notified with the decision through the online appeals and complaints system.

Second Appeal (Re-appeal)

- If the appeal is rejected and the student is dissatisfied with the decision of the BAC, he or she may take the appeal to a higher level by appealing to the Branch Re-Appeal Committee (BRC) through the Branch Rector within seven (7) calendar days of notification of the decision.
- The BRC will review the appeal and communicate its decision to the Branch Rector and copies will be sent to the Vice President for Academic Affairs & Scientific Research(VPAA&SR), Registration and Examination Department (RE) and Prgramme Deanship at the headquarter(HQ).
- If the appeal is accepted, the VPAA&SR will submit the recommendations that the appeals are upheld to the CEC for approval.
- The student will be informed through the Branch Rector's/Directors office.
- If the student is not satisfied with the BRC decision, he/she may appeal to the President of the University.
- If the student is registered in an Open University Validated Award Programme and still dissatisfied with the decision, and providing that the appeal / complaint is eligible under their rules, he or she may complain to the Open University-United Kingdom.
- The student will find more information on OU-UK appeals and complaints process in the Student guide to studying on a programme validated by 'The Open University'.

Student Appeal Process

Stage 1: First Appeal

Results Announcement

Student: Online Completion of the AOU Appeals Form
within 1 week (7 calendar days) of the results announcement

Branch Appeal Committee (BAC): reviews the appeal case and sends a recommendation to the Assistant Rector for Academic Affairs alongside examination or assessment scripts and any other relevant documents

BAC Recommendation

No (Rejected) → **Student is informed** *within 14 calendar days of appealing*

Yes (Upheld)

Decision copies are sent to:
- Branch Rector
- *HQ* Vice President for Academic Affairs & Scientific Research (VPAA&SR) - Also CEC Chair
- *HQ* Registration and Examination Departments

VPAA&SR (CEC Chair): submits the decision that the appeal is upheld to the Central Examination Committee (CEC) for approval of modification(s)

Student Satisfied?

Yes → **Case is Closed**

No → ***If the appeal is rejected,*** the student can re-appeal to the **Branch Re-Appeal Committee (BRC)**
within 1 week (7 calendar days) of the decision date notification

Stage 2: Second Appeal (Re-Appeal)

BRC reviews the case and must consult the **General Course Coordinator (GCC)** then submits the recommendation to the Branch Rector for endorsement

BRC Recommendation

No (Rejected) → **Student is informed** *within 14 calendar days of re-appealing*

Yes (Upheld)

Decision copies are sent to:
- Branch Rector
- *HQ* Vice President for Academic Affairs & Scientific Research (VPAA&SR) - Also CEC Chair
- *HQ* Registration and Examination Departments
- *HQ* Programme Deanship

VPAA&SR (CEC Chair): submits the decision that the appeal is upheld to the CEC for approval of modification(s)

Student Satisfied?

Yes → **Case is Closed**

Note:
If the student is still unsatisfied, he/she may appeal to the ***University President***
If the student is registered in an OUVP Validated Award Programme, then he/she may appeal to ***OUVP (OU UK)****

** Refer to OU Handbook for Validated Awards Page 84 F1.27 for further instructions*
https://www.open.ac.uk/about/validation-partnerships/about-ou-validation/ou-handbook-validated-awards

Complaint:

It is an expression of dissatisfaction about the quality or adequacy of the university provision and its related services. It covers a wide range of issues such as support services, administration, facilities, teaching delivery, technical support, and other aspects of student's relationship with the University.

Students' Complaints:

First Complaint

The student may lodge a complaint any time during the academic year, by completing the University's formal student complaints form. The student must state the grounds for complaint, giving detailed reasons to support his or her case. A copy will be automatically forwarded to the concerned department and to Student Affairs Office and Branch Quality Assurance Unit/coordinator for follow up and monitoring.

- If the complaint can be addressed by the Student Affairs Office, then the office will prepare a formal response and send it to the student.
- The concerned department will examine the complaint and it may consult other members of University staff or departments if it is deemed appropriate in particular cases.
- The Concerned department may find grounds for complaint and produce a report on the case setting out its recommendations and the documentations considered.
- The report will be sent to the Assistant Rector /Director for Administration and Finance or Assistant Director for Academic Affairs based on the nature and subject of the complaints for approval.
- Upon the approval of the concerned Assistant Rector/ Director, the Student will be notified of the final outcome of the complaint within one week(7 Calendar days) and not later than four weeks (28 Calendar days) in certain cases) of submitting the complaint. Copies of the decision will be sent to the Branch Rector and the Branch Quality Assurance Unit/Coordinator.

Second Complaint

- If the student is dissatisfied with the decision, he or she may re-complain to the Branch Rector/Director within **seven (7)** calendar days of notification of the decision to reject the complaint.
- The student will be informed with the decision by the Branch Rector/Director's office within **7 to 28** calendar days depending on the gravity of the case.
- If the student is registered in an Open University Validated Award Programme and still dissatisfied with the decision, and providing that the appeal / complaint is eligible under their rules, he or she may complain to the Open University-UK.

- The student will find more information on OU-UK appeals and complaints process in the Student guide to studying on a programme validated by The Open University.
- Each semester a summary report and analysis of all appeal and complaints cases will be prepared by the QAU in each branch. A copy of the summary report should be sent to Quality Assurance and Accreditation Department at HQ.
- Processing complaints may take a period up to four weeks.

Student Complaint Process

Stage 1: First Complaint

Student fills the online complaint form

↓

Complaint is automatically sent to the *concerned department* alongside the *Student Affairs Office* and *Branch Quality Assurance Unit/Coordinator*

↓ *Recommendation to uphold or reject*

Concerned Assistant Branch Rector
approves recommendations and suggests remedial action

↓

Student is informed
within 7-14 calendar days from the complaint date

↓

Student Satisfied?

↓ Yes

Case is Closed

No →

Stage 2: Second Complaint

The ***student may re-complain*** to the Branch Rector

within 7 calendar days of being notified of the rejection decision

↓

Branch Rector Decision

↓

Student is informed
within 14-28 calendar days from the complaint date

↓

Student Satisfied?

↓ Yes

Case is Closed

Note:
If the student is still unsatisfied, he/she may appeal to the ***University President***
If the student is registered in an OUVP Validated Award Programme, then he/she may appeal to ***OUVP (OU UK)****

** Refer to OU Handbook for Validated Awards Page 84 F1.27 for further instructions*
https://www.open.ac.uk/about/validation-partnerships/about-ou-validation/ou-handbook-validated-awards

Acronym:

BAC: Branch Appeal Committee
CEC: Central Examination Committee
BRC: Branch Re-Appeal Committee
BPC: Branch Programme Coordinator
BCC: Branch Course Coordinator
BR: Branch Rector
VPAA &SR: Vice President for Academic Affairs and Scientific Research.
ARAA: Assistant Rector for Academic Affairs
ARAFA: Assistant Rector for Administrative &Financial Affairs
QAC: Quality Assurance Coordinator
BARD: Branch Admission & Registration Department
OU-UK: Open University – United Kingdom

BRIEF GUIDE TO STUDENTS' APPEALS AND COMPLAINTS

FAQs

What are Appeals and Complaints? Is there a difference or are they one at the same?

Appeals and Complaints are your mean of reporting or expressing dissatisfaction regarding aspects of your experience as a student of AOU. Appeals and Complaints are not the same, so you need to be aware of the difference before submitting an appeal or complaint.

What is an appeal?

Appeals refer to your grievance against a decision regarding course progression or course results. You may appeal as per the formal procedures of appeal set by the university.

What is a complaint?

You may complain about any aspect of your learning experience. The following are some examples of subjects of complaints.

1. Poor teaching quality or tutorial services
2. Misleading or withholding of information by tutor or administrative staff
3. Inadequate services and facilities
4. Access to resources or Facilities
5. Misconduct by any University staff – administrative or academic
6. Misconduct by any student within University premises
7. Offensive or racist remarks by staff or students within the University premises.
8. Administrative Decisions.

When can I appeal?

Appeals must be made within **seven days** of having received your course results decision that you are appealing about.

When can I complain?

The sooner you complain the better. Complaints that are made after a long gap (after one semester) may be difficult to resolve unless backed by strong supportive evidence.

How do I appeal or complain?

For your convenience, the University has set up an online appeals and complaints system that you can access through your LMS account. You need to complete the available form with all details duly filled in. The form then will be forwarded to the concerned authority.

What is the information required from me to appeal and complain?

You will be required to fill up an online form and provide all details about the issue that you are appealing or complaining about. You will also be required to provide your student identification details including your name, and contacts, and names and details of any other entity involved in the matter.

What do the appeals and complaints processes involve?

The appeals and complaints processes vary since they deal with different issues.

Appeals: Once you have appealed against a decision or a course result, your appeal will be sent to the Branch Appeal Committee (BAC). The committee will investigate your appeal carefully; look into any relevant documents such as examination script or other course assessment material. Based on the outcome of the review process, the BAC will take a decision. The decision is either appeal upheld (appeal accepted with recommendation for corrective measures) or appeals rejected (no grounds for appeal). If the appeal is upheld, a copy of the decision will be sent to the Branch Rector and Vice President for Academic Affairs (VPAA) and the Central Examination Committee (CEC) for approval. The decision will be communicated to you through the online appeal system.

Complaints: You may complain any time during the academic year, by completing the University student complaints online form. You must state the grounds for the complaint giving detailed reasons to support your case. The student affairs department will process the complaint and forward it to the concerned department(s) for consideration. The concerned department will examine the complaint and it may consult other members of University staff or departments if it is deemed appropriate in particular cases. The Concerned department may find grounds for complaint and produce a report on the case setting out a decision on the case and the

documentations considered. The report will be sent to the Assistant Director for Administration and Finance or Assistant Director for Academic Affairs based on the nature and subject of the complaints for approval. The final decision will be sent to you through the online complaint system.

Are there any other means for submitting an appeal or complaint?

For your best interest, you are encouraged to make your complaint or appeal through the university approved online system. The online system ensures that students' appeals and complaints are properly documented and monitored. However, if you are not able to access the online system due to any technical issues or personnel circumstances, you need to contact the students' affair office and fill the respective form including the date, your signature and relevant details.

How long would the entire process take?

The entire process may take from 2-4 weeks. However, you may expect a reply earlier depending on the nature and gravity of your problem.

Is my physical presence on campus required?

No. All your complaints and appeals may be submitted electronically on the complaints and appeals available System. Unless otherwise required by the respective committee, your physical presence will not be required.

What can I do if I am not satisfied with the decision of the committee? Is there another place where I can appeal?

If you are not satisfied with the decision to reject your appeal/complaint, You have the right to re appeal or re-complain through the Branch/Director to a higher level committee or office within seven calendar days (1 week) of notification of the decision in question.

Can I make a complaint against a tutor or another staff member?

Yes, at no point in time will you be at a disadvantage for having made a complaint. Your dissatisfaction with academic or administrative services is of serious concern to the university and you are encouraged to report any issues and concerns.

Will my information be kept confidential?

Yes, confidentiality will be maintained regarding your appeal or complaint and no information whatsoever will be revealed to anyone other than those handling the case.

Can I withdraw my complaint at any time?

Yes, just as you have the right to appeal and complain, you also have the right to withdraw your appeal or complaint at any time.

What do I do if I am dissatisfied with the AOUs handling of my complaint?

If you are registered student for an Open University Validated Award Programme and still dissatisfied with the decision of handling your appeal/complaint, you may complain to the Open University-UK.

You will find more information on this process in the Student Guide to studying on a programme validated by The Open University.

Appendix A11:

Arab Open University

Equal Opportunity and Respect for Diversity Policy

Policy Title:	Equal Opportunity and Respect for Diversity
Version Number:	4
Executive Owner:	University President
Approving Authority:	University Council # 75, March 2022
Policy Review:	Quality Assurance Accreditation, Academic and Institutional Standards Committee (QAAAIS)
Policy Implementation:	AOU Branches
Policy Monitoring and Compliance:	Quality Assurance and Accreditation Units at AOU Branches Students Affairs Offices Human Resources Department
Next Review Date:	January 2024

Note: *A policy can be reviewed before the designated review date should there be a need to.*

The Arab Open University was established to provide education based on merit only. It observes the rights and respects the dignity of staff, students, visitors and all others with whom the University has contacts. It makes every effort to create an inclusive and diverse working, learning and social environment, free from unfair discrimination, prejudice and all forms of harassment and bullying.

Policy Statement

As a partner of OU-UK, AOU will adhere to the British Equality Act of April 2010, to be interpreted and applied within the legal framework of each AOU country and any other branch local accreditation requirements. The AOU thus commits itself to eliminate discrimination on the grounds of race and nationality, religion, gender, pregnancy and maternity, disability, age, social or economic class.

In line with the above Act, AOU adopts seven 'protected characteristics 'groups on which unfair discrimination, harassment and victimization is prohibited. These groups are described below.

1) Race and Nationality

The terms 'race and nationality 'refer to an individual's race, color, nationality and ethnicity.

C) Color includes, for example, being black, colored or white.
D) Nationality includes, for example, being a national or non – national or belonging to a certain 'tribe'. People without citizenship), are included in this group.

AOU prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the University because of their race, whether perceived or actual.

2) Religion

Religion refers to:

A) Religion (e.g. Islam, Christianity, Judaism, Hinduism, Zoroastrianism, Buddhism).
B) Denomination of a religion (e.g. Sunni, Shiate, catholic, protestant).

AOU prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the University because of their religions, whether perceived or actual.

3) Gender

Gender equality in the context of AOU Equal Opportunity and Respect for Diversity policy refers to:

A) Equality of access to employment and equality of access to academic provision irrespective of gender.

B) Equality of treatment (e.g. pay, promotion) in the work place and in relation to academic provision irrespective of gender.
C) Freedom from harassment and intimidation.

AOU prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or a visitor to the University on the grounds of their gender, whether perceived or actual.

4) Disability

The term 'disabled' refers to a man or a woman who:
A) Has a physical or mental impairment, with or without outward visible signs.
B) The impairment has a substantial and long-term adverse effect on his/her ability to perform normal activities.

In this definition those who have to use a wheelchair as their method of movement (whether temporarily or permanently), and those who suffer from Depression, Dyslexia, Cancer, Multiple Sclerosis, HIV, are included. Protection for some disabilities, like Multiple Sclerosis, HIV and Cancer, starts at diagnosis even if there are no apparent symptoms.

AOU prohibits discrimination, harassment or victimization against a student (current, prospective or past), a woman or a man member of staff (potential, current or past) or a woman or man visitor to the University on the ground of their disability, whether perceived or actual.

5) Age

Age refers to a person belonging to a particular age group, which can include people of the same age and people of a particular range of ages.

AOU prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the University because of their age, whether perceived or actual. This means, for example, that AOU will not reject a qualified job applicant because the person belongs to a certain age group, whether perceived or actual.

6) Special Treatment Based on Class

This refers to advantageous treatment of applicants for admission or employment with the University, or advantageous treatment of current members of staff and students, on the ground of kinship, or their social, political or economic background.

AOU prohibits discrimination, harassment or victimization against an applicant for admission or a job with at the University, a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the University because they do not belong to a privileged social or economic class.

7) Pregnancy and Maternity

Pregnancy refers to women who are pregnant, whilst maternity covers a period of ten weeks after birth.

AOU prohibits discrimination, harassment or victimization against a student (current, prospective or past), a member of staff (potential, current or past) or visitor to the University because of pregnancy and maternity. This means, for example, that an applicant for admission to an academic programme or an applicant for a job at the University should not be excluded because she is pregnant or has recently given birth. Similarly, for example, chances for training or promotion should not be denied because of pregnancy.

Implementation

In principle and in practice, the creation of an environment throughout the AOU where equality of opportunities and respect for diversity is fostered is the responsibility of all members of the University, both staff and students. However, the President of AOU is ultimately responsible for the implementation of this policy. To meet this responsibility, he/she will ensure that the following are achieved through an action plan to ensure the following:

All rules and regulations of the AOU are consistent with 1-7 above.

Adequate budget is allocated and necessary administrative infrastructure is set up for the implementation of this policy throughout AOU.

A robust monitoring mechanism to find the extent to which this policy is adhered to across all.

AOU Branches and HQ maintain this, using annual surveys and other relevant statistical methods.

An effective mechanism for processing grievances against any violation of 1-7 above in any AOU Branch or HQ by any student or member of staff is created and maintained (see Appendix 1).

Appropriate training is provided to all senior staff and student representatives about this policy and its implementation.

All AOU premises are equipped with facilities needed for the implementation of 1-7 above, for example those required by special requirements students.

All learning resources including libraries, counseling services, ITC labs and computer equipment's support the implementation of this policy.

All course materials, as far as possible, cater for the needs of the disabled students and they are provided with necessary assistance during registration and mid - term and final examinations in a dignified and effective manner.

Appendix: Equality Issues Related to Students

1) **Training:** All AOU staff normally having contact with students or are involved in admissions, assessment, tutoring and student disciplinary procedures will receive adequate training about this policy.

2) **Assessment:** Special arrangements which do not adversely affect the validity of examinations and assessments will be provided to special requirements students.

3) **Curriculum:** The AOU is committed to the promotion of equal opportunity with respect to course content, approaches to teaching and learning, assessment methods and the structure and timetabling of courses of study.

4) **Teaching:** It is a fundamental principle of academic freedom that reasoned argument might be employed to test and challenge views and opinions of all kinds, and in no circumstances, the exercise of this freedom should be discourage or denied. However, all staff and students of the AOU will use non- discriminatory and non-inflammatory language in such interactions.

5) **Services and Facilities:** The AOU is committed to the principle of equal access to the services it provides and the facilities it offers, including sports facilities.

6) **Health and Safety:** AOU aims to provide its staff and students with a healthy and safe environment in which to work and live and has policies and measures in place to ensure that.

7) **Disciplinary Procedures:** The AOU's Disciplinary Procedures will be kept under review to ensure that they are consistent with the University's Equal Opportunity and respect for diversity policy.

8) **Harassment and Bullying:** AOU regards incidents of harassment and bullying against students and staff (women and men) seriously and may be grounds for disciplinary action including dismissal or expulsion from the university.

Appendix A12:

Arab Open University

Safeguarding Policy

Policy Title:	Safeguarding Policy
Version Number	1
Executive Owner:	Vice President for Planning and Development
Approving Authority	University Council # 75, March 2022
Policy Review:	Quality Assurance Accreditation , Academic and Institutional Standards Committee(QAAAIS)
Policy Implementation:	AOU HQ and AOU Branches
Policy Monitoring and Compliance:	Quality Assurance and Accreditation Units at AOU Branches Students Affairs Offices Human Resources Department
Next Review Date	January 2024

Note: *A policy may be reviewed before the designated review date should there be a need to.*

The Arab Open University will make every effort to create and maintain a safe and healthy organizational culture for all its students and staff. In line with its policy for equal opportunity and respect for diversity, AOU will promote safeguarding values through its commitment to equality, diversity and respect for the dignity of others, especially those protected groups as highlighted in the equal opportunity and respect for diversity policy.

The University recognizes its responsibility to provide a safe learning environment and to protect all members of its community from harassment, harm and abuse.

Statement

As a partner of OU-UK, AOU will adhere to the validating partner requirement as per the Office for Students (OFS), to be interpreted and applied within the legal framework of each AOU country and any other branch local accreditation requirements. The AOU thus commits itself to safe guard and protect its community members from harassment, harm and abuse.

Scope

The policy applies to all members of the university community including students, staff and others who work with the university on part-time bases or through a contractual agreement with a third party. The policy applies both during and outside normal work hours.

Relevant Definitions

Safeguarding: "measures to prevent report and respond to harm or abuse and to protect the health, well- being, rights and the dignity of individuals".[i1]

Child: "a child is an individual who is under the age of 18".[2ii]a child is defined as anyone who has not yet reached their 18th birthday.

Vulnerable Groups: "refer to individuals/ students under the age of 18 years old or adults of the age of 18 and above who are unable to protect themselves from harm, abuse, harassment or exploitation. It also includes those who are deemed at risk due to their gender, disability, physical or mental health, ethnicity, religious beliefs or social or economic background"[3].

Harassment:" includes unwanted behavior or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment"[4].

Abuse:" A form of maltreatment and can take many forms including physical, emotional, verbal and discriminatory abuse."[5]

Safeguarding Commitments

- The University Senior management across its campuses are expected to promote safeguarding values by highlighting the university's commitment to equality, diversity and respect for the dignity of others.
- At all times staff and students are expected to conform to AOU code of Professional Conduct and students' code of conduct and disciplinary procedures.
- The university will adopt a safer recruitment policy to ensure that all employees are of good standing and uphold high ethical values. It will also employ due diligence processes in the recruitment and admission of students to create an environment where it is safe from harassment, abuse and unlawful acts.
- AOU will develop procedures to ensure the full implementation of the safeguarding policy and to respond to any breaches of the policy.
- AOU will ensure that a safeguarding team is designated in each campus and study centre.
- It will make sure that the safe guarding policy, process is widely disseminated, and that students and staff are well aware of the policy and expected behavior.
- The university will collaborate on safeguarding with the local organisations and governments to advance and to contribute to the societal efforts to prevent respond to harassment, harm and abuse.

Implementation

- In each AOU campus, a safeguarding team will be formulated and trained to handle and respond to any safeguarding concerns.
- The university will provide the necessary resources and support for full implementation of the safeguarding policy and other relevant policies and codes of conduct.
- AOU will ensure that it has in place clear reporting mechanisms that are accessible to all those who wish to report including vulnerable groups.
- The University will provide assistance and support to complainants or vulnerable groups who are expressing safeguarding concerns or a need for support.
- The university will handle complaints and relevant report with great care and according to AOU confidentiality policy and data protection policy.
- The University will respond appropriately to protect complainants or those who reports issues of concern from any form of retaliation.
- Investigation and fact finding sessions will be conducted in a sensitive and timely manner.
- The university has the right to take any administrative, disciplinary or legal action or to refer the case to the relevant local authorities including law enforcement bodies.

- The university will have robust monitoring mechanism to ensure that the policy is implemented across all branches and HQ.
- The policy will be disseminated and discussed with all stakeholders through appropriate formal channels including students' guides, the university website and induction sessions.

Specific Details for the Effective Implementation of the Policy

The safeguarding team shall be carefully selected from experienced senior academic staff. (3- 4 academic members including at least female staff member).The safeguarding team may consult with the legal advisor, senior staff from human resources or students affairs office in the review and decision making process.

The safeguarding team will be appropriately trained. The AOU will coordinate with the OUVP to arrange for the staff training by the expert OU safeguarding team.

The safeguarding team will observe cultural norms and local values when implementing the safeguarding policy.

Safeguarding incidents and concerns are to be handled with utmost care, high sensitivity and with due regard to local regulatory frameworks.

The safeguarding team is expected to maintain confidentiality and disclose any conflict of interest.

All individuals involved have the rights to remain anonymous. However, Safeguarding Team have the duty to disclose the necessary information and details to the respective authority.
All incidents will be properly documented and the respective records are kept safely as per AOU approved procedures.

Compliance with the Policy

All Members of the AOU community are accountable for their actions and as members of the University community, are collectively accountable for upholding professional and Ethical standards of behavior and for compliance with this policy. Any conduct that departs from the stated policy and AOU Codes of Conduct is unacceptable and is subject to appropriate actions. False reporting or retaliation are considered a violation of the policy and AOU codes of conduct. Complainants, respondents, witnesses and other involved parties, knowingly or deliberately providing false or misleading information during the grievance and investigation process will be subject to disciplinary action.

Related Policies and Documents

- AOU Equal Opportunity and Respect for Diversity
- AOU Safer Recruitment Policy
- AOU Professional code of Conduct
- Students' Code of Conduct and Disciplinary Procedures
- Confidentiality Policy
- AOU Data Protection Policy
- AOU Policy for preventing and addressing harassment

Acknowledgement

In preparing the policy, the OFS-UK statement of intent was consulted in addition to safeguarding relevant literature from the following universities and organisations:

Safeguarding policy: Protecting Children and Vulnerable Adults-The Open University-UK.

Safeguarding Policy-University of Warwick, UK.

Student Support Services- University of Sheffield, UK.

York College Safeguarding Policy Addendum– York College, UK.

Making safeguarding personal, Guide 2014, Jane Lawson, UK.

Care and Support Statutory Guide, 2018- GOV.UK.

Types of Abuse and Examples: The first Step.Org.UK

Appendix B

OU Validated Programmes Study Plans

Appendix B1: BA (Hons.) in Business Studies Study Plan

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	EL099
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	EL098

2) Elective University Requirements (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
EL118	Reading	3	EL111
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR116	Youth Empowerment	3	
GR117	Empowerment of Women	3	
GR118	Life Skills	3	
GR121	Environment and Health	3	
GR131	General Branch Requirement*	3	
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101

** This is a branch-specific course such as history of the country*

3) **Mandatory Faculty Requirements** (48 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
BUS101	Introduction to Math for Business Studies	4	EL099
BUS102	Introduction to Statistics	4	EL111
BUS110	Introduction to Business Studies	8	
LB170	Professional Communication Skills for Business	8	EL112
B207 A	Shaping Business Opportunities I	8	LB170 BUS110
B207 B	Shaping Business Opportunities II	8	B207 A
BUS310	Strategic Management	8	

4) **Specialized/Track Courses** (48 Credit Hours)

The business programme is offered in 7 tracks: Management, Marketing, Accounting, Economics, Systems, Finance/Microfinance and Human Resources Management.

Course Code	Management Track Courses	Credit	Prerequisite
B123	Management Practice	8	EL112 BUS110
B205 A	Exploring Innovation and Entrepreneurship I	8	BUS110 B123
B205 B	Exploring Innovation and Entrepreneurship II	8	B205 A
B325	Managing Across Organizations and Cultures	8	BUS310
B628	Managing 1: Organization and People	8	B207 B
B629	Managing 2: Marketing and Finance	8	B628

Course Code	Marketing Track Courses	Credit	Prerequisite
B122	Introduction to Retail Management and Marketing	8	EL112 BUS110
B205 A	Exploring Innovation and Entrepreneurship I	8	B122 BUS110
B205 B	Exploring Innovation and Entrepreneurship II	8	B205 A
B324	Marketing and Society	8	B205 B
B327	Sustainable Enterprise and Innovation	8	BUS310
MKT331	Digital Marketing	4	B324
MKT332	Service Marketing	4	

Course Code	Economics Track Courses	Credit	Prerequisite
ECON101	Principle of Microeconomics	4	EL112 BUS110
ECON102	Principle of Macroeconomics	4	
DD209 A	Economics and Economical Change I	8	ECON101 ECON102
DD209 B	Economics and Economical Change II	8	DD209 A
DD309 A	Doing Economics I	8	DD209 B
DD309 B	Doing Economics II	8	DD309 A
ECON340	Managerial Economics	4	DD309 B
ECON341	Economic Development	4	

Course Code	Systems Track Courses	Credit	Prerequisite
B123	Management Practice	8	EL112 BUS110
SYS210	Managing Technology and Innovation	8	B123
SYS280	Principles and Practice of System Thinking	8	B207 B
B325	Managing Across Organizations and Cultures	8	BUS310
B327	Sustainable Enterprise and Innovation	8	
SYS380	Managing System Complexity	8	SYS280

Course Code	Accounting Track Courses	Credit	Prerequisite
B124	Fundamentals of Accounting	8	EL112 BUS110
B291	Financial Accounting	8	B124
B292	Managerial Accounting	8	
ACC301	Accounting Information System	4	B291 B292
ACC302	Auditing Theory and Practice	4	
B326	Advanced Financial Accounting	8	B291
B392	Advanced Managerial Accounting	8	B292

Course Code	Finance/Microfinance Track Courses	Credit	Prerequisite
B124	Fundamentals of Accounting	8	EL112 BUS110
B292	Managerial Accounting	8	B124
FIN240	Microfinance Theory and Practice	8	
B392	Advanced Managerial Accounting	8	B292
FIN340	Asset Pricing and Corporate Finance	4	FIN240
FIN341	Islamic Finance	4	FIN340
FIN342	Financial and Securities Markets	8	

Course Code	Human Resources Management Track Courses	Credit	Prerequisite
B123	Management Practice	8	EL112 BUS110
HRM205	Employment and Labor Law	4	B123
HRM206	Staffing Organizations	4	HRM205
B325	Managing Across Organizations and Cultures	8	BUS310
B628	Managing 1: Organization and People	8	B207 B
HRM210	Training and Development	4	HRM205
HRM215	Employment Compensation and Benefits	4	HRM206
HRM320	Workplace Health and Safety	4	HRM215
HRM330	Strategic Human Resources Management	4	BUS310 B628

Course Code	??	Credit	Prerequisite
B123	Management Practice	8	EL112 BUS110
B124	Fundamentals of Accounting	8	
B122	Introduction to Retail Management and Marketing	8	
BUS109	Business Law	4	EL111
BUS115	Small Business Management	4	
BUS202	Data Analysis	4	BUS101 BUS102
ECON101	Principle of Microeconomics	4	EL112 BUS110
ECON102	Principle of Macroeconomics	4	

5) Elective Faculty Requirements (12 Credit Hours)

Specialized courses in a track can be taken as elective courses in a different track.

Appendix B2.1: BA (Hons.) in English Language and Literature Study Plan

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	EL099
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	EL098

All freshmen students starting from 2015-2016 must sit for an English LPT. Based on their results, they will either enroll in EL097, EL098, EL099, EL111 and EL112 or be exempted from them.

2) Elective University Requirements (3-7 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
BE322/4	Entrepreneurship and Small Business Management	4	B120

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL117	Writing	4	EL111

EL119	Oral and Presentation Skills	4	

4) Elective Faculty Requirements (4 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
TR102	Introduction to Translation	4	EL121
EL123	Discourse Analysis	4	EL120
EL230	American Literature	4	EL121
EL240	Drama	4	
EL350	Introduction to Literary Theory	4	
ED256	Teaching Methods	4	EL112

5) Mandatory Specialized/Track Courses (64 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL118	Reading (Core)	4	EL111
EL120	English Phonetics and Linguistics	4	
EL121	Literary Appreciation and Critique	4	EL117 EL119
EL122	Writing Research (Core)	4	EL117
AA100 A	Arts of Past and Present I	8	
AA100 B	Arts of Past and Present II	8	AA100 A
A230 A	Reading and Studying Literature I	8	EL121
A230 B	Reading and Studying Literature II	8	A230 A
U214 A	Worlds of English I	8	EL120
U214 B	Worlds of English II	8	U214 A

6) Elective Specialized/Track Courses (32 Credit Hours: 16 Language + 16 Literature)

A) Language (16 credit hours)

Course Code	Course Title	Credit	Prerequisite
E302 A	Language and Creativity I	8	U214 B
E302 B	Language and Creativity II	8	E302 A
OR			
E304 A	Exploring English Grammar I	8	U214 B
E304 B	Exploring English Grammar II	8	E304 A

B) Literature: (16 credit hours)

Course Code	Course Title	Credit	Prerequisite
A335 A	Literature in Transition I	8	A230 B
A335 B	Literature in Transition II	8	A335 A
OR			
EA300 A	Children's Literature I	8	A230 B
EA300 B	Children's Literature II	8	EA300 A

Appendix B2.2: BA (Hons.) in English Language and Literature Transitional Plan

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	EL099
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	EL098

All freshmen students starting from 2015-2016 must sit for an English LPT. Based on their results, they will either enroll in EL097, EL098, EL099, EL111 and EL112 or be exempted from them.

2) Elective University Requirements (3-7 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
BE322/4	Entrepreneurship and Small Business Management	4	B120

** This is a branch-specific course such as history of the country*

3) **Mandatory Faculty Requirements** (8 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL117	Writing	4	EL099
EL119	Oral and Presentation Skills	4	EL111

4) **Elective Faculty Requirements** (4 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
TR102	Introduction to Translation	4	EL121
EL123	Discourse Analysis	4	EL120
EL230	American Literature	4	EL121
EL240	Drama	4	
EL350	Introduction to Literary Theory	4	
ED256	Teaching Methods	4	EL112

5) **Mandatory Specialized/Track Courses** (64 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL120	English Phonetics and Linguistics	4	EL111
EL121	Short Story and Essay Writing	4	EL111
Equivalent to			
EL121	Literary Appreciation and Critique	4	
AA100 A	Arts of Past and Present I	8	EL112 EL121
AA100 B	Arts of Past and Present II	8	AA100 A or A123 A
A150	Voices and Texts (Core)	8	AA100 B
Equivalent to			
EL118	Reading (Core)	4	EL111
EL122	Writing Research (Core)	4	EL117
A230 A	Reading and Studying Literature I	8	AA100 B
A230 B	Reading and Studying Literature II	8	A210 A or A230 A
U214 A	Worlds of English I	8	EL112 EL120

U214 B	Worlds of English II	8	U214 A or U210 A

6) Elective Specialized/Track Courses (32 Credit Hours: 16 Language + 16 Literature)

A) Language: (16 credit hours)

Course Code	Course Title	Credit	Prerequisite
E301 A	The Art of English I	8	U210 B
Equivalent to			or
E302 A	Language and Creativity I	8	U214 B
E301 B	The Art of English II	8	E301 A
Equivalent to			
E302 B	Language and Creativity II	8	E302 A
OR			
E303 A	English Grammar in Context I	8	U210 B
Equivalent to			or
E304 A	Exploring English Grammar I	8	U214 B
E303 B	English Grammar in Context II	8	E303 A
Equivalent to			
E304 B	Exploring English Grammar II	8	E304 A

B) Literature: (16 credit hours)

Course Code	Course Title	Credit	Prerequisite
A300 A	20th Century Literature I	8	AA100 B
Equivalent to			or
A335 A	Literature in Transition I	8	123 B
A300 B	20th Century Literature II	8	A300 A
Equivalent to			
A335 B	Literature in Transition II	8	A335 A
OR			

EA300 A	Children’s Literature I	8	AA100 B or A123 B
EA300 B	Children’s Literature II	8	EA300 A

Appendix B2.3: BA (Hons.) in English Language and Literature Translation Track

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	EL099
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	EL098

All freshmen students starting from 2015-2016 must sit for an English LPT. Based on their results, they will either enroll in EL097, EL098, EL099, EL111 and EL112 or be exempted from them.

2) Elective University Requirements (3-7 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
BE322/4	Entrepreneurship and Small Business Management	4	B120

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (4 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL117	Writing	4	EL099

4) Elective Faculty Requirements (4 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL119	Oral and Presentation Skills	4	EL111
EL230	American Literature	4	EL121
EL320	Translation	4	EL120
EL340	Teaching English as a Foreign Language	4	U214 B
ED256	Teaching Methods (Lebanon Branch only)	4	

5) Mandatory Specialized/Track Courses (56 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL120	English Phonetics and Linguistics	4	EL111
EL121	Short Story and Essay Writing	4	
AA100 T	Arts of Past and Present	8	EL112 EL117
A150	Voices and Texts	8	
A230 A	Reading and Studying Literature I	8	AA100 B
A230 B	Reading and Studying Literature II	8	A230 A
U214 A	Worlds of English I	8	EL112
U214 B	Worlds of English II	8	U214 A

6) Mandatory Track Requirement Courses (40 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
TR102	Introduction to Translation	4	EL117 and EL118 or EL119
TR103	Contrastive Analysis for Translation Purposes	4	TR102
TR301	Translation and Discourse	4	
TR302	Computer-Assisted Translation	4	
TR303	Translation of Business Texts		TR301
TR304	Translation of Official and Legal Documents	4	
TR305	Translation of Media Texts	4	
TR306	Consecutive Interpreting	4	
TR307	Simultaneous Interpreting	4	TR306
TR308	Special Topic in Translation	4	TR301

Appendix B3.1: BSc (Hons.) in Information Technology and Computing (131 CH)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
EL111	English Communication Skills I	3	EL099
EL112	English Communication Skills II	3	EL111
GB102	Principles of Entrepreneurship for Non-Specialists	3	
GR118	Life Skills and Coexistence	3	
GT101	Learning and Information	3	

2) Elective University Requirements (3 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR116	Youth Empowerment	3	
GR117	Empowerment of Women	3	
GR121	Environment and Health	3	
GR131	General Branch Requirement*	3	
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MST129	Applied Calculus	4	EL099
TM260*	Ethics, Law and Governance in IT	4	Per Pathway

** TM260 may be replaced by an applied module per the local accreditation requirements*

4) Elective Faculty Requirements (6 Credit Hours)

Code	Course Title	C.H.	Prereq.	ITC	CS	N&S	WD	CwB	CyS	DS	AI
Level 1 (AOU) = Level 4 (OU)											
MS102	Physics	3	EL111	*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*
M109	.NET Programming	3		*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*
MT101	General Mathematics	3		*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*
M115*	Python for ML and DS	3	M110							*X*	
Level 2 (AOU) = Level 5 (OU)											
TM297	Compression Methods for Multimedia	3	TM112 MT131	*X*							
M277	Competitive Programming	3	M251 M269+	*X*	*X*						
TM295	System Modelling	3	MT132		*X*						
TM290	Cryptography and Internal Security	3	TM112			*X*			*X*		
TM287	Web Applications Development	3	TM105				*X*				
TM291	Management Information Systems	3	BUS110 TM105					*X*			
TM280	Smart IoT Systems	3	TM112								*X*
Level 3 (AOU) = Level 6 (OU)											
MT390	Image Processing	3	MT132 M251	*X*							
MT372	Parallel Computing	3	M251 M269		*X*						
MT395*	Applied Cyber Security	3	TM260			*X*			*X*		
MT380	Service-Oriented Architecture	3	M251				*X*				
TM391	E-Commerce	3	B207 B M251					*X*			
TM338	Data Mining	3	MT249							*X*	
TM339	Big Data Analytics	3								*X*	
TM380	Autonomous Robotic System	3	TM271								*X*

+ Can be registered in parallel.

** MT395 can be an elective module for all tracks, based on advising.*

DS students are recommended to study M115 as an elective module, whereas CS students are recommended to study MT395

- A student may not take more than one elective course per level.

5) Specialization/Track Requirements (96 Credit Hours)

Students are encouraged to finish each level before proceeding to the next level.

Note: All highlighted course codes means the courses were developed by OU, UK not AOU.

Level 1 (AOU) = Level 4 (OU) (32 Credit Hours)

Code	Course Title	C.H.	Prereq.	ITC	CS	N&S	WD	CwB	CyS	DS	AI
TM103	Computer Organization and Architecture	4	EL111	*X*	*X*	*X*	*X*	*X*			*X*
TM105	Introduction to Programming	4		*X*	*X*	*X*	*X*	*X*			
MT131	Discrete Mathematics	4		*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*
MT132	Linear Algebra	4		*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*
M110	Python Programming	8		*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*
TM112	Introduction to Computing and Information Technology	8	M110	*X*	*X*	*X*	*X*		*X*	*X*	*X*
BUS110	Introduction to Business	8	EL111					*X*			
TM129	Technologies in Practice	8	M110						*X*		
M140	Introducing Statistics	8	EL111							*X*	
M141	Introduction to Probability and Statistics	8									*X*

Level 2 (AOU) = Level 5 (OU) (32 Credit Hours)

Code	Course Title	C.H.	Prereq.	ITC	CS	N&S	WD	CwB	CyS	DS	AI
B207 A	Shaping Business Opportunities I	8	BUS110					*X*			
B207 B	Shaping Business Opportunities II	8	B207 A					*X*			
T216 A	CISCO Networking (CCNA) I	8	TM112		*X*				*X*		
T216 B	CISCO Networking (CCNA) II	8	T216 A		*X*				*X*		
M251	Object-Oriented Programming using Java	8	TM105	*X*	*X*	*X*	*X*	*X*			
M269	Algorithms, Data Structures and Computability	8	M110 MT131	*X*	*X*					*X*	*X*
TT284	Web Technologies	8	TM112		*X*		*X*		*X*		
TM298	Operating Systems	4	TM103 TM105		*X*						

TM240	Computer Graphics and Multimedia	4	MT132 TM105		*X*						
TM255	Communication and Information Technologies	8	TM112	*X*							
TM254	Managing IT: Why, What and How	8	M110			*X*	*X*	*X*			
MT248	Analyzing Data	4	M140							*X*	
MST224	Mathematical Methods	8	MST129 MT132							*X*	
MT249	Practical Modern Statistics	4	MT248							*X*	
TM256	Cyber Security	8	TM129						*X*		
T215 B	Communication and Information Technologies II	8	TM255	*X*							
TM275	Parallel and Distributed Systems	4	TM103								*X*
TM270	Artificial Intelligence	8	TM112 MT141								*X*
TM271	Machine Learning and Deep Learning	8									*X*
TM276	Software Development Processes and Methodologies	4	TM112								*X*
M252	Internet Programming	8					*X*				
M218	Relational Databases	4	M110 MT131							*X*	
M238	Data Visualization	4	M110							*X*	

Level 3 (AOU) = Level 6 (OU) (32 Credit Hours)

Code	Course Title	C.H.	Prereq.	ITC	CS	N&S	WD	CwB	CyS	DS	AI
BUS310	Strategic Management	8	B207 B					*X*			
T316	Advanced Networking	8	T216 B			*X*					
T318	Applied Network Security	8	T216 B TM260			*X*			*X*		
TM351	Data Management and Analysis	8	M269 M251	*X*	*X*			*X*		*X*	*X*
TM352	Web, Mobile and Cloud Technologies	8	TT284 or M251*				*X*				
TM354	Software Engineering	8	M251	*X*	*X*		*X*	*X*			
TM355	Communications Technologies	8	T215 B	*X*							
TM356	Interaction Design and User Experience	8	TT284				*X*				
TM311	Information Security	8	T216 A						*X*		

TM359	System Penetration Testing	8	TM256						*X*		
M348	Applied Statistical Modeleng	8	MT248							*X*	
TM358	Machine Learning and Artificial Intelligence	8	M269		*X*					*X*	
TM340	Natural Language Processing	8	TM271								*X*
TM341	Computer Visision	8									*X*
T321	Operating System Server Administration	8	T216 A			*X*					
TM471 **	Graduation Project (ITC Track)	8	TM355 or TM354 or TM351	*X*							
	Graduation Project (CS Track)		TM354 or TM366 or TM351		*X*						
	Graduation Project (N&S Track)		T316 or T318 or TM352			*X*					
	Graduation Project (WD Track)		TM352 or TM354 or TM356				*X*				
	Graduation Project (CwB Track)		BUS310 TM351 or TM352**					*X*			
	Graduation Project (CyS Track)		TM311 or TM359 or TM318**						*X*		
	Graduation Project (DS Track)		M348 or TM358 or TM351**							*X*	
	Graduation Project (AI Track)		TM351 or TM340* or TM41**								*X*

** Based on selected track*

*** Based on advising*

Appendix B3.2: Cyber Security (CyS) Track (131 C.H.)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
GR102	Principles of Entrepreneurship for Non-Specialists	3	
GR118	Life Skills and Coexistence	3	
GT101	Learning and Information	3	
EL111	English Communication Skills I	3	
EL112	English Communication Skills II	3	EL111

2) Elective University Requirements (3 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR116	Youth Empowerment	3	
GR117	Women Empowerment	3	
GR121	Environment and Health	3	
GR131	General Branch Requirement*	3	

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MST129	Applied Calculus	4	EL099
TM260*	Ethics, Law and Governance in IT	4	TM256

** TM260 May be replaced by an applied module per the local accreditation requirements.*

4) **Elective Faculty Requirements** (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
TM290	Cryptography and Internet Security	3	TM112
MT395*	Applied Cyber Security	3	TM260
MS102	Physics	3	EL111
M109	.NET Programming	3	
MT101	General Mathematics	3	

** It is strongly recommended to take MT395 under this track.*

Note: *Students cannot take more than one elective module per level*

5) **Specialization/Core Requirements** (96 Credit Hours)

- Students are advised to finish each level before proceeding to the following level.

Course Code	Course Title	Credit	Prerequisite
Level 1 (AOU) = Level 4 (OU)			
TM129	Technologies in Practice	8	M110
MT131	Discrete Mathematics	4	EL111
MT132	Linear Algebra	4	
M110	Python Programming	8	
TM112	Introduction to Computing and Information Technologies	8	M110
Level 2 (AOU) = Level 5 (OU)			
TT284	Web Technologies	8	TM112
T216 A	CISCO Networking (CCNA) I	8	
T216 B	CISCO Networking (CCNA) II	8	T216 A
TM256	Cyber Security	8	TM129
Level 3 (AOU) = Level 6 (OU)			
TM311	Information Security	8	T216 A
TM359	System Penetration Testing	8	TM256
T318	Applied Network Security	8	T216 B
TM471	Graduation Project	8	TM311 or TM359 or T318

Appendix B3.3: Data Science (DS) Track (131 C.H.)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
GR102	Principles of Entrepreneurship for Non-Specialists	3	
GR118	Life Skills and Coexistence	3	
GT101	Learning and Information	3	
EL111	English Communication Skills I	3	
EL112	English Communication Skills II	3	EL111

2) Elective University Requirements (3 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR116	Youth Empowerment	3	
GR117	Women Empowerment	3	
GR121	Environment and Health	3	
GR131	General Branch Requirement*	3	

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MST129	Applied Calculus	4	EL099
TM260*	Ethics, Law and Governance in IT	4	M110

** TM260 May be replaced by an applied module per the local accreditation requirements.*

4) Elective Faculty Requirements (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
M115*	Python for DS and ML	3	M110
TM338	Data Mining	3	MT249
TM339	Big Data Analytics	3	
MS102	Physics	3	EL111
M109	.NET Programming	3	
MT101	General Mathematics	3	

** It is strongly recommended to take M115 for DS Level 1.*

Note: *Students cannot take more than one elective module per level*

5) Specialization/Core Requirements (96 Credit Hours)

- Students are advised to finish each level before proceeding to the following level.

Course Code	Course Title	Credit	Prerequisite
Level 1 (AOU) = Level 4 (OU)			
M140	Introducing Statistics	8	EL111
MT131	Discrete Mathematics	4	
MT132	Linear Algebra	4	
M110	Python Programming	8	
TM112	Introduction to Computing and Information Technologies	8	M110
Level 2 (AOU) = Level 5 (OU)			
M218	Relational Databases	4	M110 MT131
M238	Data Visualization	4	M110
MT248	Analyzing Data	8	M140
M269	Algorithms, Data Structures and Computability	8	M110 MT131
MST224	Mathematical Methods	8	MST129 MT132
MT249	Practical Modern Statistics	8	MT248
Level 3 (AOU) = Level 6 (OU)			
M348	Applied Statistical Modelling	8	MT248
TM358	Machine Learning and Artificial Intelligence	8	M269

TM351	Data Management and Analysis	8	
TM471	Graduation Project	8	M348 or TM351 or TM358

Appendix B3.4: Artificial Intelligence (AI) Track (131 C.H.)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
GR102	Principles of Entrepreneurship for Non-Specialists	3	
GR118	Life Skills and Coexistence	3	
GT101	Learning and Information	3	
EL111	English Communication Skills I	3	
EL112	English Communication Skills II	3	EL111

2) Elective University Requirements (3 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR116	Youth Empowerment	3	
GR117	Women Empowerment	3	
GR121	Environment and Health	3	
GR131	General Branch Requirement*	3	

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MST129	Applied Calculus	4	EL099
TM260*	Ethics, Law and Governance in IT	4	TM271

** TM260 May be replaced by an applied module per the local accreditation requirements.*

4) **Elective Faculty Requirements** (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
TM280	Smart IoT Systems	3	TM112
TM380	Autonomous Robotic Systems	3	TM271
MS102	Physics	3	EL111
M109	.NET Programming	3	
MT101	General Mathematics	3	

Note: *Students cannot take more than one elective module per level*

5) **Specialization/Core Requirements** (96 Credit Hours)

- Students are advised to finish each level before proceeding to the following level.

Course Code	Course Title	Credit	Prerequisite
Level 1 (AOU) = Level 4 (OU)			
MT141	Introduction to Probability and Statistics	4	EL111
TM103	Computer Architecture and Organization	4	
MT131	Discrete Mathematics	4	
MT132	Linear Algebra	4	
M110	Python Programming	8	
TM112	Introduction to Computing and Information Technologies	8	M110
Level 2 (AOU) = Level 5 (OU)			
M269	Algorithms, Data Structures and Computability	8	M110 MT131
TM270	Artificial Intelligence	8	TM112 MT141
TM271	Machine Learning and Deep Learning	8	MT141 TM270
TM275	Parallel and Distributed Systems	4	TM103
TM276	Software Development Processes and Methodologies	4	TM112
Level 3 (AOU) = Level 6 (OU)			
TM351	Data Management and Analysis	8	M269
TM340	Natural Language Processing	8	TM271
TM341	Computer Vision	8	

TM471	Graduation Project	8	TM351 or TM340 or TM341

Appendix C

AOU Programmes Study Plans

Appendix C1.1: Bachelor's in Elementary Education (132 C.H. - JOR)

1) Mandatory University Requirements (24 Credit Hours)

Code	Course Title	Credit	Prerequisite	Equivalent
AR111	Arabic Communication Skills I	3		
AR112	Arabic Communication Skills II	3	AR111	
EL111E	English Communication Skills I	3	EL099E	EL111
EL112E	English Communication Skills II	3	EL111E	EL112
ED111	Foundations of Education	3		
GR100	Computer and Internet Literacy	3		TU170
GR101	Self-Learning Skills	3		GR101EL
GR131	History and Civilization of Jordan	3		

2) Elective University Requirements (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR117	Empowerment of Women	3	
GR118	Life Skills	3	
SP233	Building Behavior Modification	3	
SP325	Learning Through Playing	3	

3) Professional Education Courses (51 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ED121	Psychology of Child Growth	3	
ED212	Elementary Education	3	
ED222	Psychology of Learning and Instruction	3	
ED241	Teaching Strategy	3	
ED313	Class Management and Teaching Environment	3	
ED331	Education Technology	3	
ED332	Computer-Assisted Instruction	3	

ED421	Principles of Guidance and Scholastic Counceling	3	
ED423	Measurement, Evaluation and Construction of Tests	3	ED241
ED431	Design and Production of Instructional Software	3	
ED441	Practical Education I	6	
ED442	Scientific Research Methodology	3	
ED449	Practical Education II	6	ED441
SP100	Introduction to Special Needs	3	
SP302	Introduction to Learning Difficulties	3	

- A highlighted course code and its prerequisite's code means they should be taken concurrently.

4) Professional Education Courses (51 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ED252	Methodology of Islamic Education for Elementary School	3	ED241
ED254	Methodology of Social Sciences	3	
ED354	Methodology of Arabic Language for Elementary School	3	
ED364	Methodology of Mathematics for Teachers of Elementary School	3	
ED456	Children Literature	3	
ED468	Methodology of Science for Teachers of Elementary School	3	ED241
ED482	Environment and Health	3	
ED247	Social Sciences I	3	
ED248	Social Sciences II	3	ED247
ED249	Islamic Education for Teachers of Elementary School I	3	
ED250	Islamic Education for Teachers of Elementary School II	3	
ED347	Arabic Education for Teachers of Elementary School I	3	
ED349	Arabic Education for Teachers of Elementary School II	3	ED347
ED359	Mathematics for Teachers of Elementary School I	3	
ED360	Mathematics for Teachers of Elementary School II	3	ED359
ED460	Science for Teachers of Elementary School I	3	
ED462	Science for Teachers of Elementary School II	3	

- A highlighted course code and its prerequisite's code means they should be taken concurrently.

Appendix C1.2: Bachelor's in Elementary Education (128 C.H. - LEB)

1) Mandatory University Requirements (21 Credit Hours)

Code	Course Title	Credit	Prerequisite	Equivalent
AR111	Arabic Communication Skills I	3		
AR112	Arabic Communication Skills II	3	AR111	
EL111E	English Communication Skills I	3	EL099E	EL111
EL112E	English Communication Skills II	3	EL111E	EL112
ED111	Foundations of Education	3		
GR100	Computer and Internet Literacy	3		TU170
GR101	Self-Learning Skills	3		GR101EL

2) Elective University Requirements (9 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	History and Civilization of Lebanon	3	
SP233	Building Behavior Modification	3	
SP325	Learning through Playing	3	

3) Professional Education Courses (51 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ED121	Psychology of Child Growth	3	
ED212	Elementary Education	3	
ED222	Psychology of Learning and Instruction	3	
ED241	Teaching Strategy	3	
ED313	Class Management and Teaching Environment	3	
ED331	Education Technology	3	
ED332	Computer-Assisted Instruction	3	
ED421	Principles of Guidance and Scholastic Counceling	3	
ED423	Measurement, Evaluation and Construction of Tests	3	ED241

ED431	Design and Production of Instructional Software	3	
ED441	Practical Education (1)	6	
ED442	Scientific Research Methodology	3	
ED449	Practical Education (2)	6	ED441
SP100	Introduction to Special Needs	3	
SP302	Introduction to Learning Difficulties	3	

- A highlighted course code and its prerequisite's code means they should be taken concurrently.

4) Professional Education Courses (47 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ED254	Methodology of Social Sciences	3	ED241
ED252	English for Elementary School Teachers	4	
ED256	Methods of Teaching English for Elementary School	4	
ED354	Methodology of Arabic Language for Elementary School	3	ED241
ED364	Methodology of Mathematics for Teachers of Elementary School	3	
ED456	Children Literature	3	
ED468	Methodology of Science for Teachers of Elementary School	3	ED241
ED482	Environment and Health	3	
ED247	Social Sciences I	3	
ED248	Social Sciences II	3	ED247
ED347	Arabic Education for Teachers of Elementary School I	3	
ED349	Arabic Education for Teachers of Elementary School II	3	ED347
ED359	Mathematics for Teachers of Elementary School I	3	
ED360	Mathematics for Teachers of Elementary School II	3	ED359
ED460	Science for Teachers of Elementary School I	3	
ED462	Science for Teachers of Elementary School II	3	

- A highlighted course code and its prerequisite′s code means they should be taken concurrently.

Appendix C1.3: Higher Diploma in Kindergarten (39 C.H. - EGY)

1) Mandatory Specialization Requirements (36 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ECD510	Child Education Systems and Administration	3	
ECD511	Child Psychology: Growth, Learning and Counseling	3	
ECD512	Child Nutrition, Health and Safety	3	
ECD513	Education of Students with Special Needs and Inclusion	3	
ECD514	Information and Communication Technology for Children	3	
ECD515	Planning Learning Early Childhood Teaching and Learning Programs	3	
ECD517	Scientific and Mathematical Concepts for Children	3	
ECD518	Musical Skills and Child Theatre	3	
ECD519	Arts and Physical Skills for Children	3	
ECD520	Field Training	3	
ECD521	Multiple Intelligences and Creativity Development	3	
ECD523	Concepts and Linguistics Skills (Arabic and Foreign)	3	

2) Elective Specialization Requirements (3 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ECD526	Arabic Language in Kindergarten	3	
ECD527	English Language in Kindergarten	3	
ECD528	Psychology of Play	3	
ECD529	Child Culture and Media	3	
ECD530	Parental Education	3	

Appendix C2.1: Career Empowerment for Deaf and Hearing-Impaired Students (126 C.H. - KSA)

Mandatory Specialization Requirements (126 Credit Hours)

Course Code	Course Title	Credit
DF101	Reading for the Deaf and Hard of Hearing	2
DF102	Islamic Education for the Deaf	3
DF103	Arabic Language Skills for the Deaf I	2
DF104	Self-Learning Skills for the Deaf I	2
DF105	History of Deaf Education	2
DF106	Employing Technology in Deaf Education	3
DF110	Writing for the Deaf and Hard of Hearing	2
DF111	Arabic Language Skills for the Deaf II	2
DF112	Communication Skills in English Language for the Deaf I	3
DF113	Health and Food	3
DF114	Hearing Science	3
DF115	Self-Learning Skills for the Deaf II	2
DF201	Written Communication Skills for the Deaf I	3
DF202	Arabic Language Skills for the Deaf III	2
DF203	Communication Skills in English Language for the Deaf II	3
DF204	Introduction to the Deaf Habilitation	3
DF205	National Education for the Deaf I	3
DF206	Educational Arts for the Deaf	3
DF210	Written Communication Skills for the Deaf II	3
DF211	Arabic Language Skills for the Deaf IV	2
DF212	Developmental Psychology	3
DF213	Social Sciences for the Deaf	3
DF214	Language Development and Functional Oral Language	3
DF215	Introduction to the Science of Interpretation	3
DF301	Psychology Learning and Instruction	3
DF302	Arabic Language Skills for the Deaf V	2
DF303	Translation of Terms and Texts	3

DF304	Technology of Instruction and Communication	3
DF305	Management of Work Environment	3
DF306	Written Communication Skills: Professional and Functional Applications	2
DF310	Psychological Counseling and Guidance for the Deaf	3
DF311	Arabic Language Skills for the Deaf VI	2
DF312	Instructional Strategies for the Deaf	3
DF313	Building and Modifying Deaf Behavior	3
DF314	Introduction to Mathematics for the Deaf	3
DF315	Building and Designing Individual Program	2
DF316	Communities Services for the Deaf	2
DF401	Issues and Trends in the Deaf Community	3
DF402	Arabic Language Skills for the Deaf VII	2
DF403	Family Empowerment for the Deaf	3
DF404	National Education for the Deaf II	3
DF405	The Theater of the Deaf	3
DF406	Special Projects Management	3
DF410	Multitasks Field Training (Graduation Project)	12

Appendix C2.2: Bachelor's in Special Education / Learning Disabilities (132 C.H. - JOR)

1) Mandatory University Requirements (27 Credit Hours)

Code	Course Title	Credit	Prerequisite	Equivalent
AR111	Arabic Communication Skills I	3		
AR112	Arabic Communication Skills II	3	AR111	
EL099E	English Orientation	0		
EL111E	English Communication Skills I	3	EL099E	EL111
EL112E	English Communication Skills II	3	EL111E	EL112
ED111	Foundations of Education	3		
GR100	Computer and Internet Literacy	3		TU170
GR101	Self-Learning Skills	3		GR101EL
GR111	Arab Islamic Civilization	3		
GR131	History and Civilization of Jordan	3		

2) Elective University Requirements (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
BE322	Small Business Management	3	
ED212	Elementary Education	3	
ED247	Social Sciences I	3	
ED249	Islamic Education for Teachers of Elementary School	3	
ED460	Science for Teachers of Elementary School I	3	

3) Mandatory Specialization Requirements (48 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
ED324	Learning Difficulties	3	
ED347	Arabic Education for Teachers of Elementary School I	3	
ED349	Arabic Education for Teachers of Elementary School II	3	ED347
ED354	Methodology of Arabic Language for Elementary School	3	ED241

ED359	Mathematics for Teachers of Elementary School I	3	
ED360	Mathematics for Teachers of Elementary School II	3	ED359
ED364	Methodology of Mathematics for Teachers of Elementary School	3	ED241
SP205	Assessment and Diagnosis of Learning Disabilities	3	ED323 or SP100
SP230	Language and Communication Disorders	3	
SP334	Teaching Methods for Students with Learning Disabilities	3	
SP336	Developmental Learning Disabilities	3	
SP337	Learning Disabilities and Academic Education	3	
SP343	Practicum I in the Field of Learning Disabilities	6	
SP494	Practicum II in the Field of Learning Disabilities	6	SP343

- A highlighted course code and its prerequisite's code means they should be taken concurrently.

4) Professional Education Courses (45 Credit Hours)

Code	Course Title	Credit	Prerequisite	Equivalent
ED121	Psychology of Child Growth	3		
ED222	Psychology of Learning and Instruction	3		
ED241	Teaching Strategy	3		
ED313	Class Management and Teaching Environment	3		
ED332	Computer-Assisted Instruction	3		
ED423	Measurement, Evaluation and Construction of Tests	3		
ED431	Design and Production of Instructional Software	3		
ED442	Scientific Research Methodology	3		
SP100	Education with Children with Special Needs	3		ED323
SP202	Early Intervention in Special Education	3	ED323 or SP100	
SP233	Building Behavior Modification	3		
SP241	Curricula and Methods in Special Education	3		
SP340	Working with Families of Individuals with Special Needs	3		
SP405	Contemporary Issues in Special Education	3		
SP415	Integrating People with Special Needs in Regular Schools	3		

5) Professional Education Courses (6 Credit Hours)

Code	Course Title	Credit	Prerequisite	Equivalent
SP325	Learning through Playing	3	ED323 or SP100	
ED456	Children Literature	3		
ED482	Environment and Health	3		
SP410	Administration and Supervision in Special Education	3	ED323 or SP100	

Appendix C3: Graphics and Multimedia Design / Technology Structure (GMDT) (137 C.H.)

1) Mandatory University Requirements (12 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL111	English Communication Skills I	3	
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	

2) Elective University Requirements (9 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MS101	Physics I	3	EL111
MS102	Physics II	3	MS101
GE102	Introduction to Statistics	3	EL111
EL118	Reading	4	
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	

** This is a branch-specific course such as history of the country*

3) Mandatory Faculty Requirements (6 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
GM101	Calculus 1 / College Mathematics	3	
GM102	Linear Algebra	3	

4) Elective Faculty Requirements (14 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
GE103	Discrete Mathematics	3	
GE104	Data, Computing and Information	3	
GE105	Data Structures and Algorithms	3	
GE106	Computer Organization and Architecture	3	
GE201	Programming for Digital Media	4	
GE202	Computer-Aided Design	4	
GE301	3D Modeling and Animation Techniques	4	
GE302	Web Application Development — Server Side	4	

5) Mandatory Specialization/Core Requirements (96 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 4 (UoWH)			
4AD010	Introduction to Art and Design in Context	5	
4VC012	Studio Practice: Ideas, Concepts, and Communication Methods	5	
4VC013	Elements, Composition and Digital Foundation	5	
4VC014	Introduction to Programming and Interactivity for Media Arts	5	
4VC015	Digital Photography and Media Production	5	
4VC016	Typography I	5	
Level 5 (UoWH)			
5AD008	Critical and Contextual Issues in Art and Design	5	
5VC012	Visual Narrative	5	
5VC013	Typography II and Computer Graphics	5	
5VC015	Digital and Emerging Media Design	5	
5VC017	Digital Visualization Studio	5	
5VC019	Visual Effects, Compositing and Mixed Media Production	5	
Level 6 (UoWH)			
6AD001	Creative Industries and Opportunities	6	
6AD002	Research Methods for Graphics Design	6	

6VC012	Graduation Project	6	
6VC015	Digital Media Design for Mobile Devices	6	
6VC018	Independent Graphic Design Practice	6	
6VC019	Major Aspects of Visual Communication Projects	6	

Appendix C4.1: Electronic Media Programme
(129-136 C.H. - EGY)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	El099
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	EL098

All freshmen students starting from 2015-2016 must sit for an English LPT. Based on their results, they will either enroll in EL097, EL098, EL099, EL111 and EL112 or be exempted from them.

2) Elective University Requirements (3-7 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL118	Reading	4	EL111
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	
MC101	Mass Media Skills	3	
B332/4	Entrepreneurship and Small Business Management	4	

** This is a branch-specific course such as history of the country*

3) **Mandatory Faculty Requirements** (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGN101	Arabic Mass Media	3	
MGN102	Introduction to Broadcasting	3	
MGN103	Introduction to Public Relations	3	
MGN104	Introduction to Advertising	3	
MGN105	Computer for Communication	3	
MGN106	Research Methods	3	

4) **Elective Faculty Requirements** (12 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGN107	Communication Theories	3	
MGN108	Introduction to Media Psychology	3	
MGN109	Introduction to Social Media	3	
MGN110	Introduction to Politics	3	
MGN111	Introduction to Economics	3	
MGN112	Human Rights	3	
MGN113	Political Geography	3	
MGN114	Critical Thinking	3	

5) **Mandatory Specialization/Core Requirements** (63 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 2			
ELM201	Media Topic in English	3	EL112
ELM202	Translation	3	
ELM203	Computer for Communication	3	MGN105
ELM204	Graphics Design I	3	
ELM205	Digital Editing I	3	
ELM206	Concept of Graphics	3	
ELM207	Media Training I	3	
Level 3			
ELM301	Online Journalism	3	

ELM302	Writing for Electronic Journalism	3	
ELM303	Electronic Media Production	3	
ELM304	Graphics Design II	3	ELM206
ELM305	Digital Editing II	3	ELM205
ELM306	New Media	3	
ELM307	Media Training II	3	ELM207
Level 4			
ELM401	Internet Journalism	3	ELM301
ELM402	Internet Broadcasting	3	
ELM403	Web Sites design	3	
ELM404	Multimedia	3	
ELM405	Electronic Journalism Layout	3	
ELM406	Digital Editing Advanced	3	ELM305
ELM407	Graduation Project	3	ELM307

6) Elective Specialization/Core Requirements (15-18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 3			
ELM308	Media Visual Effects	3	ELM206
ELM309	Internet Law and Ethics	3	
ELM310	Interactive and New Media	3	ELM306
ELM311	Documentary Film Production	3	ELM302
ELM312	Integrated Marketing Communication	3	
Level 4			
ELM408	Public Opinion	3	
ELM409	Interactive Communication Skills	3	
ELM410	Electronic Marketing	3	ELM303
ELM411	Writing for Electronic Media	3	ELM302
ELM412	Business Electronic Communication	3	

Appendix C4.2: Public Relations and Advertising (129-136 C.H.)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	

All freshmen students starting from 2011-2012 must sit for an English LPT. Based on their results, they will either enroll in EL097, EL098, EL099, EL111 and EL112 or be exempted from them.

2) Elective University Requirements (3-7 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL118	Reading	4	EL111
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	
MC101	Mass Media Skills	3	
B332	Small Business Management	4	

** This is a branch-specific course such as history of the country*

3) **Mandatory Faculty Requirements** (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGN101	Arabic Mass Media	3	
MGN102	Introduction to Broadcasting	3	
MGN103	Introduction to Public Relations	3	
MGN104	Introduction to Advertising	3	
MGN105	Computer for Communication	3	
MGN106	Research Methods	3	

4) **Elective Faculty Requirements** (12 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGN107	Communication Theories	3	
MGN108	Introduction to Media Psychology	3	
MGN109	Introduction to Social Media	3	
MGN110	Introduction to Politics	3	
MGN111	Introduction to Economics	3	
MGN112	Human Rights	3	
MGN113	Political Geography	3	
MGN114	Critical Thinking	3	

5) **Mandatory Specialization/Core Requirements** (63 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 2			
PRA201	Media Topic in English	3	EL112
PRA202	Translation	3	
PRA203	Marketing Communication	3	MGN103 MGN104
PRA204	Public Relations Management	3	MGN103
PRA205	Advertising Management	3	MGN104
PRA206	Media Material Production	3	
PRA207	Media Training I	3	
Level 3			

PRA301	Social Marketing	3	PRA203
PRA302	Promotion Activities	3	
PRA303	PR and Advertising Research	3	MGN106
PRA304	Persuasion	3	
PRA305	Graphic Design	3	
PRA306	Advertising Production	3	PRA205
PRA307	Media Training II	3	PRA207
Level 4			
PRA401	Organizational Communication	3	
PRA402	Management of Advertising Campaigns	3	PRA205
PRA403	Applied PR	3	PRA206
PRA404	Graphic Design Advanced	3	PRA305
PRA405	Etiquette and Protocol	3	
PRA406	Production of PR Material	3	PRA206
PRA407	Graduation Project	3	PRA307

6) Elective Specialization/Core Requirements (15-18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 3			
PRA308	Writing for PR	3	
PRA309	International PR	3	
PRA310	Special Topics in PR	3	
PRA311	Crisis Management	3	
PRA312	Personal Communication	3	
Level 4			
PRA408	Public Opinion	3	
PRA409	Negotiation Skills	3	
PRA410	PR and Social Change	3	
PRA411	Advertising Design	3	PRA305
PRA412	Non-Linear Editing	3	

Appendix C4.3: Radio and Television
(129-136 C.H.)

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR111	Arabic Communication Skills I	3	
AR112	Arabic Communication Skills II	3	AR111
EL111	English Communication Skills I	3	
EL112	English Communication Skills II	3	EL111
GR101	Self-Learning Skills	3	
TU170	Computing Essentials	3	

All freshmen students starting from 2011-2012 must sit for an English LPT. Based on their results, they will either enroll in EL097, EL098, EL099, EL111 and EL112 or be exempted from them.

2) Elective University Requirements (3-7 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
EL118	Reading	4	EL111
CH101	Chinese for Beginners I	3	
CH102	Chinese for Beginners II	3	CH101
FR101	French for Beginners I	3	
FR102	French for Beginners II	3	FR101
SL101	Spanish for Beginners I	3	
SL102	Spanish for Beginners II	3	SL101
GR111	Arab Islamic Civilization	3	
GR112	Developmental Issues and Problems in the Arab region	3	
GR115	Current International Issues and Problems	3	
GR131	General Branch Requirement*	3	
MC101	Mass Media Skills	3	
B332	Small Business Management	4	

** This is a branch-specific course such as history of the country*

3) **Mandatory Faculty Requirements** (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGN101	Arabic Mass Media	3	
MGN102	Introduction to Broadcasting	3	
MGN103	Introduction to Public Relations	3	
MGN104	Introduction to Advertising	3	
MGN105	Computer for Communication	3	
MGN106	Research Methods	3	

4) **Elective Faculty Requirements** (12 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGN107	Communication Theories	3	
MGN108	Introduction to Media Psychology	3	
MGN109	Introduction to Social Media	3	
MGN110	Introduction to Politics	3	
MGN111	Introduction to Economics	3	
MGN112	Human Rights	3	
MGN113	Political Geography	3	
MGN114	Critical Thinking	3	

5) **Mandatory Specialization/Core Requirements** (63 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 2			
RTV201	Media Topic in English	3	EL112
RTV202	Translation	3	
RTV203	Writing for Radio and TV	3	MGN102
RTV204	Phonetics and Announcement	3	
RTV205	Radio and TV Production	3	MGN102
RTV206	Specialized Broadcasting	3	
RTV207	Media Training I	3	
Level 3			
RTV301	Advertising in Radio and TV	3	

RTV302	Television Shooting	3	
RTV303	Graphic Design	3	
RTV304	Introduction to Editing	3	
RTV305	International Broadcasting	3	RTV206
RTV306	News and News Program	3	RTV203
RTV307	Media Training II	3	RTV207
Level 4			
RTV401	Audience Research	3	
RTV402	Documentary Cinema	3	
RTV403	Graphic Design Advanced	3	RTV303
RTV404	Electronic Editing Advanced	3	RTV304
RTV405	Radio and TV Directing	3	RTV302
RTV406	Preparation and Program Announcement	3	
RTV407	Graduation Project	3	RTV307

6) Elective Specialization/Core Requirements (15-18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
Level 3			
RTV308	Media Criticism	3	
RTV309	Broadcasting Organization Management	3	
RTV310	Radio and TV Campaigns	3	RTV205
RTV311	New Media	3	
RTV312	Media Documentation	3	RTV205
Level 4			
RTV408	Public Opinion	3	
RTV409	Drama on Radio and TV	3	
RTV410	Education and Cultural Programs	3	
RTV411	Media Law and Ethics	3	
RTV412	Talk Show Program	3	

[i] The Care Act2014, Safeguarding Adults-UK
[2]Working Together To safeguard children 2018, GOV-UK
[3] The Care Act2014, Safeguarding Adults-UK
[4] The Equality Act,2010-UK
[5]Types of Abuse and Examples: The first Step.Org.UK