



AOU Student Prospectus

Academic Year: 2023-2024

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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. While specializations (majors) 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 University¹, 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 website². Should you have enquiries about validation by OU, UK, you can visit www.open.ac.uk/validate for more information.

¹ www.open.ac.uk

² www.arabou.edu.kw

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We look forward to seeing you at AOU.

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.

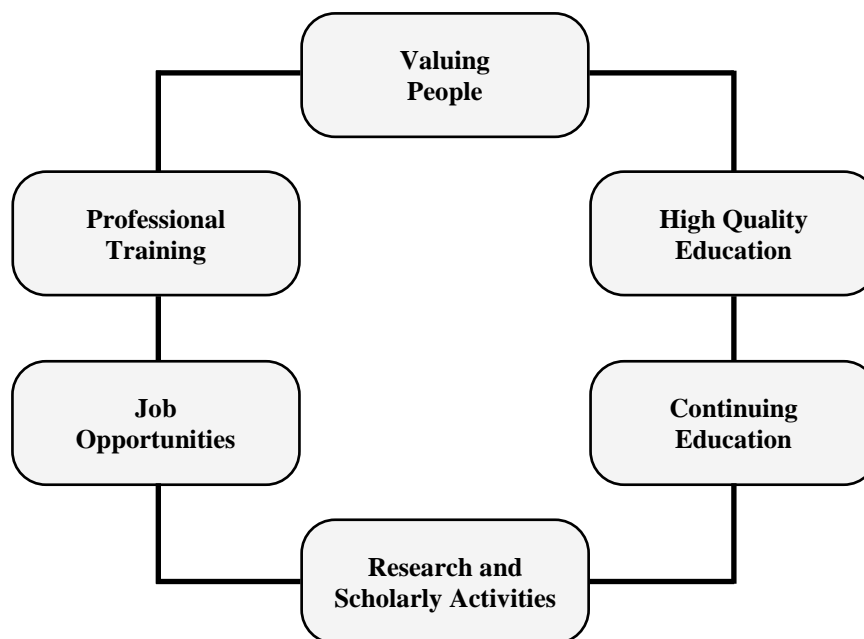
University Vision

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 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).

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.

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2) Student Learning Package

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

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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 underprivileged students 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 OUVF.

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 to Media under 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, and their face-to-face sessions are monitored by a full-time course coordinator in the branch. 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, the questions and model answers must be approved by external assessors. 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. Any TMA not submitted by the cut-off date will result in a 0 mark, unless the student provides evidence of a medical report or occurrence of circumstances beyond his/her control within 3 days of the cut-off date. The reason for non-submission has to be reported to the relevant course coordinator based on a recommendation by the student's course tutor. If the case is approved, the TMA may be submitted within 7 days from the cut-off date.

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. They are prepared by the General Course Coordinator (GCC) and submitted by the Dean to the external examiners for final approval.

According to University rules and regulations, a student's grade in Continuous Assessment (TMA 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 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 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

To be admitted in any BA/BSc programme, students need to meet the following conditions:

- Have a general secondary school certificate (or equivalent).
- Fulfill any other conditions determined by the University or the competent authorities in the branch country. Students are advised to contact their local branch for more information about admission requirements.

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

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). Admitted students may thereafter submit the required documents in AOU-QAAD-00-24(09)

order to gain the credit transfer for courses successfully completed at other recognized higher education institutions.

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 1 for details*).

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).
- 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.
- **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 from *Appendix 6 onward*.

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 *Appendices 1, 3, 4 and 5*.

1) Bachelor's of Art (Hons.) in Business Studies Programme (Appendix 3)

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 4.1 and 4.2)

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	

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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 5)

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	480	18	131
E University requirements	10		3	
M Faculty requirements	30		8	
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 6 and 7)

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	4
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
		120	32

* 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 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:

- Copying printed material and submitting it as part of a TMA or examination scripts without proper acknowledgement and documentation.
- Copying material from the Internet, including tables and pictures, without proper acknowledgement.
- Copying other students' works.
- Using material prepared for the student by other individuals or institutions (not the student's own work).
- Taking unauthorized material into the examination room.

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 following 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

- A student may not repeat any AOU course in which they had obtained a B grade or higher.
- A student may not repeat a Level 2 (5) or Level 3 (6) OU, UK course in which they had obtained a C grade or higher.
- A student who fails an elective course may repeat it or any other elective course for the purpose of completing the programme's approved study plan requirements. The new grade resulting from the repeat shall be included in his/her semester and cumulative averages. However, if they fail, the number of course hours shall be excluded from his/her cumulative average, provided that no semester average modification should occur in the semester in which he/she failed.
- A student who fails a compulsory course must repeat it in a subsequent semester. The new grade resulting from the repeat shall be entered into his/her record. However, if they fail, the number of course hours shall be excluded from his/her cumulative average, provided that no semester average modification should occur in the semester in which he/she failed.

- A student may repeat any course in his/her study plan, other than Level 2 (5) and Level 3 (6) OU, UK courses, only if it is for the purpose of raising their cumulative average to the required limit in order to graduate. The new grade, whether higher or lower than the previous grade, shall be entered into his/her cumulative average, and the number of points earned prior is canceled 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 8 credit hours per semester. However, with the branch Rector's approval, this load may be reduced to 6 credit hours.
- **Maximum Load:** The maximum study load per student shall be 21 credit hours per semester. However, for students expected to graduate in the same semester, the branch Rector may raise the maximum load to 24 credit hours.
- Students with a cumulative average under 2.00 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) excluding summer semesters, 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

A student is eligible to transfer provided that he/she fulfills the admission requirements of the programme to which he/she wishes to transfer, and the transfer takes place at the beginning of the semester following the one in which he/she has been admitted. In this case, all courses successfully completed that correspond with the requirements of the new programme will be taken into account. The number of course hours that do not belong in the new programme's study plan as well as the points attained in said courses shall be excluded from his/her cumulative average. Lastly, the student needs to fill in the special transfer form during the period announced in the University calendar. The transfer is subject to the following conditions:

- The availability of space for an extra student in the programme, as there are limits to 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.
- Fulfillment 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.
- Ensuring that the transfer does not lead to a critical situation on the programme being transferred from.

13.2) Transfer between Branches

A student who is registered in one branch is eligible to transfer to another branch, but only at the beginning of the semester. This case, all completed courses are taken into account for the student. However, this type of transfer is subject to local requirements. Additionally, tuition fees for new courses are calculated according to the fees of the new branch. The transfer is subject to the following conditions:

- When applying for a branch transfer, the student should be fully registered in that branch, not a discontinued student, and does not have a warning/punishment of expulsion from the University.
- The student shall fill in the respective form stating the reasons for transfer before the end of the semester and according to the specified dates schedule.
- 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 of \$100 when filing the application. If the application is accepted, the amount is settled equally between the original branch and the branch that the student is transferring to. However, if the application is rejected, the student has the right to receive a refund.
- Transfer should normally occur within the same programme in which the student is registered. If not, admission to a different programme will be

considered according to the fulfillment of programme admission requirements in the original branch, and then the application for transfer is reviewed.

- The availability of space for an extra student in the programme, as there are limits to capacity.
- Where necessary, it is the student's responsibility to get a residence permit in the country branch to which he/she wants to transfer. Including the necessary entry visas and other requirements.
- 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.
- When a transfer has been approved by the two branches, the student's file and academic record is sent to the new branch.
- 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.

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

- A student may appeal their course grade through the online complaints and appeals system to the Branch Appeal Committee (BAC) within 1 week from the course results announcement.
- The BAC ensures that the marks have been compiled properly and all answer scripts have been marked and verified, then notifies the student of the acceptance or rejection of his/her appeal.
- If rejected, the student may appeal the BAC decision to the Branch Re-Appeal Committee (BRAC) through the branch Rector/Director within 1 week of the original appeal decision notification. The re-appeal needs to include reasons for appealing alongside supporting documents.
- The recommendations of the BRAC will be sent to the Central Examination Committee (CEC) for approval and endorsement. The CEC's decision is considered final and irrevocable. However, if a student still insists on pursuing their appeal beyond this point, they should do so within 1 week from the CEC decision notification.
- In all cases, if a grade is modified as a result of an appeal then all examination committees must be informed.
- If the student is not satisfied with the outcome of the entire appeal process, he/she may appeal to the University President. Students registered in OU validated programmes may appeal to the OUVF if they believe that they have exhausted all AOU means and levels of appeal.

14.3.2) Complaints Procedures

- A student may lodge a complaint any time during the academic year by filling the University complaints form. The student must state detailed reason(s) for complaining. A copy will be automatically sent to the concerned department and to the Students' Affairs Office.
- The concerned department will examine the complaint. It may consult other departments or members of the University staff, if deemed appropriate and necessary.
- The concerned department may find grounds for the complaint and produce a report alongside its recommendations including all necessary documentation.
- The report will be sent to the Assistant Director for Administration and Finance or the Assistant Director for Academic Affairs for approval, based on the nature and subject of the complaints.
- Upon the approval of the relevant Assistant Director, the Students' Affairs Office will notify the student of the final outcome.
- If unsatisfied with the outcome, the student may raise the complaint to the branch Rector/Director within 7 days of receiving the outcome notification. The branch Rector/Director will inform the student of his/her decision.
- If unsatisfied with the branch Rector/Director's decision, the student may raise the complaint to the University President and/or to the OUVF.

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)	<p>PO Box 3322 Safat – Postal Code 13033 – State of Kuwait</p> <p><i>Email:</i> info@arabou.edu.kw</p> <p><i>Tel:</i> (+965) 24394143 / <i>Fax:</i> (+965) 24394150</p> <p><i>Directions:</i> Al-Farwaniya, Al-Ardiya Industrial Area, government usages zone next to the Public Institution for Social Security</p>
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Bahrain Branch	<p>PO Box 18211 – Manama – Kingdom of Bahrain</p> <p><i>Email:</i> student-affairs@aou.org.bh / info.desk@aou.org.bh</p> <p><i>Tel:</i> (+973) 17407077 / <i>Fax:</i> (+973) 17402548</p> <p><i>Directions:</i> A`ali, Street 3220 (Building 890, Block 732)</p>
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Egypt Branch	<p>PO Box 51 – El-Sherouk City behind City Hall – Cairo – Egypt</p> <p><i>Email:</i> info@aou.edu.eg</p> <p><i>Tel:</i> (+202) 26890500 – <i>Hotline:</i> 19268 / <i>Fax:</i> (+202) 26890590</p> <p><i>Directions:</i> Cairo, El-Sherouk City, Al-Hay Al-Thani</p>
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Jordan Branch	<p>PO Box 1339 Amman – Postal Code 11953 – Jordan</p> <p><i>Email:</i> info@aou.edu.jo</p> <p><i>Tel:</i> (+962) 6 5630630 / <i>Fax:</i> (+962) 6 5630610</p> <p><i>Directions:</i> Amman, Tareq, Behind Queen Alia Hospital and close to the Association of Arab Universities</p>
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Kuwait Branch	<p>PO Box 830 Al-Ardiya – Postal Code 92400 – State of Kuwait</p> <p><i>Email:</i> director2@aou.edu.kw / info@aou.edu.kw</p> <p><i>Tel:</i> (+965) 24394400 / <i>Fax:</i> (+965) 24394200</p> <p><i>Directions:</i> Al-Farwaniya, Al-Ardiya Industrial Area, government usages zone next to the Public Institution for Social Security</p>
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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	<p>PO Box 1596 - PC 130 - Azaiba - Sultanate of Oman</p> <p><i>Email:</i> info@aou.edu.om / admission@aou.edu.om</p> <p><i>Tel:</i> (+968) 24957300 / <i>Fax:</i> (+968) 24699669</p> <p><i>Directions:</i> Muscat, Qurm 18, Madinat Sultan Qaboos</p>
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Saudi Arabia Branch	<p>PO Box 84901 - Riyadh 11681 - Kingdom of Saudi Arabia</p> <p><i>Tel:</i> (+966) 112742277 / <i>Fax:</i> (+966) 112742696</p> <p><i>Email:</i> support@arabou.edu.sa</p> <p><i>Directions:</i> Riyadh, Hittin, Prince Faisal Ibn Abdullah Ibn Abdulrahman Street,</p>
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Sudan Branch	<p>PO Box 7818 - Postal Code 11123 - Republic of Sudan</p> <p><i>Email:</i> info@aou.edu.sd</p> <p><i>Tel:</i> (+249) 154891834 / <i>Fax:</i> (+249) 154891832</p> <p><i>Directions:</i> Khartoum, Al-Amarat Street 17, Opposite of the Local Government Office</p>
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Palestine Branch	<p>PO Box 4375 - Palestine</p> <p><i>Email:</i> info@aou.edu.ps</p> <p><i>Tel:</i> (+972) 2 2429777 / <i>Fax:</i> (+972) 2 2429444</p> <p><i>Directions:</i> RamAllah, Al-Bireh, Al-Sheikh Hasan Salameh Street</p>
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Appendices

Appendix 1:



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

Approved by University Council No. 73

May 19, 2021

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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
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 pursuant 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 pursuant 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. These credit hours are distributed as follows:
- A minimum of 18 credit hours of compulsory general University requirements.
 - 80 to 100 credit hours 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.

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 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 branch country.
- B) The Branch Council shall devise and approve a specific admission policy pursuant to admission requirements in the branch country.
- C) Any applicant whom 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 any) as non-registered students provided that they meet any other conditions determined by the nature of these courses.
- E) A student whom studied at a branch as a non-registered student in previous semesters may submit an admission application to any programme offered

in said branch after filing an application during the specified admission period announced by the branch. If admitted, and at his/her request, previously-studied courses will be credited so long as they are consistent with the local accreditation conditions. Additionally, the grades earned in these courses shall be entered onto his/her new academic record.

Article 6: Language Placement Test (LPT)

- A) All freshmen shall undertake the LPT in Arabic and English pursuant 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 pursuant to approved standards by the University Council.
- C) Depending on the freshmen's score in TOEFL and/or IELTS, he/she can either 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 courses pursuant to scores obtained in the Arabic LPT, and in accordance with the approved standards 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 7: Duration of Study

The maximum duration for obtaining a Bachelor’s degree shall be 24 semesters (12 years), taking into account the local accreditation requirements.

Article 8: Study Load and Study Level

A) Study Load:

The following is only applicable to normal (non-summer) classes and is regarding local accreditation conditions required by each University branch:

- 1) **Minimum Load:** the minimum study load per student shall be 8 credit hours per semester. However, with the branch Rector’s approval, this load may be reduced to 6 credit hours.
- 2) **Maximum Load:** The maximum study load per student shall be 21 credit hours per semester. However, for students expected to graduate in the same semester, the branch Rector may raise the maximum load to 24 credit hours.
- 3) Students with a cumulative average under 2.00 shall not be permitted to register more than 16 credit hours in a semester.

B) Study Level:

A student's study level is determined based on the acquired cumulative credit hours of successfully completed courses. The levels are designated as follows:

Study Level	Number of Credits
Level 1	Under 25 credits
Level 2	From 25 to 56 credits
Level 3	From 57 to 88 credits
Level 4	Over 88 credits

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) The student is considered deferred if he/she had withdrawn from all courses in a certain semester after getting the approval of the respective authority.
- D) The student 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 2 weeks after semester commencement, provided that such deferral does not exceed 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 majeure³ which prevented him/her from registering in the semester. If approved, he/she shall be deemed deferred for that semester.
- D) No student is allowed to discontinue his/her study for more than three consecutive or interrupted semesters.

Article 13: Withdrawal from the University

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

³ Definition in Law: unforeseeable circumstances that prevent someone from fulfilling a contract.
AOU-QAAD-00-24(09)

Article 14: Cancellation of Enrollment

- A) A student enrollment is cancelled in the following cases:
- 1) Upon personally filing an application of withdrawal from the University.
 - 2) If he/she fails to register for any course during the first semester following enrollment at the University.
 - 3) Should he/she discontinue his/her studies for 3 consecutive semesters without any valid justification.
 - 4) If deferral periods exceeded 6 consecutive or interrupted semesters.
 - 5) If he/she is dismissed from the University.
- B) 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.
- C) 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 following are per the local accreditation conditions required by each University branch:

- A) 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. In other words, 1 credit hour = 4 classroom hours.
- B) 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.
- C) 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 1 TMA per course per semester. The Deanship may determine the maximum number of TMAs.
- E) A maximum of 2 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) Assignments, midterms and final exams shall be unified in all University branches and endorsed by the concerned Dean.
- H) A Deanship may hold more than 1 MTA in a single semester.
- I) According to special instructions issued by the University Council, the MTA and the final exam are held at the same time and the same date in all branches. Exceptions are allowed in special circumstances.

Article 17: Period of Storing MTA and Exam Booklets

Students final exam and midterms answer booklets shall be kept as references at the branches for specific periods and circumstances should they be needed. After the following durations are expired, the answer booklets shall be destroyed. They are as follows:

- A) Midterms are kept for 1 semester.
- B) Final exams are kept for 2 semesters.

Article 18: Absence from Exams & Assessments

A) MTAs:

- 1) A student who is absent from an MTA shall be credited with a 0 mark, unless he/she presents a compelling excuse within 1 week from the exam date.

- 2) If the excuse is accepted, he/she may sit for a make-up exam in the same semester at a time set by the Admission, Registration, and Examination Department at HQ.

B) Final Exams:

- 1) The student who is absent from a final exam shall earn a 0 mark, unless he/she submits a force majeure excuse within 1 week from the exam date.
- 2) In case the excuse was accepted, the letter I⁴ shall be entered in the student's academic record and he/she shall be permitted to re-sit for the exam 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 submit the exam on its first subsequent session, the letter I shall be replaced with the letter F⁵ 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 pursuant 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

- A) The University grading scale is 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

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

⁴ The letter I stands for Incomplete.

⁵ The letter F stands for Fail.

Article 21: Course Failure

- A) A student shall fail a course in any of the following cases:
- 5) If a student's mark in continuous assessment was less than 30% of the marks assigned to it, the grade FC⁶ shall be entered into his/her record.
 - 6) If a student was absent from the final exam without an acceptable excuse, the grade FA⁷ shall be entered into his/her record.
 - 7) If the student's mark in the final exam was less than 40% of the overall mark, the grade FF⁸ shall be entered into his/her record.
 - 8) 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 Clause A's reasons shall be counted in determining his/her semester and cumulative averages.

Article 22: Results

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

Article 23: Objections to Results

- A) A student may request that his/her final grade in any course be reviewed. The review can only take place if it is within the dates and under the ***Bachelor's Degree Award Examination and Assessment Bylaws at the Arab Open University***.
- B) 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).
- C) Following the announcement of exam results, appeal periods are set as following:

⁶ FC stands for Failed in Continuous Assessment

⁷ FA stands for Absent from Final Examination

⁸ FF stands for Failed in Final Examination

Period	Task
1st Week	Student appeals are declared open
2nd Week	The Appeals Committee looks into student appeals and make recommendations
3rd Week	Student re-appeals are declared open
4th Week	The Re-Appeals Committee looks into student cases and make recommendations
5th Week	Branch Rectors inform the Vice President for Academic Affairs and Scientific Research (VPAA&SR) of all appeals and re-appeals to be submitted and approved by the CEC

- D) Re-appeal cases are allowed only for cases of pervious appeals.
- E) The respective committees present their recommendations to the branch Rector who then submits it to the VPAA&SR and the Chairperson of the CEC for approval and endorsement.
- F) All students results are deemed final and irrevocable 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, then assigned a letter grade as shown in Article 20 herein.

- A) The semester average:
 - 1) The semester average shall be computed pursuant to 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.
- B) The cumulative average:
 - 1) The cumulative average is computed by dividing the overall number of points earned by a student in all of their 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.
- 3) Both semester and cumulative averages shall be rounded to the nearest 2 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) The student shall be dismissed from the University if he/she receives 5 warnings within 5 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 successfully 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 that same track.
- E) A student may apply for another programme or even a different track under the same programme that they were dismissed from. He/she may request the University to credit the relevant registered courses that they had previously passed. All shared courses by the study plans should be credited to the student, provided that their cumulative average is not under 2.00 after these courses are computed.

Article 26: Repeating Courses

- A) 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 5th or 6th level course derived from the Open University-United Kingdom (OU-UK) in which he/she had obtained a Grade C or above.
- B) Repeating an optional course:
 - Students who had failed to pass an optional course may repeat it or any other course in order to fulfill the requirements of their 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.
- C) 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 they pass the course, the new grade will be counted in their semester and cumulative average.
 - 2) If they fail the course, the number of course credit hours shall be excluded from his/her cumulative average.
- D) Repeating courses in order 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 2nd and 3rd level OU-UK courses if they need to raise the cumulative average to 2.00 in order to graduate.
 - 2) Consonant with Clause A Item 2 herein, a student may retake any 2nd or 3rd 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) 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 pursuant to the standards and procedures in ***The Course Equivalency Bylaws at the Arab Open University***, and in accordance with the procedures approved by the University Council.
- B) Courses accepted as equivalents are entered as the letter T⁹ into the student's academic record alongside their figures and credit hours.
- C) Equivalent courses' credit hours shall not be counted in the student's cumulative average.

⁹ T stands for Equivalent.

Article 28: Transfer

- A) In accordance with the principles and procedures approved by the University Council, a student may apply for transfer between:
- 1) Tracks
 - 2) Programmes
 - 3) Branches
- B) These transfers are governed by the principles and procedures stipulated 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 their 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 their grades, on the condition that their cumulative average is not lower than 2.00 after these courses are computed.

Article 29: Graduation

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

Article 30: Award Classification

- A) The graduating student's award grades shall be pursuant 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

- B) So long as Clause B of Article 29 herein is not breached, it is possible to change the range of the cumulative average in order to match local accreditation specifications.

Article 31: 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 Rectors and Director/Rectors of Admissions, Registration and Examination shall be responsible for implementing the provisions of the current bylaws.
- C) The University Council shall decide on all cases not covered by the provisions of the current bylaws.

Appendix 2:
AOU-OU Grades Mapping

AOU-OU Grades Mapping
OU Diploma Supplement/Transcript

VPAA&SR Office

March 2021

Introduction

As per effect of the AOU-OU agreement (signed on 2017), the AOU is committed to hand over, together with the OU certificate, the OU Diploma Supplement (DS) for every AOU graduate following an OU programme. The DS is a form, used like an AOU transcript, but follows the European norms.

The OU GPA and the modules raw marks should be mentioned in the DS with respect to the UK standards not the AOU ones. Due to grade scale inconsistency, the mapping showed as a must requirement.

The upcoming part covers all academic levels (undergraduate and postgraduate) at AOU.

Undergraduate Level

1) *Current Scales*

a) AOU Scale

Grading scale and its corresponding points:

Letter Grade	Range	Points
A	90% – 100%	4.00
B+	82% – 89%	3.50
B	74% – 81%	3.00
C+	66% – 73%	2.50
C	58% – 65%	2.00
D	50% – 57%	1.50
Fail	Below 50%	0.00

b) GPA Scale

Classification	GPA Range
Excellent	3.67 – 4.00
Very Good	3.00 – 3.66
Good	2.33 – 2.99
Fair	2.00 – 2.32
Fail	Below 2.00

c) OU Scale

Classification	Performance Standard	Scale Score %
First-Class Honours (1)	Excellent Pass	70% and above
Upper Second-Class Honours (2.1)	Very Good Pass	60% – 69%
Lower Second-Class Honours (2.2)	Good Pass	50% – 59%
Third Class Honours (3)	Pass	40% – 49%
Fail	Fail	Below 40%

2) AOU-OU Mapping

a) Concept

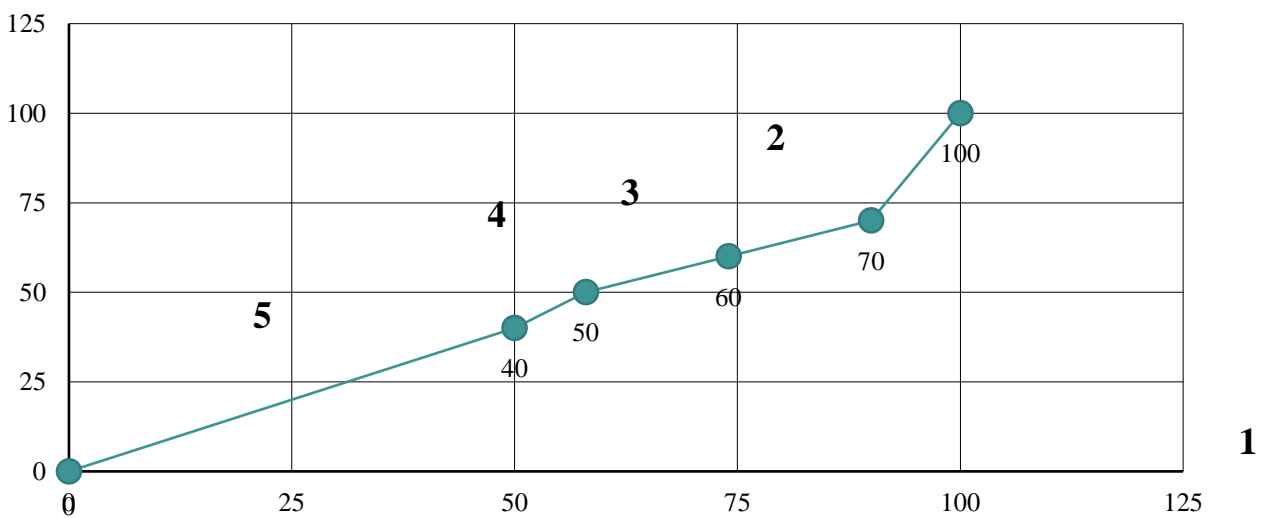
The following table shows the proposed mapping:

AOU Equivalent Range	OU Range
90% – 100%	70% – 100%
82% – 89%	60% – 69%
74% – 81%	

66% – 73%	50% – 59%
58% – 65%	
50% – 57%	40% – 49%
Below 50%	Below 40%

b) Simulation

Mapping between AOU and OU resulted in the following chart:



Mapping divides the space into 5 different regions that can be interpreted as follows:

Region	Slope	Intercept	OU Classification
1	3	-200	1
2	0.625	13.75	2.1
3	0.625	13.75	2.2
4	1.25	-22.5	3
5	0.8	0	Fail

- Following this table, OU mark will be automatically generated based on AOU's mark.

The complete scale:

AOU	OU	AOU	OU	AOU	OU	AOU	OU	AOU	OU
20	16	40	32	60	51.25	80	63.75	100	100
19	15.2	39	31.2	59	50.625	79	63.125	99	97
18	14.4	38	30.4	58	50	78	62.5	98	94
17	13.6	37	29.6	57	48.75	77	61.875	97	91
16	12.8	36	28.8	56	47.5	76	61.25	96	88
15	12	35	28	55	46.25	75	60.625	95	85
14	11.2	34	27.2	54	45	74	60	94	82
13	10.4	33	26.4	53	43.75	73	59.375	93	79
12	9.6	32	25.6	52	42.5	72	58.75	92	76
11	8.8	31	24.8	51	41.25	71	58.125	91	73
10	8	30	24	50	40	70	57.5	90	70
9	7.2	29	23.2	49	39.2	69	56.875	89	69.375
8	6.4	28	22.4	48	38.4	68	56.25	88	68.75
7	5.6	27	21.6	47	37.6	67	55.625	87	68.125
6	4.8	26	20.8	46	36.8	66	55	86	67.5
5	4	25	20	45	36	65	54.375	85	66.875
4	3.2	24	19.2	44	35.2	64	53.75	84	66.25
3	2.4	23	18.4	43	34.4	63	53.125	83	65.625
2	1.6	22	17.6	42	33.6	62	52.5	82	65
1	0.8	21	16.8	41	32.8	61	51.875	81	64.375
0	0								

Postgraduate Level

1) *New Fixed Scales*

a) AOU Scale (newly introduced)

The new grading scale and its corresponding points:

Letter Grade	Range	Points
A	86% – 100%	4.00
B+	80% – 85%	3.50
B	75% – 79%	3.00
C+	70% – 74%	2.50
Fail	Below 70%	Below 2.50

b) GPA Scale (Bylaw)

Classification	GPA Range
Excellent	3.67 – 4.00
Very Good	3.00 – 3.66
Good	2.50 – 2.99
Fail	Below 2.50

c) OU Scale

Classification	Performance Standard	Scale Score %
Distinction	Excellent Pass	70% and above
Merit	Very Good Pass	60% – 69%
Pass	Good Pass	50% – 59%
Fail	Fail	Below 50%

2) AOU-OU Mapping

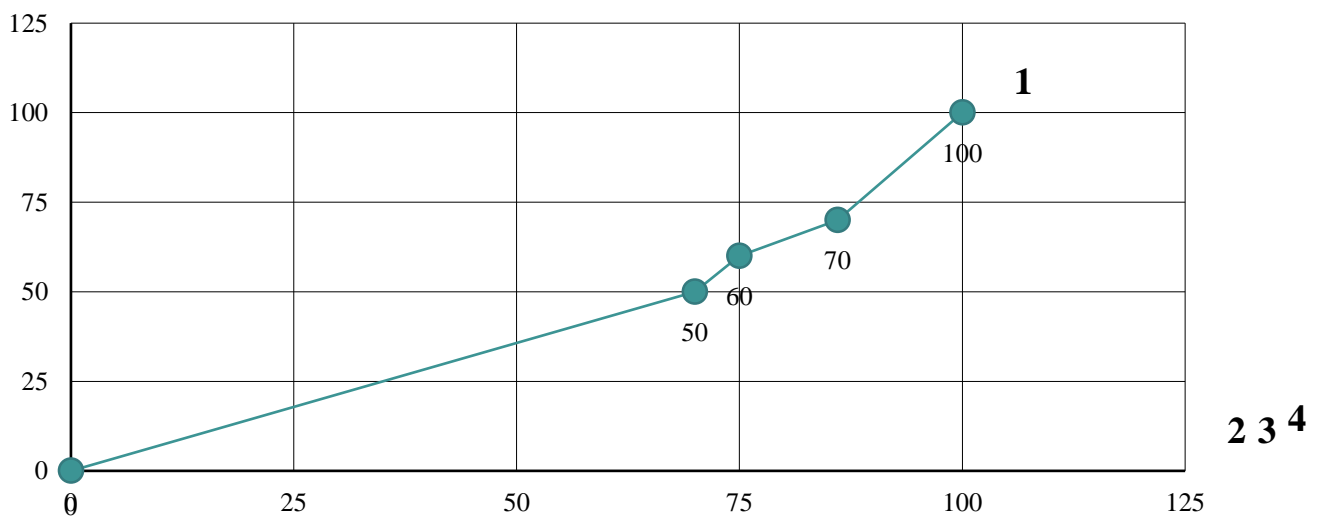
a) Concept

The following table shows the proposed mapping:

AOU Equivalent Range	OU Range
86% – 100%	70% – 100%
80% – 85%	60% – 69%
75% – 79%	
70% – 74%	50% – 59%
Below 70%	Below 50%

b) Simulation

Mapping between AOU and OU resulted in the following chart:



Mapping divides the space into 4 different regions that can be interpreted as follows:

Region	Slope	Intercept	OU Classification
1	2.14	-114.29	Distinction

2	0.91	-8.18	Merit
3	2	-90	Pass
4	0.71	0	Fail

- Following this table, OU mark will be automatically generated based on AOU's mark.

The complete scale:

AOU	OU	AOU	OU	AOU	OU	AOU	OU	AOU	OU
20	14.29	40	28.57	60	42.86	80	64.55	100	100.00
19	13.57	39	27.86	59	42.14	79	63.64	99	97.86
18	12.86	38	27.14	58	41.43	78	62.73	98	95.71
17	12.14	37	26.43	57	40.71	77	61.82	97	93.57
16	11.43	36	25.71	56	40.00	76	60.91	96	91.43
15	10.71	35	25.00	55	39.29	75	60.00	95	89.29
14	10.00	34	24.29	54	38.57	74	58.00	94	87.14
13	9.29	33	23.57	53	37.86	73	56.00	93	85.00
12	8.57	32	22.86	52	37.14	72	54.00	92	82.86
11	7.86	31	22.14	51	36.43	71	52.00	91	80.71
10	7.14	30	21.43	50	35.71	70	50.00	90	78.57
9	6.43	29	20.71	49	35.00	69	49.29	89	76.43
8	5.71	28	20.00	48	34.29	68	48.57	88	74.29
7	5.00	27	19.29	47	33.57	67	47.86	87	72.14
6	4.29	26	18.57	46	32.86	66	47.14	86	70.00
5	3.57	25	17.86	45	32.14	65	46.43	85	69.09
4	2.86	24	17.14	44	31.43	64	45.71	84	68.18
3	2.14	23	16.43	43	30.71	63	45.00	83	67.27
2	1.43	22	15.71	42	30.00	62	44.29	82	66.36

1	0.71	21	15.00	41	29.29	61	43.57	81	65.45
0	0.00								

Concerns

- Clear differences between AOU and OU marks may lead to confusion.
- The scales and the mapping should be announced and published to all AOU students that follow a programme validated by OU.
- Student Orientation should be conducted to clarify the concept and the mapping between the scales.
- Changing the scale will lead to improper mapping and grade misinterpretation.
- No change to a fixed scale.
- Once modification is needed, scripts are the parts that should be reviewed and modified, not the scale itself.

OU Validated Programmes

Study Plans

Appendix 3: 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	
TUI70	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	ELI12 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	ELI12 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	ELI12 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 I: 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 4.1: 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	
TUI70	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
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** 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 4.2: 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	
TUI70	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
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** 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			
E302 A	Language and Creativity I	8	or 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			
E304 A	Exploring English Grammar I	8	or U214 B
E303 B	English Grammar in Context II	8	E303 A
Equivalent to			

E304 B	Exploring English Grammar II	8	E304 A
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B) Literature: (16 credit hours)

Course Code	Course Title	Credit	Prerequisite
A300 A	20th Century Literature I	8	AA100 B
Equivalent to			or 123 B
A335 A	Literature in Transition I	8	
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 4.3: 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	
TUI70	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 5.1: 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.	IT C	C S	N & S	W D	C W B	C Y S	D S	A I
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.	IT C	C S	N & S	W D	C W B	C Y S	D S	A I
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
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Level 2 (AOU) = Level 5 (OU) (32 Credit Hours)

Code	Course Title	C.H.	Prereq.	IT C	C S	N & S	W D	C W B	C Y S	D S	A I
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.	IT C	C S	N & S	W D	C W B	C Y S	D S	A I
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 Vision	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 5.2: 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 5.3: 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 5.4: 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

AOU Programmes

Study Plans

Appendix 6.1: 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		TUI70
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 Counseling	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 6.2: 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		TUI70
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 Counseling	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 6.3: 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 7.1: 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 7.2: 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		TUI70
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 SPI00
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 8: 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 9.1: 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	
TUI70	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	
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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
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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 9.2: 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	
TUI70	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
MGNI01	Arabic Mass Media	3	
MGNI02	Introduction to Broadcasting	3	
MGNI03	Introduction to Public Relations	3	
MGNI04	Introduction to Advertising	3	
MGNI05	Computer for Communication	3	
MGNI06	Research Methods	3	

4) Elective Faculty Requirements (12 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGNI07	Communication Theories	3	
MGNI08	Introduction to Media Psychology	3	
MGNI09	Introduction to Social Media	3	
MGNI10	Introduction to Politics	3	
MGNI11	Introduction to Economics	3	
MGNI12	Human Rights	3	
MGNI13	Political Geography	3	
MGNI14	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	ELI12
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 9.3: 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	
TUI70	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
MGNI01	Arabic Mass Media	3	
MGNI02	Introduction to Broadcasting	3	
MGNI03	Introduction to Public Relations	3	
MGNI04	Introduction to Advertising	3	
MGNI05	Computer for Communication	3	
MGNI06	Research Methods	3	

4) Elective Faculty Requirements (12 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
MGNI07	Communication Theories	3	
MGNI08	Introduction to Media Psychology	3	
MGNI09	Introduction to Social Media	3	
MGNI10	Introduction to Politics	3	
MGNI11	Introduction to Economics	3	
MGNI12	Human Rights	3	
MGNI13	Political Geography	3	
MGNI14	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	ELI12
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	