

## **:Tuition Fees**

Admission fees is:	444
Re-extracting the university card is:	64.4
Transfer fees between branches is:	517.5
Objections to Results and Modification Thereof is:	215.05
Statement fees is:	21.85
Academic record Fees is:	43.7
Transfer fees between programs is:	431.25
Compensatory test fee/ Midterm /FINAL is:	561.2
Graduation Certificate is:	431.25
Graduation Gown is:	400.2
Examination fees at another branch outside the kingdom is:	431.25
Examination fees at another center within the kingdom is:	215.625
Final re-examination fees for students expected to graduate is:	215.625

## Undergraduate Requirements:

### **Applicants for undergraduate programs (BA):**

1. The applicant should have his/her Saudi secondary school original certificate or equivalent certificate (Those from outside Saudi Arabia should be equalized by the Ministry of Education).
2. The original ID AND passport (if available for Saudis) with a copy for matching.
3. Valid Iqama AND passport (for non-Saudis) with a copy for matching.
4. Two new photos (4X6)
5. Admission fees for all bachelor programs are a non-refundable amount of 437 SR.

### Registration:

#### Registration within the study plan:

The student must register the courses within the program approved study plan according to the sequence of the plan imposed by the concerned deanship to obtain the required degree.

The student is not allowed to register in any course unless passing successfully its prerequisite, or scored in both the continuous assessment and the final exam at least (30 out of 100) of the total score.

The student who is expected to graduate may register the course and its prerequisite simultaneously.

Due to the completion of the minimum registration load in a semester and on the recommendation of the Academic Program Coordinator, the Director may allow simultaneous registration of the course and its prerequisite.

#### Registration outside the study plan:

The student may register any course offered by the university, even it is outside the study plan. This course is not counted among the achieved credits hours for graduation and not included within the semestrial and cumulative GPA.

#### Registration in another branch:

Subject to local accreditation requirements in both branches:

A student who is enrolled in one of the university's branches may study courses within his / her study plan in another branch with the approval of the directors of both branches.

These courses are registered and paid at the host branch

### **Registration load:**

The table below summarizes the registration load:

The following applies to the first semester and the second semester.

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**The minimum:** study load per student shall be Twelve (12) credit per semester, With the Faculty Council, this load may be reduced to eight (8) credit hours.

**Minimum Load:** The maximum study load per student shall be 21 credit hours per semester.

The Rector may be raise this figure to 24 credit hours for student who are expected to graduate in the same semester

Student with a cumulative average under 2.00 points shall not be permitted to register for more than 16 credit hours.

### **In the summer:**

\* **Maximum Load:** Students can register for a maximum of twelve (12) credit hours during the summer semester, which can be increased to sixteen (16) credit hours for a graduating student with the approval of the Rector.

\* **Minimum Load:** The minimum study load per student is three (3) credit hours.

### **Linguistic Placement Test:**

- All new students in the undergraduate programs will take the placement exam in Arabic and English.
- Students who are not native speakers of the Arabic language are excluded from the Arabic placement test.
- The new student is assigned a grade of "CR" which means "exempted" for the courses that have been exempted from studying as a result of his performance in the placement exam and recorded at the beginning of his academic record and does not count the credits of those courses in the calculation of the cumulative average.

## • **English Language:**

- Students with grades mentioned in the table below shall be excluded from applying the placement test and even they can be exempted from some other language courses, according to their TOFEL, IELTS or STEP levels, provided that they have not passed the two years of the above tests:

### **Level EL097:**

Internet Based TOEFL (iBT): 30

Computer Based TOEFL (CBT): 93

Paper Based TOEFL: 397

IELTS: 3

STEP: 51

Students with these scores are exempted from: EL097

### **Level EL098:**

Internet Based TOEFL (iBT): 41

Computer Based TOEFL (CBT): 123

Paper Based TOEFL: 437

IELTS: 4

STEP: 64

Students with these scores are exempted from: EL098

### **Level EL099:**

Internet Based TOEFL (iBT): 53

Computer Based TOEFL (CBT): 153

Paper Based TOEFL: 477

IELTS: 4.5

STEP: 76

Students with these scores are exempted from: EL099

**Level EL111:**

Internet Based TOEFL (iBT): 65

Computer Based TOEFL (CBT): 183

Paper Based TOEFL: 513

IELTS: 5.5

STEP: 88

Students with these scores are exempted from: EL111

**Level EL112:**

Internet Based TOEFL (iBT): 79

Computer Based TOEFL (CBT): 213

Paper Based TOEFL: 550

IELTS: 6.5

STEP: 99

Students with these scores are exempted from: EL112

Students who meet the criteria for EL112 are exempted from Placement Test as well.

**Arabic language:**

Level AR111 corresponds to a mark range of 0-59.

Level AR112 corresponds to a mark range of 60-86.

To be exempt from all the above levels, a mark of more than 90 is required.

## **Duration of Study:**

The maximum number of semesters for bachelor's degrees is twenty-four semesters excluding summers (12 years) subjected to local accreditation requirements.

## **Courses' Equivalency:**

Subject to the local accreditation requirements of each branch, the following procedures summarize the basis of the courses' equivalency at the Arab Open University according to the deadlines set by the Admission and Registration Department for this purpose:

### **Who is eligible for equivalency?**

For the new student only and during the first two semesters of the admission including the summer semester.

### **General Conditions for Equivalency?**

Completion of the required course for the equivalency at a higher education institution recognized by the concerned authorities in the concerned country.

The credits of the course matter of equivalency should be equal or higher than the course offered at AOU.

The content of the course matter of equivalency should meet at least 70% of similarity with the course offered at AOU.

Any course except the ones validated by the Open University in the UK (OU-UK) and fall in the 2nd or 3rd level.

### **Which courses can be equated?**

The grade of the course matter of equivalency should be at least "C" or its equivalency.

### **Minimum letter Grade for equivalency ?**

Any course except the ones validated from the Open University in the UK (OU-UK) and fall in the 2nd or 3rd level.

### **Maximum credits for equivalency?**

Maximum of 64 Credits.

The word "Transferred" (T) appears as a letter grade for the equivalent course at the beginning of the student's transcript.

Points are calculated for the equivalent courses and therefore do not fall within the calculation of the student's semester or cumulative GPA, but the number of credits is calculated within the number of hours completed for the program.

**A. The tutorial sessions at the university are of two types:**

1. Face-to-Face Tutorials: -

The minimum face-to-face meeting hours allocated for tutorials in each course is 50%.

The entire contents of the course plan are covered.

2. Virtual Academic Tutorials: -

The maximum virtual tutorials in each course is 50%

C. Student whose absence exceeds 25% of the prescribed face-to-face tutorials are denied from attending the final exam and fails the course.

**Bachelor Degree:**

Continuing (non-new) students may apply for postponement of study within a period not exceeding two weeks from the beginning of the semester.

The period of postponement must not exceed six semesters, whether continuous or interrupted.

Postponing of study is not counted from the maximum allowed study duration to complete the graduation requirements.

**Student registration is canceled in the following cases:**

- When applying personally to withdraw from the university.
- If he/she fails to register for any course during the first semester following enrollment in the university.
- If he/she discontinue his/her studies for three consecutive semesters without any valid excuse.
- If deferral periods exceeded six consecutive or interrupted semesters.
- If he/she is dismissed from the University.

student whose registration has been canceled due to dropout may apply for re-registration. Then, the procedures and regulations on this subject shall apply to him / her according to his / her condition and duration of interruption.

University degrees are awarded by a decision of the University Council upon the recommendation of the concerned FEC and CEC.

Bachelor's degree:

It is awarded after the student's success in all courses included in his program study plan provided that his cumulative GPA is not less than two points out of four points scale.

A student who has not completed the graduation requirements of the academic program to which he / she is enrolled may be given a statement, provided that he / she fulfills the conditions specified by the concerned Deanship in this regard.

#### Grading Scale:

F: 0-49

D: 50-57

C: 58-65

C+: 66-73

B: 74-81

B+: 82-89

A: 90-100

#### Grade Points:

F: 0.00

D: 1.00

C: 2.00

C+: 2.50

B: 3.00

B+: 3.50

A: 4.00

FC: Indicates that the student has failed the course but is allowed to retake it.

FA: Denotes failure due to absence.

FF: Indicates failure due to cheating.

F: Denotes failure due to insufficient academic performance.