



Student Guide

Academic Year:

2022-2023

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Preface

Dear Student,

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

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

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

AOU is a partner of the Open 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.

We look forward to seeing you at AOU.

¹ www.open.ac.uk

² www.aou.edu.kw

A Brief History

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

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

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

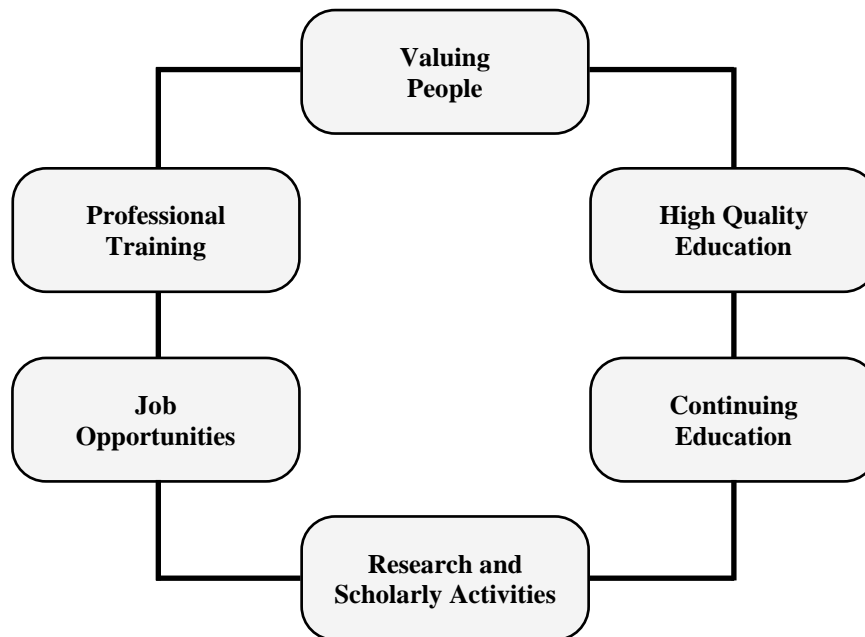
University Vision

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

University Mission

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

University Goals



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

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

Reasons to Join AOU

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

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

Partnership with OU, UK

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

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

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

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

Student Support Services:

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

Services for students with disabilities/special requirements:

Objective:

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

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

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

Student Entitlements:

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

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

Integrated Learning System

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

- The ratio of students to tutor in any subject is 25:1.
- A University-wide electronic Learning Management System (LMS) facilitates learning
- All branches are equipped with multimedia and computing laboratories to support students
- Student assessment is carried out as follows:
 - Continuous Assessment (50%) which consists of Midterm Assessments (MTAs) and Tutor-Marked Assignments (TMAs).
 - Final examination (50%) at the end of the semester.
- Tutors provide comprehensive feedback on TMAs to direct students toward better understanding of the subject matter, and to enhance their learning experience.

1) Student Learning Package

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

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

2) *Study Sessions*

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

3) *Student Attendance*

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

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

4) *Office Hours*

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

University Resources

1) *Learning Resources*

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

2) *Computer Laboratories*

AOU has multi-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*

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

University Branches

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

- Provide induction to AOU and the mode of instruction being employed.
- Provide guidance on how to choose a programme, courses, and their order, and how to study effectively.
- Allocate subject-specialist tutors who 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.

2) *Tutors Management and Monitoring*

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

3) *Assessment*

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

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

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

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

TMA's are submitted on the specified dates in the course calendar via the LMS. For each TMA not submitted on its due date, the student shall receive a 0 mark unless he/she presents a valid excuse to the bodies assigned by the University.

If the excuse is accepted, the student may be given a grace period of 7 calendar days, i.e., this period includes the immediate weekend following the TMA submission deadline.

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

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

According to University rules and regulations, a student's grade in Continuous Assessment (TMA's 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 TMA's and up to 30 for MTAs. The other 50 marks are allocated for the final exam, which is held at the end of the semester.
- To pass a course, a student must achieve a 50/100 marks in the course final result, i.e. a minimum of 15 marks in continuous assessment and 35 marks in the final exam.
- For programmes validated by OU, UK, the degree award classification is calculated based on the student's average grade in his/her best 32 credit hours of courses in Level 5 and the best 32 credit hours of courses in Level 6, in a 1:2 ratio in accordance with the new framework for higher education qualifications in the UK.

- In all branches, all students must present identification in order to enter the examination room and attend the final exam.
- Final exam scripts are marked at the relevant branch under the supervision of the branch Director/Rector in coordination with the concerned Dean. Additionally, students' final exam scripts must be anonymous during the marking process.
- A student unable to attend the final exam due to an acceptable medical report or a force majeure excuse will be given an Incomplete (I) grade and he/she shall be allowed to sit for a make-up final exam in the nearest semester when that course is offered, otherwise he/she shall receive a Fail (F) grade.

Admission Requirements

Applications for Admission:

- Prospective students can submit their applications electronically through the university website.
- Online applicants will receive an automatic reply confirming receipt of the application.
- Prospective students may need to submit their applications to the Admission and Registration Office in person if an online admission service is not available or accessible.
- Prospective students with disabilities may require assistance from admission staff to complete their applications.
- Prospective students are requested to read this document alongside the 'Student Terms & Conditions to studying at AOU'.

The Branch Council devises and approves a specific admission policy in accordance with the admission requirements of the branch country. Required application documents include 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 LPT in English, not as admission requirement, but rather as indicator to help place students in their appropriate language level. Based on the score, students will be assigned courses that aim to develop their English proficiency in order to undertake the full course load in their respective areas of specialization.

English Language Courses

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

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

1) Course Assignment and Classification

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

2) Course Details

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

3) Exemption from the Foundation Programme Courses EL111 and EL112

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

Credit Transfer / Course Equivalency

Each application must include a detailed description of each successfully completed course alongside an official transcript showing the number of credit hours and marks earned. The course should be at least equivalent in its academic content and number of credit hours to the course offered by the University. Applications for credit transfer are carefully scrutinized in accordance with the approved University criteria.

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

AOU Academic Degrees

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

- Bachelor’s Degree in Business Studies.
 - *Major options:* Management, Systems, Economics, Marketing, and Accounting.
- Bachelor’s Degree in Information Technology and Computing.
- Bachelor’s of Art in English Language and Literature.

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 3 AOU validated programmes.

1) Bachelor’s of Art (Hons.) in Business Studies Programme (Appendix A1)

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	133
E University requirements	3	
M Faculty requirements	12	
E Faculty requirements	4	
M Specialization requirements	96	

M is Mandatory and E is Elective

2) *Bachelor’s of Art (Hons.) in English Language and Literature (Appendices A2)*

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

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

Category	Credit Hours	
M University requirements	18	129-133
E University requirements	3-7	
M Faculty requirements	8	
E Faculty requirements	4	
M Specialization requirements	96	

M is Mandatory and E is Elective

3) *Bachelor’s of Science (Hons.) in Information Technology and Computing (Appendix A3)*

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

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

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

M is Mandatory and E is Elective

4) 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 (18 Credit Hours)

These courses are considered University requirements for all programmes.

Course Code	Course Title	Credit Hours
AR113	Arabic Comm. Skills – I	3
EL111	English Comm. Skills – I	3
EL112	English Comm. Skills – II	3
GB102	Principles of Entrepreneurship for Non-Specialists	3
GR118	Life Skills and Coexistence	3
GT101	Learning and Information Technology	3
		18

Non-native Arabic Speakers

Students who apply for AR113 exemption, and whose mother tongue is not Arabic, must have studied and passed the Arabic language course for non-speakers (AFL113) in an accredited university and earned a credit equivalence of 3 credit hours.

Elective Courses (3-7 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisites	Equivalency
IN300	Internship		3		
GR111	Arabic Islamic Civilization		3	--	--
GR112	Issues and Problems of Development in the Arab World		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	--	--
CHI101	Chinese for Beginners (I)		3	--	--
CHI102	Chinese for Beginners (II)		3	--	--
Total			3-7		

5) *Future Developments*

- Plans to introduce new specialization tracks will be added to suit student and market demand in the AOU in Kuwait.
- Plans to introduce postgraduate programmes in all faculties according to market demands.

Key University Regulations and Policies

1) *Students with Disabilities or Special Requirements*

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

2) *Cheating and Plagiarism*

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

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

3) *Inability to Take the Final Exam — Extenuating Circumstances*

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

4) *Repeating Courses*

- Repeating provisions:
 - 1) Students may not retake any course in which they had obtained a Grade B or above.
 - 2) No student is allowed to repeat a level 5 or level 6 course derived from the Open University-United Kingdom (OU-UK) in which he/she had obtained a Grade C or above.
- Repeating an optional course:
 - 1) Students who had failed to pass an optional course may repeat it or any other course to fulfill the requirements of his/her programme's study plan.
 - 2) If they pass the course, the grade obtained in the repeated exam shall be counted in their semester average and cumulative average.
 - 3) If they fail the course, this shall not affect their cumulative average.

- Repeating compulsory course:
 - 1) A student who fails to pass a compulsory course must retake the same course in a subsequent semester. The student's grade resulting from the repeat shall be entered into his/her record.
 - 2) If the student passes the course, the new grade will be counted in his/her semester and cumulative average.
 - 3) If the student fails the course, the number of course credit hours shall be excluded from his/her cumulative average.

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

5) *Tutorials Attendance*

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

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

6) *Duration of Study and Study Load*

- An academic year consists of two semesters, each lasting 16 weeks. The summer semester lasts 8 weeks.
- The University Council approves the University Calendar for each academic year, which includes the dates for the beginning of semesters, adding and dropping courses periods, final examinations, etc.
- **Minimum Load:** the minimum study load per student shall be **eight** credit hours (30 credit points) per semester. However, with the branch Rector's approval, this load may be reduced to **six** credit hours (22 credit points).

- **Maximum Load:** The maximum study load per student shall be 21 credit hours (78 credit points) per semester. However, for students expected to graduate in the same semester, the branch Rector may raise the maximum load to 24 credit hours (90 credit points).
- Students with a cumulative average under 2.00 on a scale of 4.00 shall not be permitted to register more than 16 credit hours in a semester.
- The maximum duration for obtaining a Bachelor's degree is 24 semesters (12 years), taking into account local accreditation requirements.

7) *Pre-requisites*

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

8) *Postponement, Suspension and Withdrawal*

- A continuing student may submit an application within a period not exceeding 2 weeks from the beginning of the semester to postpone his/her study. The postponement period shall not exceed 6 consecutive or interrupted semesters, and shall not be included within the maximum period required for graduation.
- During the add and drop period, a student may withdraw from study after the approval of the competent party at the branch.
- A student who does not register in a certain semester is considered suspended. However, if he/she subsequently submits a valid excuse before the end of the semester, the suspension period will be considered a postponement instead.
- If a student resumes their study after a period of postponement or suspension with an acceptable excuse, they can resume studying for the second part of the course provided that he/she has satisfied the requirements of the first part. Marks obtained in the first part will contribute to the final grade of the course, provided that the postponement period does not exceed 6 consecutive or interrupted semesters **OR** the suspension period does not exceed 3 consecutive or interrupted semesters.
- A student's enrollment shall be cancelled if he/she fails to register in any course during the first semester following their enrollment at the University and/or not registering in any course for 3 consecutive or interrupted semesters without a valid excuse.

9) *Granting the Bachelor's Degree*

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

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

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

10) *Warning and Dismissal*

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

11) *Grades and Awards Classification*

Final grades correspond to the following points:

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

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

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

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

12) Study Fees

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

13) Student Transfer

13.1) Transfer between Academic Programmes

- 1) The student submits its transfer application form to the respective authority according to the instructions and procedures stipulated by the branch management taking into consideration the following:
 - The availability of space for an extra student in the programme as per the numbers of students admitted to the Programme and its carrying capacity.
 - The student's average in the secondary school certificates should not be less than the average required by the programme to which the student is applying to transfer.
 - Fulfilment for any other academic qualification required for admission to the new academic programme.
 - Passing any qualifying exams requested by the Programme that the student is applying to join.
 - Ensure that the transfer do not lead to a critical situation on the Programmes being transferred from.
- 2) Upon formal transfer approval by the respective authority and course transfers will be dealt with according to section "b" of article 7 of this bylaw.
- 3) The Branch may set any other conditions/fees provided that it is in compliance with the University set procedures.
- 4) The Branch may set other conditions for the fulfilment of local accreditation requirements.

13.2) Transfer between Branches

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

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

14) Student Conduct, Bylaws and Disciplinary Procedures

14.1) Violations

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

- Any act that is incompatible with honor and dignity, or that which breaches good conduct inside the University.
- Actions that result in inflicting harm to the University's properties.
- Direct disruption of tutorials or exams, or incitement to do so. Also, refraining from performing academic and other related University activities.

- Any attempt to leak exam questions or cover up those attempting to do so.
- Organizing gatherings or non-academic meetings within the University without prior approval of the University's administration.
- Distribution of leaflets, issuance of bulletins, in any form, or collecting signatures for any purpose without the approval of the University's administration.
- Any sit-in within the University campus or participation in demonstrations or gatherings that are deemed contrary to public order or public morals in the University.
- Any publication that offends the University's reputation or its employees, or reporting false information to the administrators of the University.
- Assault by word or action, or both on any of the faculty members, employees, students, or guests.
- Any impersonation of others in any matter related to the University and its affairs.
- Carrying or using licensed or unlicensed firearms and sharp instruments.

14.2) Penalties

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

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

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

14.2.1) Plagiarism in TMAs Penalties

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

- A) A 0 mark will be given on the plagiarized TMA and the incident will be recorded in the student's file.
- B) In the case of repeated plagiarism in student assignments, the student shall be referred to the Primary Disciplinary Council to receive one or more of the following penalties:
 - Failure in the course.
 - Dismissal from the University for the duration of one semester following the violation.

- Dismissal from the University for more than one semester following the violation.
- Final Dismissal from the University.

14.3) Student Grievance Procedures

14.3.1) Appeals Procedures

First Appeal

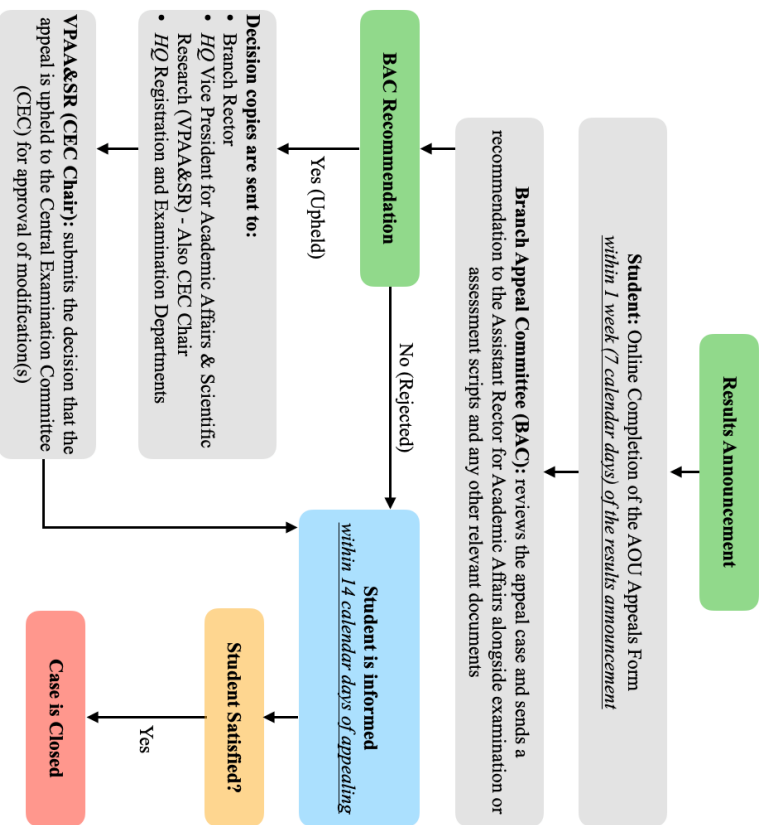
- A Student may submit an appeal by filling the online form within seven (7) calendar days from the announcement of the course results. The student can also attach any relevant documents.
- The Branch Appeal Committee (BAC) will look into the appeal and forward their recommendations to the Branch Rector/Director along with a copy of the assessment script or any other relevant documents.
- The BAC will look into the assessment or examination script to ensure that all answers are marked and that compilation of marks is conducted properly. Based on the outcome, the BAC will take a decision. The decision is either to uphold the appeal (recommendation for change of marks) or to reject the appeal (no grounds for appeal).
- If the appeal is valid, a copy of the BAC recommendation will be sent to the Branch Rector/Director and copies will be sent to the Vice President for Academic Affairs & Scientific Research (VPAA &SR)-HQ, and, Registration and Examination Department-HQ (ARE).
- The VPAA&SR will submit the appeals lists to the Central Examination Committee (CEC) for approval.
- The student will be notified with the decision through the online appeals and complaints system.

Second Appeal (Re-Appeal)

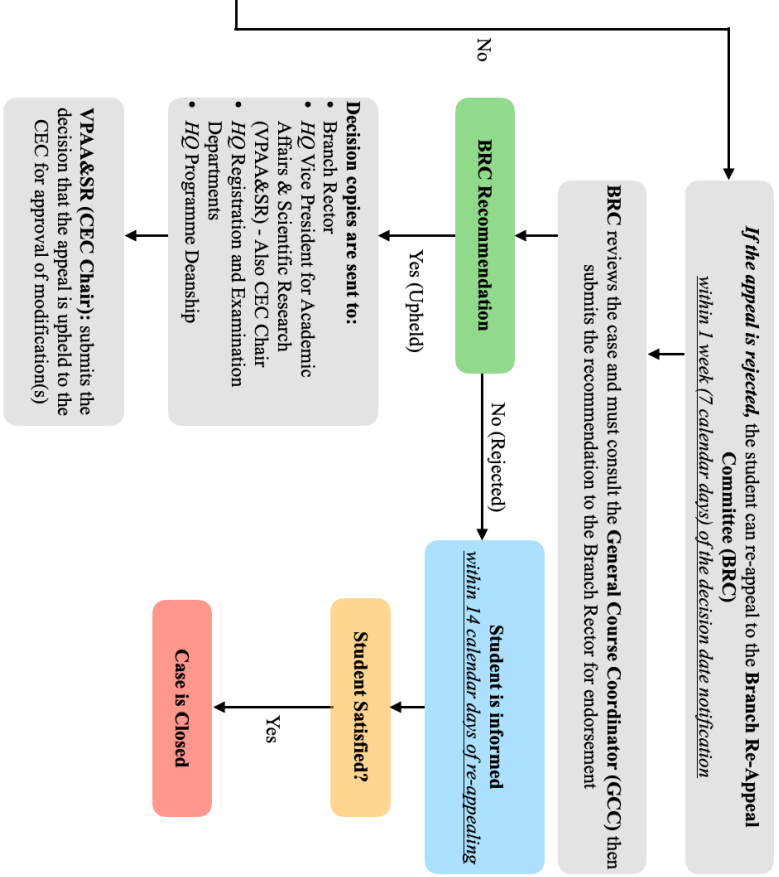
- If the appeal is rejected and the student is dissatisfied with the decision of the BAC, he or she may take the appeal to a higher level by appealing to the Branch Re-Appeal Committee (BRC) through the Branch Rector within seven (7) calendar days of notification of the decision.
- The BRC will review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

Student Appeal Process

Stage 1: First Appeal



Stage 2: Second Appeal (Re-Appeal)



Note:
 If the student is still unsatisfied, he/she may appeal to the **University President**
 If the student is registered in an OUYVP Validated Award Programme, then he/she may appeal to **OUYVP (OU UK)***
 * Refer to OU Handbook for Validated Awards Page 84 Ft 1.7 for further instructions
<https://www.open.ac.uk/about/validation-partnerships/about-ou-validation-for-handbook-validated-awards>

14.3.2) Complaints Procedures

First Complaint

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

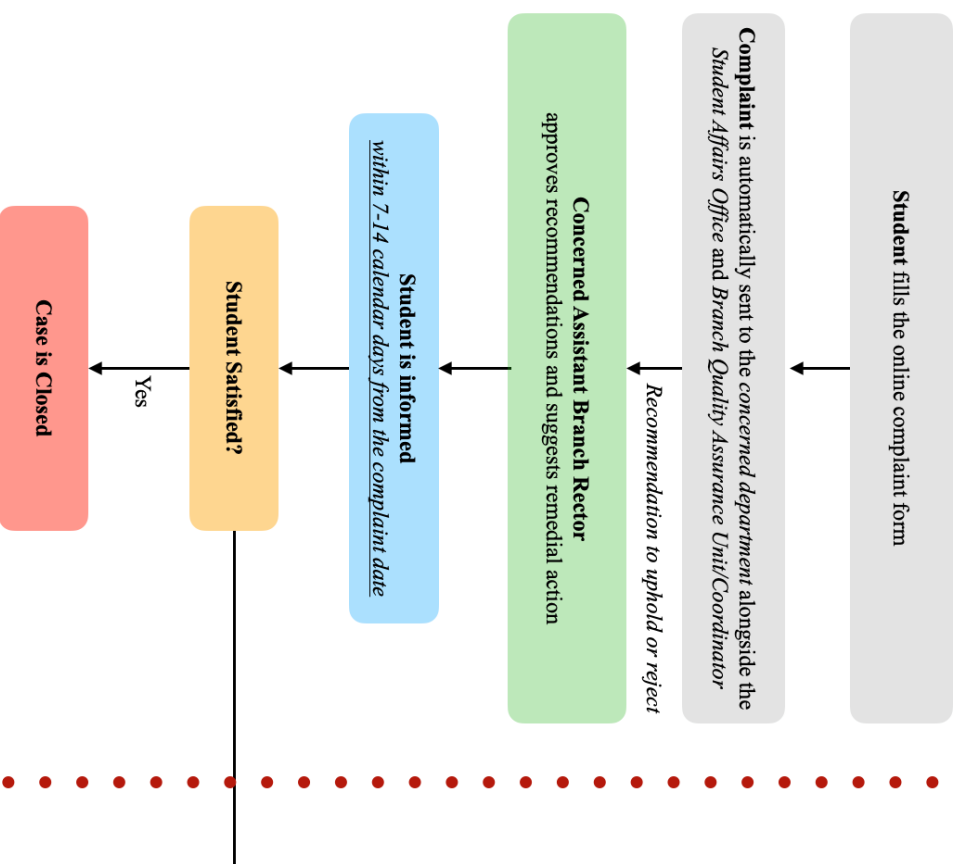
- If the complaint can be addressed by the Student Affairs Office, then the office will prepare a formal response and send it to the student.
- The concerned department will examine the complaint and it may consult other members of University staff or departments if it is deemed appropriate in particular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

Second Complaint

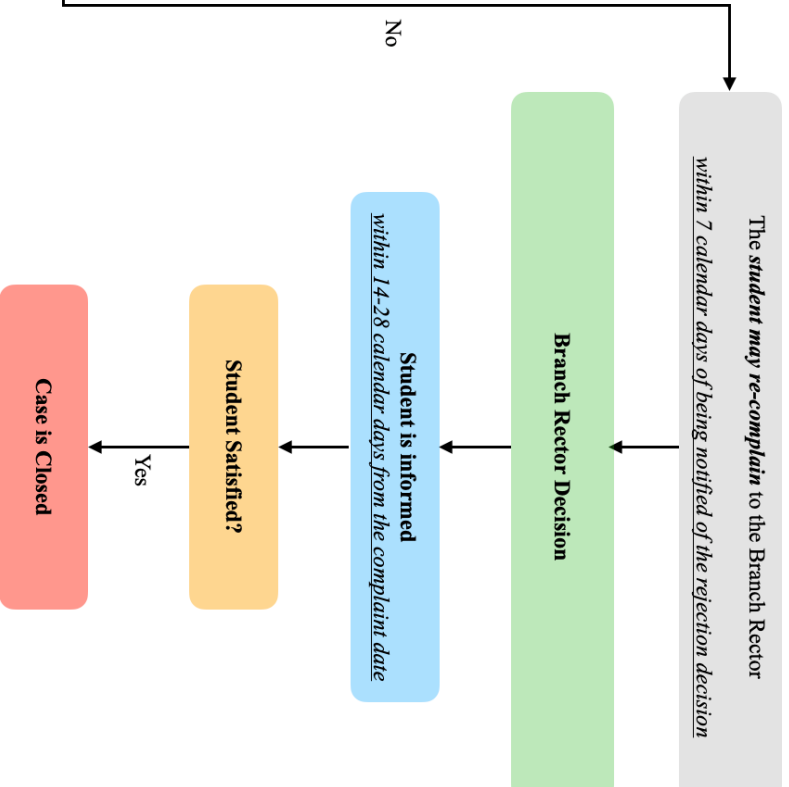
- If the student is dissatisfied with the decision, he or she may re-complain to the Branch Rector/Director within **seven (7)** calendar days of notification of the decision to reject the complaint.
- The student will be informed with the decision by the Branch Rector/Director's office within **7 to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

Student Complaint Process

Stage 1: First Complaint



Stage 2: Second Complaint



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

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

Important regulations and policies you should know about:

- The Bachelor's Degree Award Requirements Bylaws
- The Bachelor's Degree Award Examination and Assessment Bylaws
- The Student Transfer Bylaws
- The Course Equivalency Bylaws
- The Student Conduct and Disciplinary Procedures Bylaws
- AOU Scheme of Plagiarism Penalties
- AOU Extenuating Circumstances Policy
- AOU TMA Late Submission Policy
- AOU Students' Appeals and Complaints Process and Procedures
- AOU Equal Opportunity and Respect for Diversity Policy
- AOU Safeguarding Policy

Please note that you can find these on the University Website as well as on the Learning Management System (LMS).

For students registered in OU-validated awards, you may also need to check OU's regulations for validated awards through the following links:

Regulations for validated awards of the OU for institutions offering dual awards

<https://www.open.ac.uk/about/validation-partnerships/about-ou-validation/regulations-validated-awards-open-university>

Student's guide for studying in a programme validated by the OU

<https://www.open.ac.uk/about/validation-partnerships/about-ou-validation/ou-students-guide>

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)	https://www.aou.edu.kw/faculties/business/Pages/default.aspx
Computing Studies (FCS)	https://www.aou.edu.kw/faculties/computer/Pages/default.aspx
Language Studies (FLS)	https://www.aou.edu.kw/faculties/language/Pages/default.aspx

University Branch website:

Branch	Website
Kuwait	www.aou.edu.kw

University Address and Information

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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Appendix A

OU Validated Programmes Study Plans

Appendix A1: BA (Hons.) in Business Studies Study Plan

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit	Prerequisite
AR113	Arabic Comm. Skills – I	3	--
EL111	English Comm. Skills – I	3	EL099
EL112	English Comm. Skills – II	3	EL111
GB102	Principles of Entrepreneurship for Non-Specialists	3	--
GR118	Life Skills and Coexistence	3	--
GT101	Learning and Information Technology	3	

2) Elective University Requirements (3 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisites	Equivalency
IN300	Internship		3		
GR111	Arabic Islamic Civilization		3	--	--
GR112	Issues and Problems of Development in the Arab World		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	--	--
CHI101	Chinese for Beginners (I)		3	--	--
CHI102	Chinese for Beginners (II)		3	--	--
Total			3		

3) Mandatory Faculty Requirements (12 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
BUC111	Business communication 1	L1	4	EL111	LB170
BUC112	Business communication 2	L1	4	BUC111	
ECO101	Principles of Microeconomics	L1	4	EL099	
Total			12		

4) Specialized/Track Courses (96 Credit Hours)

The business programme is offered in 5 specializations: Management, Marketing, Economics, Systems, and Accounting.

Management					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
ACT111	Financial Accounting	L4	4	EL111	B124
ACT112	Managerial Accounting	L4	4	ACT111	
BUS101	Introduction to Math for Business	L4	4	EL099	
BUS102	Introduction to Statistics	L4	4	BUS101	
MGT111	Principles of Management I	L4	4	EL111	B123
MGT112	Principles of Management II	L4	4	MGT111	
MKT111	Principles of Marketing I	L4	4	EL111	B122
MKT112	Principles of Marketing II	L4	4	MKT111	
B207A	Shaping business opportunities I	L5	8	MKT112+MGT112	
B207B	Shaping business opportunities II	L5	8	B207A+BUC112	
B205A	Exploring innovation and entrepreneurship	L5	8	BUC112+ACT112	
B205B	Exploring innovation and entrepreneurship	L5	8	B205A+ECO101	
BUS310	Strategic Management	L6	8	B207B	
B329	Leadership in a changing world	L6	8	B207B	B325
BUS628	Global Human Resource Management	L6	8	B207B	B628
BUS629	International Management	L6	8	B205B	B629
Total			96		

Marketing					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
ACT111	Financial Accounting	L4	4	EL111	B124
ACT112	Managerial Accounting	L4	4	ACT111	
BUS101	Introduction to Math for Business	L4	4	EL099	
BUS102	Introduction to Statistics	L4	4	BUS101	
MGT111	Principles of Management I	L4	4	EL111	B123
MGT112	Principles of Management II	L4	4	MGT111	
MKT111	Principles of Marketing I	L4	4	EL111	B122
MKT112	Principles of Marketing II	L4	4	MKT111	
B207A	Shaping business opportunities I	L5	8	MKT112+MGT112	
B207B	Shaping business opportunities II	L5	8	B207A+BUC112	

B206	Understanding Customers	L5	8	BUC112+ACT112	B205A
BUS208	Contemporary issues in Marketing	L5	8	B206+MKT112	B205B
BUS310	Strategic Management	L6	8	B207B	
B327	Sustainable enterprise and innovation	L6	8	B207B	
B328	Marketing in Action	L6	8	BUS208	B324
MKT331	Services Marketing	L6	4	BUS208	
MKT332	Digital Marketing	L6	4	BUS208	
Total			96		

Economics					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
ACT111	Financial Accounting	L4	4	EL111	B124
ACT112	Managerial Accounting	L4	4	ACT111	
BUS101	Introduction to Math for Business	L4	4	EL099	
BUS102	Introduction to Statistics	L4	4	BUS101	
MGT111	Principles of Management I	L4	4	EL111	B123
MGT112	Principles of Management II	L4	4	MGT111	
MKT111	Principles of Marketing I	L4	4	EL111	
ECO102	Principle of Macroeconomics	L4	4	ECO101	
B207A	Shaping business opportunities I	L5	8	MKT112+MGT112	
B207B	Shaping business opportunities II	L5	8	B207A+BUC112	
DD209A	Running the Economy	L5	8	BUS102+ECO102	
DD209B	Running the Economy	L5	8	DD209A+MKT111	
BUS310	Strategic Management	L6	8	B207B	
DD309A	Doing Economics I	L6	8	DD209B	
DD309B	Doing Economics II	L6	8	DD309A	
ECO342	Economic development & contemporary issues	L6	8	DD209B	ECO340+EC O 341
Total			96		

MIS					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
ACT111	Financial Accounting	L4	4	EL111	B124
ACT112	Managerial Accounting	L4	4	ACT111	
BUS101	Introduction to Math for Business	L4	4	EL099	
TM105	Introduction to Programing	L4	4	EL111	
MGT111	Principles of Management I	L4	4	EL111	B123
MGT112	Principles of Management II	L4	4	MGT111	
MKT111	Principles of Marketing I	L4	4	EL111	
MT131	Discrete Mathematics	L4	4	EL111	
B207A	Shaping business opportunities I	L5	8	MKT112+MGT112	
B207B	Shaping business opportunities II	L5	8	B207A+BUC112	
M218	Relational databases	L5	4	MT131+MKT111	
MT248	Analyzing data	L5	4	MT131+ECO101	
M251	Object Oriented Programming using Java	L5	8	TM105	
BUS310	Strategic Management	L6	8	B207B	
MIS300	Project Management	L6	8	B207B	
TM351	Data management and Analysis	L6	8	M218	
TM354	Software Engineering	L6	8	M251	
Total			96		

Accounting					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
ACT111	Financial Accounting	L4	4	EL111	B124
ACT112	Managerial Accounting	L4	4	ACT111	
BUS101	Introduction to Math for Business	L4	4	EL099	
BUS102	Introduction to Statistics	L4	4	BUS101	
MGT111	Principles of Management I	L4	4	EL111	B123
MGT112	Principles of Management II	L4	4	MGT111	
MKT111	Principles of Marketing I	L4	4	EL111	B122
MKT112	Principles of Marketing II	L4	4	MKT111	
B207A	Shaping business opportunities I	L5	8	MKT112+MGT112	
B207B	Shaping business opportunities II	L5	8	B207A+BUC112	
BB293	Financial accounting in context	L5	8	ACT112+ECO101	B291
B294	Financial Analysis And Decision Making	L5	8	ACT112+BUS102	B292
BUS310	Strategic Management	L6	8	B207B	
B326	Advanced Financial Accounting	L6	8	BB293	
B391	Management accounting and finance	L6	8	B294	B392

ACC300	Accounting Information System	L6	4	BB293 OR B294	
ACC302	Auditing theory and Practice	L6	4	BB293 OR B294	
Total			96		

5) Elective Faculty Requirements (4 Credit Hours)

Management					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
BUS110	Introduction to Business	L1	8	EL111	---
ECO102	Principle of Macroeconomics	L1	4	ECO101	---
BUS115	Small Business Management	L1	4	EL112	---
Total			4		

Marketing					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
BUS110	Introduction to Business	L1	8	EL111	---
ECO102	Principle of Macroeconomics	L1	4	ECO101	---
BUS115	Small Business Management	L1	4	EL112	---
Total			4		

Economics					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
BUS110	Introduction to Business	L1	8	EL111	---
MKT112	Principles of Marketing II	L1	4	MKT111	
BUS115	Small Business Management	L1	4	EL112	---
Total			4		

MIS					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
BUS110	Introduction to Business	L1	8	EL111	---
SYS111	Principals of Technology Ventures	L1	4	EL111	---
BUS115	Small Business Management	L1	4	EL112	---
Total			4		

Accounting					
Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
BUS110	Introduction to Business	L1	8	EL111	---
ACC204	Intermediate financial accounting	L2	4	ACT112	---
Total			4		

Appendix A2: BA (Hons.) in English Language and Literature Study Plan

1) Mandatory University Requirements (18 Credit Hours)

Course Code	Course Title	Credit hours	Prerequisites	Equivalency
AR113	Arabic Communication Skills (I)	3	-	
GB102	Principles of Entrepreneurship for non-specialists	3		
EL111	English Communication Skills (I)	3	EL099	
EL112	English Communication Skills (II)	3	EL111	
GR118	Life Skills and Coexistence	3		
GT101	Learning and Information Technology	3		
Total		18		

All freshmen students 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	Course Level	Credit hours	Prerequisites	Equivalency
IN300	Internship		3		
GR111	Arabic-Islamic Civilization	1	3	--	
GR112	Issues and Problems of Development in the Arab World	1	3	-	
GR115	Current International Issues and Problems	1	3	-	
GR131	Branch Requirement	1	3	-	
CH101	Chinese for Beginners (I)	1	3	-	
CH102	Chinese for Beginners (II)	1	3	CH101	
SL101	Spanish for Beginners (I)	1	3	-	
SL102	Spanish for Beginners (II)	1	3	SL101	
FR101	French for Beginners (I)	1	3	-	
FR102	French for Beginners (II)	1	3	FR101	
Total			3-7		

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
EL 117	Writing	1	4	EL111	
EL 119	Oral and Presentation Skills	1	4	EL111	
Total			8		

4) Elective Faculty Requirements (4 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
TR102	Introduction to Translation	1	4	E121	
EL123	Discourse Analysis	1	4	EL112	
EL230	American Literature	2	4	E121	
EL240	Drama	2	4	EL112	
EL350	Introduction to Literary Theory	3	4	EL112	
EL330	Teaching English as a Foreign Language	3	4	EL112	
Total			4		

5) Mandatory Specialized/Track Courses (96 Credit Hours)

Level 1

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
E120	Introduction to Language	1	4	EL111	
E121	Introduction to Literature	1	4	EL117 & EL119	
EL122	Writing Research	1	4	EL117	
EL118	Reading	1	4	EL111	
A112A	Cultures (I)	1	8	EL112	
A112B	Cultures (II)	1	8	A112A	
Total			32		

Level 2

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
A230A	Reading and Studying Literature (I)	2	8	E121	
A230B	Reading and Studying Literature (II)	2	8	A230A	
L201A	English in the World (I)	2	8	E120	
L201B	English in the World (II)	2	8	L201A	
Total			32		

Level 3

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
E304A	Exploring English Grammar (I)	3	8	L201B	
E304B	Exploring English Grammar (II)	3	8	E304A	
EA300A	Children's Literature (I)	3	8	A230B	
EA300B	Children's Literature (II)	3	8	EA300A	
Total			32		

Appendix A3: BSc (Hons.) in Information Technology and Computing (131 CH)**1) Mandatory University Requirements (18 Credit Hours)**

Course Code	Course Title	Credit hours	Prerequisites	Equivalency
AR113	Arabic Communication Skills	3	--	
GB102	Principles of Entrepreneurship for Non-Specialists	3	--	
GR118	Life Skills and Coexistence	3	--	
GT101	Learning and Information Technology	3	--	
EL111	English Communication Skills I	3	EL099	
EL112	English Communication Skills II	3	EL111	
Total		18		

2) Elective University Requirements (3 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisites	Equivalency
IN300	Internship		3		
GR111	Arabic Islamic Civilization	1	3	--	
GR112	Issues and Problems of Development in the Arab World	1	3	--	
GR115	Current International Issues and Problems	1	3	--	
GR116	Youth Empowerment	1	3	--	
GR117	Women Empowerment	1	3	--	
GR121	Environment and Health	1	3	--	
GR131	General Branch Requirement	1	3	--	
CH101	Chinese for Beginners (I)	1	3	--	
CH102	Chinese for Beginners (II)	1	3	CH101	
SL101	Spanish for Beginners (I)	1	3	--	
SL102	Spanish for Beginners (II)	1	3	SL101	
FR101	French for Beginners (I)	1	3	--	
FR102	French for Beginners (II)	1	3	FR101	
Total			3		

3) Mandatory Faculty Requirements (8 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
MST129	Applied Calculus	1	4	EL099	MT129
TM260*	Ethics, Law and the Governance in IT	2	4	TM255	
Total			8		

4) Elective Faculty Requirements (6 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
MS102	Physics	1	3	EL111	
M109	.NET Programming	1	3	EL111	
MT101	General Mathematics	1	3	-	
TM297	Compression Methods for Multimedia	2	3	TM112 & MT131	
M277	Competitive Programming	2	3	M251 & (M269) ⁺	
MT390	Image Processing	3	3	MT132 & M251	
Total			6		

5) Specialization/Track Requirements (96 Credit Hours)

Course Code	Course Title	Course Level	Credit hours	Prerequisite	Equivalency
TM103	Computer Organization and Architecture	1	4	EL111	
TM105	Introduction to Programming	1	4	EL111	
MT131	Discrete Mathematics	1	4	EL111	
MT132	Linear Algebra	1	4	EL111	
M110	Python Programming	1	8	EL111	TM111
TM112	Introduction to Computing and Information Technology	1	8	M110	
M251	Object-Oriented Programming using Java	2	8	TM105	
M269	Algorithms, Data Structures and Computability	2	8	M110 & MT131	
TM255	Communication and Information Technologies	2	8	TM112	T215A
T215B	Communication and Information Technologies – Part B	2	8	TM255	
TM351	Data Management and Analysis	3	8	M269 or M251*	
TM354	Software Engineering	3	8	M251	
TM355	Communications Technology	3	8	T215B	
TM471	Graduation Project (ITC pathway)	3	8	TM355 or TM354 or TM351**	
Total			96		