الجامعة العربية المفتوحة
Arab Open University
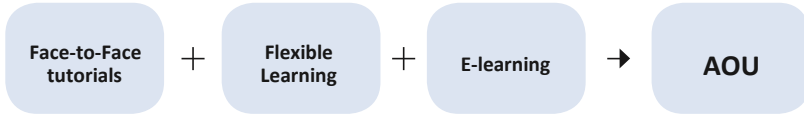
Student Prospectus
For Undergraduate Degrees

Academic Year

2020-2021

AOU Statement

AOU seeks to offer opportunities of higher and continuing education, with high quality, to all who have the potential by adopting open blended learning, utilizing state-of-the-art information and communication technologies.
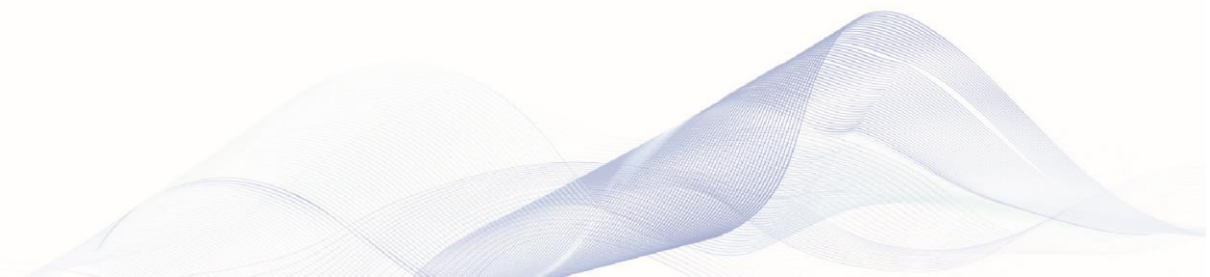
Face-to-Face tutorials + Flexible Learning + E-learning → **AOU**

AOU Goals

High Quality Education

Continuing Education

Professional Training

Valuing People

Jop Opportunities

Research and Scholarly Activities

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Preface

Dear Student

Welcome to the Arab Open University. The Arab Open University (AOU) is not only the perfect choice for high quality education and training, but also your gateway to future career opportunities.

This is our student prospectus: it gives you all the information you need to understand what the AOU can do for you: details of entry requirements for the different academic specializations, and general course requirements which show how the University will help you develop your language and computing skills and improve your knowledge of Arabic and Islamic civilization.

The guide gives you an overview of the University: its foundation, objectives, programmes and general rules and systems of learning and teaching. It introduces you to the courses, examinations, and assessment systems and answers many frequently asked questions.

Your tutors will be your main links with the University so do not hesitate to get in touch with them if you need help – they will be able to put you on the right track. Our administrative staff is also here to help and support you.

In return, what we expect from you is commitment to the ethos of the AOU, to its academic achievements and to its high standards.

The AOU is a partner of The Open University, UK (www.open.ac.uk). The AOU student guide and the OU's "Student's prospectus to studying on a programme validated by The Open University" complement each other

and should be read by all AOU students and staff. Both guides are available on our website www.arabou.edu.kw. More information about validation by The OU UK can be found at www.open.ac.uk/validate.

We look forward to seeing you at the Arab Open University.

The Arab Open University: the Beginnings

The AOU: A Brief History

In 1996, the chairman of the Arab Gulf Programme for United Nations Development Organizations (AGFUND), HRH Prince Talal Bin Abel Aziz, took steps towards establishing the Arab Open University as a pan-Arab project. A working group was established under the leadership of HRH Prince Talal to create a development plan and leading international consultants Arthur Andersen were contracted to conduct a comprehensive feasibility study.

The concept of the Arab Open University (AOU) was formally presented to a UNESCO regional conference held in Beirut in March 1998 and subsequently to a UNESCO international conference in Paris, in October of that year. Five Arab states – Bahrain, Egypt, Jordan, Kuwait and Lebanon – offered to host the AOU's headquarters and a decision was made in December 2000 for the headquarters and a branch to be located in Kuwait. At the same time, branches were established in Bahrain, Egypt, Jordan, Lebanon and Saudi Arabia and a seventh branch, which started operating in September 2007, was opened in the Sultanate of Oman. A new branch was opened in the Republic of Sudan in September 2013 and most recently in 2017 the Palestine branch of AOU opened. As part of its long-term plans, the AOU intends to open one more branch in Yemen, in collaboration with local authorities, and hopes to establish further branches, particularly in Syria and Mauritania.

Teaching at the AOU started in early October 2002 in Kuwait, Jordan and Lebanon branches. Instruction in Bahrain, Saudi Arabia and Egypt branches

commenced in the fall semester of the academic year 2002/2003, while it started in the second/spring semester of the academic year 2007/2008 in the Oman branch.

The new branches were opened in the Republic of Sudan and Palestine. The Sudan branch started its intake of students in the second semester of the academic year 2013/2014.Palestine Branch as the most recent AOU branch started programmes offering in the academic year 201/2019.

University Vision, Mission, and Goals

1. AOU Vision

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

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

3. AOU Goals

Based on the vision stated above, the AOU has adopted a set of objectives for achieving its mission:

- Offering opportunities of high quality higher education to a large and diverse population of students.

- Developing a centre of excellence for open education and distance learning

- Providing a forum for continuing education across the region, which will meet the needs of individuals and local communities.

- Providing opportunities for professional training according to market demands.

- Providing special opportunities in higher education to disadvantaged groups of potential students (e.g. women and those residing in remote areas).

- Participating, as a contributing partner, in promoting research and scholarly activities in areas of special concern to Arab society.

- Promoting humanitarian and Islamic values and ethics.

4. Reasons for Joining the AOU

The AOU is unique in the Arab world by virtue of its partnership with The Open University (UK), where its graduates receive two degrees, one from the AOU and a validated award from the OU UK. Furthermore:

- The learning system of the AOU is a blend of face-to-face tutoring and a self-instructional textbook designed for distance learning by the OU UK, and uses the latest applications of electronic technology in teaching and learning (e learning).

- High quality academic programmes are carefully selected and designed to meet the needs of both local and international markets.

- Only 25% student attendance is required, compared to traditional modes of higher education which helps students who have time constraints, and other commitments such as family obligations (e.g. children), or who have disabilities. •   Courses are designed to accommodate working students and those commuting from remote areas.

- High quality interactive educational materials are employed.

- Mobility and opportunities for credit transfer across branches are possible.

The AOU encourages its students to become independent learners whereby self-learning is emphasized throughout their studies. This enables students to become lifelong learners beyond graduation.

The language of instruction at the AOU is English, which not only improves students' proficiency in the English language, but also ensures better job opportunities after graduation.

5. Partnership with the Open University UK

The AOU is approved by The Open University as an appropriate organization to offer higher education programmes leading to Open University validated awards. OU validated awards have parity of esteem with similar awards offered throughout UK higher education. A validated award is exactly the same as an OU direct award in terms of employment or application for postgraduate study. Under this partnership, the OU UK provides the following to the AOU:

- Programmes and courses.

- Learning materials (textbooks, DVDs, etc.).

- Programme monitoring, and external examining.

- Dual awards (BA/BSc), exit awards (diplomas and certificates) together AOU sought institutional accreditation and validation from OUVP so that the university could demonstrate a commitment to quality by accepting UK norms for academic and operational performance and service to students. Furthermore, graduates from the university would receive an internationally recognized UK qualification to go with their Arab Open University degree.

The AOU received institutional accreditation and validation in December 2003, 2007, 2012 and again in 2017, each time renewed for a period of 5-years.

with the AOU.

A System of Integrated Learning

The AOU learning and teaching model is based on high quality educational materials. The Open University-based courses offered at the AOU are taught in English and are licensed from the OU UK. The following is a brief description of the model: •   Students are allocated to an individual subject tutor in the ratio of 25:1

- Learning is facilitated through a university-wide electronic Learning Management System (LMS)

- All branches are equipped with multimedia and computing laboratories to support students

- Student assessment is carried out through two main components:

  ⁎ Continuous assessment, i.e. Mid-Term Assessments (MTA) and Tutor Marked Assignments – (TMAs), and

  ⁎ Formal end of semester examinations

Where each component comprises 50% of the overall assessment score. •   Tutors provide comprehensive feedback on students' TMAs to direct them towards better understanding of the subject matter, and to enhance their learning experience.

1. The Student Learning Package

This package, purchased from the student's AOU branch, contains:

   Core teaching materials specially prepared for active, independent

- A number of other items that vary slightly depending on the particular course requirements, e.g. further reading material in the form of set books, supporting notes, or study guides

- Audio-visual aids in the form of cassettes and CD-ROMs.

The package contains most of the student's needs for the study of his/her chosen courses. **2. Tutorial Sessions**

-

  study

Tutorial sessions are designed to provide a forum for interaction between tutors and students on the one hand, and between the students themselves on the other. Tutorial sessions are scheduled on a weekly basis and are conducted by highly qualified and well-trained tutors. These sessions are meant to be discussion forums covering the main topics for the study week ahead as identified in the course calendars. Tutors utilize these sessions in innovative ways that help students interact and learn more efficiently and effectively.

3. Student Attendance

Required attendance varies depending on the number of credit hours taken per semester. On average:

- Students attend 4-8 hours per week

- English orientation courses require 8 hours of attendance weekly.

These sessions are not intended to serve as classroom-style lectures. Students are expected to take responsibility for their own learning by studying the course materials according to the schedule provided in the course calendar.

Attending face-to-face tutorial sessions of the registered course is mandatory by the student whose absence from such tutorials may not exceed 25% of the prescribed tutorials as stated in the approved University Calendar.

4. Office Hours

Tutors maintain scheduled weekly office hours which are intended to provide a more informal environment for academic support. Students are advised to take advantage of these office hours for assistance with academic problems as needed.

Resources

1. Learning Resources

Each branch offers a variety of learning resources such as textbooks, IT resources, etc. to support the AOU academic programmes, students and tutors. All students have access to a variety of course and programme related resources accessible through the internet, collectively referred to as the e-library. Specifically, Moodle-based software, called LMS (Learning Management System), provides access to all electronic resources to which the AOU subscribes and is available to students and faculties in every branch. Student support service is another electronic resource where students can access other forms of support services.

2. Computer Laboratories

Some courses require access to computing facilities and all such facilities are provided at various computer laboratories in each branch. Some courses have mandatory online components as part of the course materials or supporting materials intended to help learners: all materials of such kinds can be accessed in the computer laboratories. Electronic support for all courses is provided through the University's Learning Management System (LMS), which also includes a teleconferencing facility. The AOU is moving towards electronic submission of all student assignments.

3. Other Facilities

Most AOU branches offer additional facilities such as those listed below:

- Student cafeteria
- Entertainment rooms
- Prayer rooms
- Ample parking space

- Lifts for easy access to the upper floors of the branch buildings

- Adequate provisions for students with special needs, such as ramps.

AOU Branches

Each AOU branch is the main source of support for its students. It provides:

- Advice and guidance on how to study effectively in the AOU and which courses or programmes to study

- Induction to the AOU and to the mode of instruction employed • Allocation to a subject specialist tutor who will provide face-to-face tuition, mark assignments, and be available during office hours • A range of other resources and support services (please see your AOU branch website).

Quality Assurance

To ensure a high quality learning experience for students, the AOU monitors and evaluates its procedures, practices and student services on a systematic and regular basis. The AOU will ensure that its materials are of the highest quality.

1. Designing Learning Materials

The design of course learning materials is the direct responsibility of the Deans of the respective faculties. Academic teams from inside and outside the AOU are usually tasked with producing the required learning materials for newly designed courses.

The production of required learning materials is achieved in accordance with certain specifications and methodologies of implementation. External

assessors from other universities are involved in the process to ensure that the courses produced are of a high academic standard, comparable to those taught in campus-based institutions.

At present, the three programmes, namely English Language Studies, Business Studies, and IT and Computing Studies, which are all taught in English, use courses produced according to the very high standard of the OU UK. Wherever necessary, such courses are adapted to ensure that the learning materials, in written and audio-visual forms, adhere to the Arab-Islamic values.

The Faculty of Education programmes, have also been developed to meet local accreditation requirements In addition, some of its Master programmes have been subjected to validation through the Open University Validation Partnership (OUVP).

The Arab Open University also offers in house local programmes in its different branches such as; Graphic and Multimedia Design Technology, Business Accounting (Arabic), Electronic Media, Radio and Television, Public Relations, Media – Electronic Media Track, Media – Electronic Journalism Track, Media – Public Relations Track and Programme of Law.

2. Managing and Monitoring of Tutors

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 both in the generic skills necessary for them to teach effectively in the AOU system and in the specifics of the courses they will be tutoring:

- Each tutor is assigned 25-30 students.

- Their face-to-face tutoring is monitored by a full-time course coordinator in the branch.

- The grading and the quality of the feedback given to students on Tutor Marked Assignments (TMAs) are also monitored.

- Students have the chance to evaluate the performance of their tutors on a semester basis via a specially designed questionnaire.

- The branch director will take appropriate action when inadequate performance is detected.

3. Assessment

The academic staff of the relevant faculty sets all assessment material. However, before a given assignment or examination is approved for use, the questions and model answers must be approved by external assessors (external examiners in the case of the programmes validated by the OU UK).

The AOU adopts a rigorous policy for the assessment of student achievement in courses and programmes of study. The policy aims to create a robust and fair system of evaluation of achievement. Each component of the system of assessment is also intended to serve a learning need within the overall learning process.

3.1 Tutor Marked Assignments (TMAs)

Each course requires students to complete a number of TMAs during a given semester; the number depends on the level and credit rating of the course. These assignments are spread out over the duration of the course. At higher levels of study, some TMAs are set as thematic projects and require students to read widely and assemble rational arguments from many information sources. TMAs are marked by the student's subject tutor and contribute to the total grade for the course.

3.1.1 Submission and Marking of Tutor Marked Assignments

- TMAs are submitted to the (LMS) on the specified dates according to the approved course calendar

- The numerical mark of zero (0) shall be recorded for each TMA not submitted by the cut-off date unless the student provides within three days of the cut-off date evidence of a medical report or extraordinary circumstances which are beyond his/her control. The reason for nonsubmission of the assignment has to be reported to the relevant course coordinator based on a recommendation by the student's tutor
  - If the case is approved then, depending on the circumstances, the TMA may be submitted within seven days after the cut-off date

3.2 Mid-Term Assessments (MTAs)

MTAs are another means of monitoring the progress of students during the course. They are unified across all branches and are prepared by the General Course Coordinators and submitted by the Dean to the External Examiners for final approval.

According to the AOU rules and regulations, a student's grade in the continuous assessment (TMAs and MTAs) of 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 one week before the beginning of the final exams.

3.3 Final Examinations

This is the third component of student assessment. These exams are designed under the direct supervision of the Dean of the faculty and are approved by the external examiners. The same examination is given at the same time in all AOU branches.

3.4 Assessment and Examination Policy

The AOU adopts various methods to assess the rate of students' progress towards achieving the programme's objectives. The assessment strategy may vary from one course to another, but usually includes the following elements:

- Each course shall have a final mark out of (100) marks to be equally distributed between the Continuous Assessment and a Final Examination.

- The Continuous Assessment's (50) marks shall be allotted as follows:

- A minimum of (20) marks shall be assigned for Tutor Marked Assignments (TMAs).

- A maximum of (30) marks shall be allotted to Midterm Assessment.

   I. For a student to pass a course, he/she must achieve an overall score of 50 marks in the final course result (final examination and continuous assessment, combined i.e. he/she should score a minimum of 15 marks in the continuous assessment and 20 marks in the final examination.

   II. The classification of the degree award for the programmes validated by The Open University (UK) is calculated on the basis of the student's average grade in his/her best 32 credit hours of courses in Level 5 and the best 32 credit hours in Level 6 (corresponding to levels 5 and 6 in according to the new framework -for-higher -education-qualifications in the UK)

   III. All students taking a course (across the AOU branches) must sit for the same final examination, and must present identification in order to enter the examination room

- Students' final examination scripts are marked at the relevant branch under the supervision of the branch director in coordination with the Dean concerned • Students' final examination scripts shall be anonymous during the marking process.

   IV. A student unable to sit the final examination due to an acceptable medical report or a force majeure, will be given a grade of

"Incomplete" (I), and shall be allowed to sit for a makeup final examination in the nearest semester when that course is offered; otherwise, he/she shall receive a grade of Fail (F).

Admission Requirements

To be admitted to any BA/BSc programme, the student should meet the following conditions:

- Have a general secondary school certificate or its equivalent

- Fulfil any other conditions determined by the AOU or competent authorities of the branch country. This is because there may be special admission requirements of the local Ministry of Higher Education in some AOU countries. Students are advised to contact the local AOU branch for more information about admission requirements.

The Branch Council devises and approves a specific admission policy in accordance with admission requirements in the branch country.

The documents to be attached to the application form may vary from one branch to another, but all branches require the following:

- A copy of the student's high school certificate or its equivalent • A

  copy of ID or passport/labour card

- Passport-size photos.

Language Placement Tests

The AOU administers Language Placement Tests in both Arabic and English, not as admission requirements but as indicators to help place students at the

appropriate level of language development. Based on the test scores, students will be assigned courses, which aim to develop the students' proficiency in English/Arabic in order to undertake the full course load in their respective areas of specialization.

English Language Courses Offered at the AOU

The undergraduate programmes based on courses licensed from the OU UK are taught in English. Therefore, the AOU has developed a number of language competency courses. These courses, which are not validated by the OU UK, are delivered by the Faculty of Language Studies (FLS) and are aimed at developing the students' proficiency in English. Currently the AOU offers the following five courses:

- The English Orientation Programme (EOP) comprises three non-credit courses (EL097, EL098 and EL099), which target students with low levels of proficiency.

- The English Communication Skills Programme (ECS) 1, and 2, comprises two three-credit hour courses of compulsory university requirements: EL111 and EL112

1. Course Assignment

Prospective students are assigned to the above courses on the basis of their scores in the English Placement Test (Oxford Online Placement Test (OOPT)). Five levels of English integrated skills courses are available to incoming students:

1. EL097 Beginner
2. EL098 Elementary
3. EL099 Pre-Intermediate
4. EL111 Intermediate
5. EL112 Upper-Intermediate
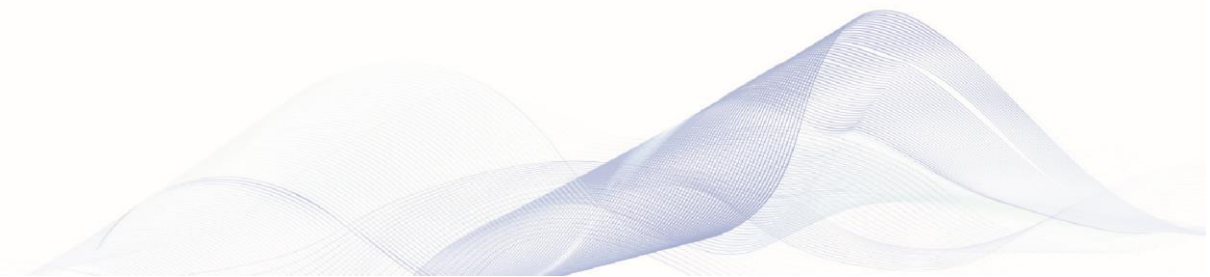
2. **Course Details** •   The programme offers significant face-to-face interaction at each level as language skills development is best done by direct contact between the student and the tutor

    •   Four tutorials are assigned weekly in each level of the English Orientation Programme, each tutorial is two hours.

    Credit courses have a total of 32 contact hours a semester (a twohour tutorial per week)

3. **Exemption from Foundation Programme Courses (EL111 and EL112)**

Freshmen attaining a minimum of (550) score in the TOEFL hard copy version, equivalent score (213) in the soft copy version or equivalent score in the IBT (79), or the equivalent score thereof in the IELTS (6.5) shall be exempt from the English Placement Test, provided that their scores have been obtained within the two years preceding their admission to the University.

Credit Transfer (Course Equivalence)

The current University policy allows a student who has been admitted to an academic programme to apply for credit transfer against courses at Level 3 (Level 1 previously). Admitted students may thereafter submit appropriate documents in order to gain proper credit transfer for courses completed successfully at other recognized institutions of higher education. This is achieved by submitting details of the courses that he/she wishes to be considered as equivalent.

Each application must include a detailed description of each course that has been completed successfully, together with 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 AOU.

Credit transfer/course equivalence cannot exceed 14 credit hours at any Level. Applications for credit transfer are carefully scrutinized in accordance
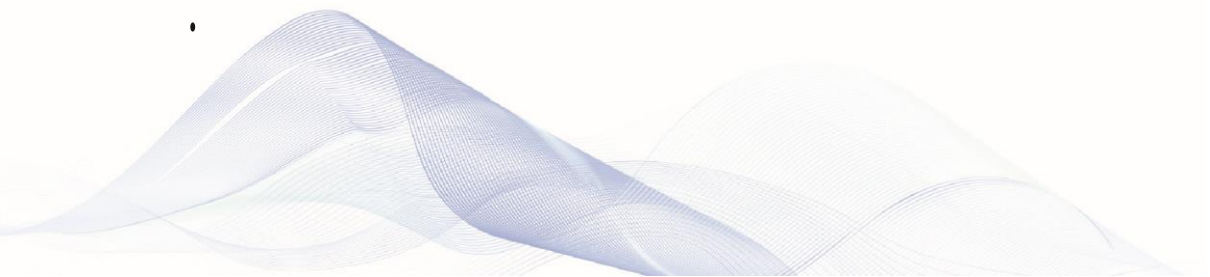
with the approved University criteria**.** (See the BA/BSc Degree Requirements By-laws, *Appendix 1*).

Academic Degrees Offered at the AOU

AOU comprises Four Faculties: Faculty of Business Studies, Faculty of Computer Studies, Faculty of Education Studies, and Faculty of Language Studies, Three of which have their programmes validated by the OU UK. However, only some of the Faculty of Education Studies programmes are partially validated by the OU UK.

The three validated programmes offer the following:
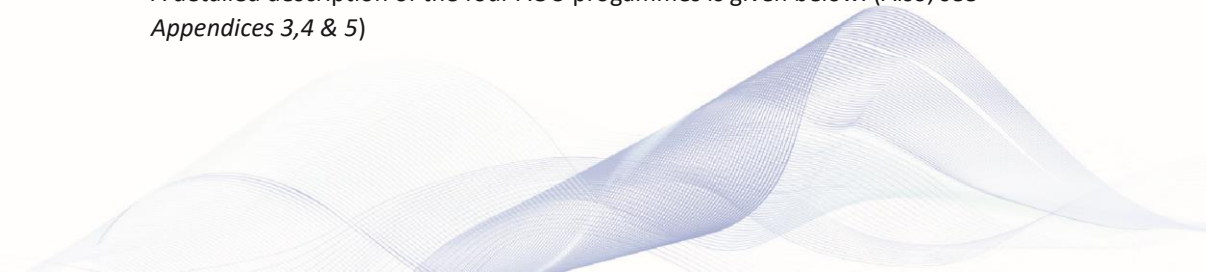
Bachelor degree in Business Studies (Management, Systems, Economics, Marketing, Accounting, Finance / Microfinance, Human Resources).

• Bachelor degree in Information Technology and Computing (Information Technology and Computing, Information and Communications Technology, Computing, Computing with Business, Development (WD), Networking and Security (N&S)).

• Bachelor of Arts in English Language and Literature &English Language and Literature – Translation.

AOU Local Programmes:

In addition, there are AOU local programmes such as;

• Faculty of Education which offers a Bachelor of Education (B.Ed) for Intermediate and Secondary Stages.

• Faculty of Language Studies offers Bachelor's (Electronic Media, Radio and Television, Media –Public Relations, Media – Electronic Media Track, Media – Electronic Journalism).

• Faculty of Information Technology and Computing Studies offers Bachelor's (Graphic and Multimedia Design Technology.

A detailed description of the four AOU progammes is given below. (Also, see *Appendices 3,4 & 5*)

- Faculty of Business Studies offers Bachelor in Accounting (Arabic). In addition to the newly introduced Bachelor programme in Law. *Details of the AOU local programmes is provided in Appendix (6-11).*

AOU Validated Programmes:

It should be noted that the OU UK follows the credit points system. However, the AOU follows the credit hour system. The following table shows the credit point/credit hour equivalence:

Credit Hours	Credit Points
8	30
5	20
4	15
3	10

1. 1. BA (Honours) in Business Studies Programme

Degree Requirements

The BA degree in Business Studies has been developed and is delivered by the AOU. It has been validated through a process of external peer review by OU UK as being of an appropriate standard and quality to lead to the Open University validated award of BA (Hons).

The degree comprises 132 credit hours (as per local accreditation requirements) which can be completed over a four-year period of full-time study. The breakdown of credit hours and courses needed to complete the programme, as well as the graduation plan for Business Studies are presented below:

Category	Credit Hours
General University Requirements/ Mandatory	**18**
Faculty Requirements / Elective	**6**
Faculty Requirement/ Mandatory	**48**
Core Specialization/Mandatory	**48**
Core Specialization/Elective	**12**
Total	**132**

For additional progamme details, please see Appendix 3.

2. BA (Honours) in English Language and Literature

The English Language and Literature (ELL) Programme has been validated through a process of external peer review by OU UK as being of an appropriate standard and quality to lead to the Open University validated award of: **BA (Hons) in English Language and Literature, ELL (OUVA).**

The degree comprises 129-133 credit hours, which can be completed over a four-year period of full-time study. The number of credit hours selected within this range is determined by local accreditation requirements. The breakdown of credit hours and courses needed to complete the programme are as follows:

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18
2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	8
4.	Fac. Requirements/Electives	4
5.	Spec. Requirements/Mandatory	64
6.	Spec. Requirements/Electives	32

Total	129-133

For additional progamme details, please see Appendices 4A, 4B & 4C

3. BSc (Honours) in Information Technology and Computing (ITC)

Degree Requirements

The BSc programme in Information Technology and Computing, BSc (Hons) ITC, has been developed and will be delivered by the AOU. It has been validated through a process of external peer review by the OU UK as being of an appropriate standard and quality to lead to the Open University validated award of BSc (Hons) ITC (OUVA).

The programme comprises 131-132 credit hours, as per local accreditation requirements, which can be completed over a four-year period of full-time study. The breakdown of credit hours and courses needed to complete the programme is as follows:

Requirement	Points	Credit Hours
University Requirements/Mandatory	60	18
University Requirements/Electives	10	3
Faculty Requirements/Mandatory	30	8
Faculty Requirements/Electives	20	6
Specialization Requirements	360	96
Total	480	131

4. Academic Programmes Offered by the Faculty of Education

The Faculty of Education Studies (FES) is currently offering the following programmes in four different branches: **Jordan Branch:**

1.   M.Ed. in Instructional Technology

For additional programme details, please see Appendix 5.

2.   High Diploma in Education
3.   BA. in Education/ Elementary Education
4.   BA. in Special Education/ Learning Difficulties **Saudi Arabia**

Branch:

1. BA. in Special Education: Tracks:
   a.   Mental Retardation
   b.   Learning Disabilities
2. General Diploma program in Special Education:
   Tracks:
   a.   Mental Retardation
   b.   Behavioral Disorders and Autism
   c.   Multiple Disabilities
   d.   Communication Disorders
3. Diploma Program in General Education
4. BA. in Education/ Elementary Education **Lebanon Branch:**

1. BA. in Education/ Elementary Education

The Education programme in all branches of the AOU is offered according to local needs. Most courses in Education are offered in Arabic only.

For additional programme details, please see Appendix 6.

5. General Courses

As shown in the table below, AOU offers its students a range of largely skills-based compulsory courses and electives, which cover Arabic and Islamic civilization and issues and problems of development. The AOU attaches special significance to the role of such studies in the make-up of its programmes. In particular, it views their role as significant in developing in students a broader perspective on life in general, and enriching personal development in particular. Compulsory courses are considered as general University requirements for all its programmes.

Compulsory and Elective Courses

A) Compulsory Courses (9 Credit Hours)

Course Code	Course Title	Credit Hours
GR101	Self-Learning Skills	**3**

AR111	Arabic Communication Skills (I)	3
AR112	Arabic Communication Skills (II)	3

B) Elective Courses (12 Credit Hours)

Course Code	Course Title	Credit Hours
GR111	Arab Islamic Civilization	3
GR112	Issues and Problems of Development in the Arab Region	3
GR115	Current International Issues and Problems	3
GR131	History &Civilization of the (state) a - Branch Requirement	3

Exemption from Arabic Language Skills Courses

i. A student who passes the Arabic Language Placement Test with an average of 60% or above is exempted from studying Arabic Language Communication Skills 1 (AR111) ii. A student who passes the Arabic Language Placement Test with 90% or above is exempted from studying Arabic Language Communication Skills 2 (AR112).

Non-Native Speakers of Arabic

Students who apply to be exempted from studying the Arabic Language Courses (AR111 or AR112), and whose mother tongue is not Arabic, must have studied and passed Arabic Language Courses for non-speakers (AFL111/AFL112) in an accredited university and with credit equivalent to at least six (6) credit hours.

6. Exit Awards (OU Award only)

The rationale behind exit awards is to provide opportunities for students at the AOU to obtain certificates or diplomas after completing the requirements of the particular exit award. The exit awards are part of the BA/BSc (Hons) degree validated programmes at the AOU.

The general requirements for the award of a certificate are the successful completion of 60 credit points of study at Level 3, whereas the general requirements for the award of a diploma are the successful completion of 120 points of study at Level 4 or higher levels. With exception for Business study (for more details please refer to item 6.4). Exit awards are conferred by the OU-UK for students registering in the OU validated programmes.

6.1 Undergraduate Exit Awards in ELL

The rationale for introducing these exit awards resides in the fact that due to unseen circumstances (e.g. social/family considerations; job requirements; etc.) some students may be unable to complete the Bachelor programme they are registered for. In fact, some students may leave after having successfully finished most of the courses required for the Bachelor programme.

The aims of introducing these awards are to:

    (i)   provide some satisfaction to the student,

    (ii)   Help him/her transfer credit if he/she is moving to another institution,

    (iii) Help him/her find a job if he/she is unemployed,

    (iv) Strengthen his/her position if he/she is employed.

The two undergraduate Exit Awards described below have been developed by OU. They have been validated through a process of external peer review

by OU as being of an appropriate standard and quality. The FLS programme offers two OU exit awards :

1. Certificate of Higher Education in English Language and Literature

2. Diploma of Higher Education in English Language and Literature

6.1.1 Certificate of Higher Education in English Language and Literature

Award Requirements

A student will be eligible for the undergraduate **Certificate of Higher Education in English Language and Literature(OU award only)** if he/she successfully completes the following Level-4 modules from the BA programme in **ELL** totaling 32 credit hours and 120 credit points:

LEVEL 4		
Module Title and No:	**Credit Hours**	**Credit points**
EL120: English Phonetics and Linguistics	4	15
EL121: The Short Story and Essay Writing	4	15
A123A&B: An Introduction to the Humanities to be replaced in 2013-2014 with: **AA100A&B**: Arts of Past & Present	16	60
EL 122: Writing and Research	8	30
Total	**32**	**120**

6.1.2 Diploma of Higher Education in English Language and Literature

Award Requirements

A student will be eligible for the undergraduate **Diploma of Higher Education in English Language and Literature as (OU award) only** if he/she successfully completes the following Level-5 modules from the BA programme in **ELL** totaling 64 credit hours and 240 credit points:

LEVEL 5		
Module Title and No:	**Credit Hours**	**Credit points**
A210A: Approaching Literature (I): The Realist Novel and the Canon	8	30
A210B: Approaching Literature (II): Romantic Writing to be	8	30
replaced in 2013-2014 with: **A230A&B**: Reading and Studying Literature (I&II)	16	60
U210A&B: The English Language: Past, Present and Future (I&II) This module is to be replaced in 2013-2014 with:	16	60
U214A&B: Worlds of English (I &II)	16	60
Total	**32**	**120**

6.2 Exit Awards in Computing and IT(OU Award)

HE Certificate /HE Diploma	Requirements
HE Certificate in ITC (120 Credit Points)	All Level 4 courses in the ITC track
HE Diploma in ITC (240 Credit Points)	All Level 4 and Level 5 courses in the ITC track

6.3 Exit Awards in Business (OU Award)

HE Certificate /HE Diploma	Requirements
HE Certificate in Business (120 Credit Points)	120 credit points at level 4 and 120 credit points at level 5
HE Diploma in Business (240 Credit Points)	120 credit points at level 4 and level 5

7. Future Developments •New specialization tracks will be added to suit student and market demands in AOU branch countries

Key University Regulations and Policies

1. Students with Special Needs

i. Students with special needs who feel that certain circumstances have impacted negatively on their performance when completing their assignments should submit proof of this to their tutor who will discuss the matter with the appropriate authority.

ii. Students with special needs who need particular support should present their case to their tutor who will discuss the matter with the appropriate authority.

iii. Students requiring an extension to the examination time must submit their needs not less than three weeks before the date of the examination or the due date of submitting the research/project.

2. Student Appeals

i. Students may appeal their course grade through the online complaints and appeal system to the Branch Appeal Committee within one week from announcement of course results.

ii. The Branch Appeal Committee ensures that the marks have been compiled properly. It also ensures that all answer scripts have been

v.

marked and verified and notifies the student of the acceptance or rejection of his/her appeal.

iii. If the appeal is rejected, students may then appeal the Branch Appeal Committee decision to the Branch Re-Appeal Committee through the Branch Rector within one week after notification by the Branch Appeal Committee. Reasons for appeal together with supporting documents must be provided. The appeal is then forwarded for review by the Branch Re-Appeal Committee.

iv. The recommendations of the Branch Re-appeal Committee will be sent to the Central Examination Committee (CAC) for approval and endorsement. The decision of the CEC is considered final and irrevocable but however if students who wish to pursue their appeal beyond this point should do so within one week from the date of notification of the Central Examination Committee decision

In all cases, if a grade is modified as a result of an appeal then all examination committees must be informed.

vi. If the student is not satisfied with the outcome of the entire appeal process, the student may appeal to the University President. Students registered for OU validated degree Programmes may appeal to the OUVP if they believe that they have exhausted all AOU means and levels of appeal.

3. 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 take its decisions as per rules in effect at the AOU. Punishment, if warranted, may include dismissal from the University. The following are considered acts of cheating and plagiarism:

i. Copying printed material and submitting it as part of TMAs, or examination scripts without proper acknowledgement and documentation.

ii. Copying material from the internet, including tables and pictures without proper acknowledgement.

iii. Copying other students' work.

iv.   Using material prepared for the student by individuals or institutions,

i.e. material which is not the student's own work.

v.   Taking unauthorized material into the examination room.

4. Inability to Take the Final Examination - Extenuating circumstances

The following cases shall be observed when the student is unable to take the final examination at the fixed time and place:

i.   A student who cannot take the final examination or submit a report/ project, which is considered a main component of the assessment, must submit a medical report or a force majeure to the Students' Affairs Office, which will forward it to the competent authority.

ii.   The case must be submitted within three days of the date of the final examination.

iii.   If the Branch Examination Committee accepts the case, the student is awarded **I** (Incomplete) and the student may take the examination with all other students studying the course at the end of the next semester or academic year.

If the Branch Examination Committee rejects the excuse, the student is awarded a zero (0) in this examination.

v. A student, who cannot take a final examination of a course with accepted reasons, can take that examination again on the next occasion that the examination for the same course is held.

5. Repeating Courses

a) Students may not retake any of the AOU courses in which they had obtained grade (B) or above.

b) No student is allowed to repeat a 2nd(5) or 3rd (6)level course derived from the Open University-UK in which he had obtained a C or a higher grade.

iv.

c) The student who fails in an elective course may retake the same course or any other elective course for the purpose of completing the programme's approved study plan requirements. The student's new grade resulting from such repeat courses shall be included in his semester and cumulative averages. However, in case of a student's fail mark, the number of course hours shall be excluded from his cumulative average, provided that no modification should occur in the semester average pertaining to the semester in which he failed.

d) The student who fails in a compulsory course must retake the same course in a subsequent semester. The student's grade resulting from such repeat course shall be entered in his record. However, in case he fails therein, the number of course hours shall be excluded from his cumulative average, provided that no modification should occur in the semester average for the semester in which he failed.

e) For the purposes of raising the student's cumulative average to the required limit for graduation purposes only, the student may retake any course in his Study Plan other than **level 2(5) and Level 3(6)** OU UK courses. The student's new grade, whether higher or lower than the previous grade, shall be entered into his /her cumulative average and the number of points earned before is cancelled together with the course's credit hours.

6. Attendance at Tutorials

With due regard to local accreditation conditions required from each university branch:

i. Face-to-face classroom meeting hours allocated for tutorials in each course during the single semester shall be 4 classroom hours against each credit hour allotted to the course, pursuant to arrangements made by the concerned branch which suit its circumstances

ii. Face-to-face tutorial classroom hours may be increased in case of certain courses having special nature pursuant to ratio to be determined by the competent faculty or branch with a view to fulfilling local accreditation requirements

iii. Attending face-to-face tutorial sessions of the registered course is mandatory by the student whose absence from such tutorials may not exceed 25% of the prescribed tutorials as stated in the approved university calendar.

7. Duration of Study and Study Load

i. The academic year consists of two semesters, each of which lasts for sixteen (16) weeks

ii. The summer session lasts for eight (8) weeks

iii. The University Council approves the university calendar for each academic year. The calendar includes dates for the beginning of semesters, adding and dropping courses, final examinations, etc. iv. The minimum study load per student shall be eight (8) credit hours per semester. With the Branch Rector's approval, this load may be reduced to six (6) credit hours. The maximum study load per student shall be 21 credit hours per semester. The Branch Rector may raise this figure to 24 credit hours for students who are expected to graduate in the same semester.

v. Students with a cumulative average of less than 2 points shall not be allowed to register for more than 16 credit hours.

vi. The maximum period of study at the AOU is twenty four (24) semesters, equivalent to twelve (12) academic years. (Summer semesters are not included.) taking into account local accreditation requirements.

8. Prerequisites

i. The study plan shows the prerequisites of each course

ii.   A student may not register on any course without taking the prerequisite for that course.

9. Postponement, Suspension and Withdrawal

i.   A continuing student may submit an application within a period not exceeding two weeks of the beginning of the semester to postpone his/her study. Such a postponement period should not exceed six consecutive or interrupted semesters whether continuous or interrupted. The postponement period shall not be included within the maximum period required for graduation

ii.   During the add and drop period, the 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. If he/she submits subsequently a valid excuse before the end of the semester, the suspension period is considered a postponement.

   • If the student resumes study after a period of postponement or suspension with an acceptable excuse, he/she can complete the study of the second part of the course provided that he/she has satisfied the requirements of the first part of the course. The marks obtained in the first part will contribute to the final grade of the course provided that the period of postponement does not exceed six consecutive or interrupted semesters and the period of suspension does not exceed three consecutive or interrupted semesters.

iii.   A student's enrolment shall be cancelled if he/she fails to register for any course during the first semester following his/her first enrolment at the University and/or not registering in any course for three consecutive or interrupted semesters without valid excuse.

10. Granting the Bachelor's Degree

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

i.   Passing all courses required for graduation pursuant to the study plan approved for the bachelor's degree in the concerned programme

ii.   Achieving a cumulative average of not less than 2 points

iii. Not exceeding the maximum period of study

iv. Finishing any other requirements stated inside or outside the study plan

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

11. Warning and Dismissal

I. A warning shall be issued to the student whose cumulative average is less than 2 points at the end of any semester excluding the summer semester.

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

III. The student who has been dismissed from the University for Academic Reasons related to the cumulative average (GPA) may re-apply for enrolment in any university programme excluding the one from which he/she was dismissed.

12. Award/Grades Classification

Awards

The classification of the student's certificate as derived from the OU UK shall be as follows:

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

Grades

Final grades for each course as letter grades shall correspond to the following points:

Grade D is considered as the minimum passing grade for a student's successful completion of the course.

Letter Grade	Points
A	4
B+	3.5
B	3
C+	2.5
C	2
D	1.5
F	0

13. Study Fees

The AOU is a non-profit university and aims to keep its fee levels as low as possible, consistent with the need to offer a high quality learning experience for its students. The study fees differ depending on the nature of courses and the living standards of the Arab country where the university branch exists.

The university also has a fund called "AOU student fund" for the purpose of financially supporting the students in need as well as honoring the distinguished students by giving them grants and subsidies or returnable loans.

14. Student Transfer

14.1 Transfers between Academic Programmes

A student is eligible to transfer from one programme to another provided that he/she fulfills the admission requirements of the programme to which he/she wishes to transfer and that the transfer takes place at the beginning of the semester following the one in which he/she has been admitted. In this case, all the courses that the student has already completed successfully and which correspond with the requirements of the new programme will be taken into account. The number of course hours which do not belong to the

study plan of the programme to which the student has transferred, as well as the points he/she has attained against such courses, shall be excluded from his/her cumulative average. The student should fill in a special form during the period announced in the university calendar.

The transfer is subject to the following conditions:

i. The availability of a vacant place in the programme

ii. The student's average in the secondary school certificate should not be less than the average announced and accepted by the programme into which the student wishes to transfer

iii. Satisfying any other academic qualifications required by the programme when submitting the application

iv. Passing any examination(s) required by the programme to which the student wants to transfer.

v. Making sure that the programme transferred from is not affected negatively by such a transfer.

14.2 Transfer between Branches

A student who is registered in one branch of the University is eligible to transfer to another branch, but normally only at the beginning of the semester. In this case, all completed courses are taken into account for the student. However, transfer between branches is subject to local requirements i.e. additional local requirements might need to be met. The tuition fees for the new courses are calculated according to the fees of the new branch.

Transfer is dependent on the following:

i. The availability of space for an extra student in the programme and fulfilment of local requirements

ii. 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

iii. When applying for transfer from a branch, the student should be registered in that branch without any disciplinary issues outstanding

iv.   The student shall fill in a special form before the end of the semester, stating the reasons for his/her transfer

v.   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 transfer. In this case, the tutorials, examinations and other study requirements are not affected

vi.   The student shall pay the appropriate transfer fee when filing the application. If the application is rejected, the student has the right to receive a refund of the money

vii. Normally, transfer should occur within the same programme in which the student is registered. If not, admission to a different programme should be done simultaneously with the transfer application

viii. Where necessary, it is the student's responsibility to get a residence permit in the branch country to which he/she wants to transfer

ix.   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

x.   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.

15. Student Conduct, Bylaws and Disciplinary Procedure

First

These by-laws shall cover all university-registered students regarding any violation of the University rules, regulations and bylaws. In particular, they cover the following violations:

i. Any act incompatible with honour and dignity or breaching good conduct inside or outside the University.
ii. Any act leading to the damage of the University premises and properties
iii. Cheating or attempting to cheat in examinations.
iv. Cheating or Plagiarism in carrying out assignments and reports or any other duties required in this regard.
v. Organization of non-academic societies and meetings inside the University without the prior approval of the competent University administration.
vi. Circulation of publications, newsletters, or posters, or collecting signatures for any purpose, without permission from the competent party in the University.
vii. Any "sit-in" strike inside the University premises or participation in any demonstration incompatible with the University rules and values in force.
viii. Publish what would abuse the reputation of the university and its employees, or giving false information to university officials or the branch.
ix. Assault by word or action, or both together on the faculty member, or anyone from staff or students at the university, or any visitor to it.
x. Impersonate others in any matters related to the university and its affairs. xi. Carry or use firearms, licensed or unlicensed and sharp instruments

Second

A student who attempts to cheat or does cheat in the examination, as described in a report signed by the head invigilator or the examination

supervisor, may be subjected to the following punishments, separately or collectively, following investigation by the Branch Disciplinary Council:

i.   Verbal or written notice

ii.   Warning

iii.   Final warning

iv.   Failure in the examination and concerned course

v.   Dismissal from the University for one semester or more

vi.   Dismissal from the university for one semester from the following semester, which was a violation.

vii.   Total and final dismissal from the University

viii. Any punishment imposed will be recorded in the student's file.

A penalty may be inflicted without abiding by the sequence enlisted in this article in relation to each case.

Plagiarism in TMAs

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

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

B. In the case of recurrence of plagiarism in student assignments, the student shall be referred to the Disciplinary Board for the signing of one of the following penalties individually or jointly to the student:

1. Failure in the course.
2. Dismissal from the University for One Semester from the following semester, which was a violation.

3. Dismissal from the University for more than a Semester.
4. Total and final dismissal from the University

Third

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A student may submit an appeal against the decision taken by the Disciplinary Committee or the Disciplinary Council within fifteen days from the date of being informed of the decision. The decision of the Higher Disciplinary Board is then final and binding.

15.1 Student Grievance Procedures

Branch authorities look into each grievance and usually respond to the student concerned within a week. There are different types of grievances (appeals, complaints) and there are specific procedures for their submission and processing.

15.2 Procedures for Appeals and Complaints Appeals

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- Students may appeal their final course grades by filling the online appeals form within 7 days from the announcement of the final course results. The student can also attach any relevant documents. • Copies of the appeal form will automatically be sent to the Branch Appeal Committee and concerned departments.

- The BAC will consider the appeal and if the appeal is valid a copy of the BAC recommendation will be sent to the Vice President for Academic Affairs (VPAA).

- The VPAA will send its recommendation that the appeal is upheld to the Central Examination Committee (CEC).

- The grade will only be changed after the approval of the CEC.

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- The student may lodge a complaint any time during the academic year, by completing the University formal student complaints form. The

- The CEC decision will be communicated to the BAC with a copy to Student Affairs Office to inform the student and the student Affairs Office will notify the student with the decision.

- If the appeal is rejected and the student is dissatisfied with the decision to dismiss the appeal, he or she may take the appeal to a higher level by appealing to the Branch Repeal Committee (BRC) through the Branch Rector within 7 days of notification of the decision to reject the appeal.

- If the student is still not satisfied with the BRC decision, he/she may appeal to the President of the University or to Open University, The Open University Validation and Partnerships (OUVP).

Complaints

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.

- 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 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 director, the Student Affairs Office will notify the final outcome of the complaint to the student.

- If the student is dissatisfied with the decision, he or she may complaint to the Branch Rector within 7 days of notification of the decision to reject the complaint. The student will be informed by the Branch Rector.
- The student may also complain to the University President and to OUVP if he/she is not satisfied with the decision of the Branch Rector.

16. University Websites and Addresses

To facilitate the educational process and achieve comprehensive and meaningful results, the AOU has established websites on the internet as a means of providing information on its various programmes and activities for the common good of the students and other interested parties. These websites are in English unless otherwise noted:

1. Business Studies Programme: http://arabou.edu.kw/index. php?option=com_k2&view=item&layout=item&id=30&Itemid=124&lang=en

2. Computing and Information Technology Programme: http://arabou. edu.kw/index.php?option=com_k2&view=item&layout=item&id=31&Itemid =125&lang=en

3. Language Studies Programme: http://arabou.edu.kw/index. php?option=com_k2&view=item&layout=item&id=32&Itemid=126&lang=en

4. Faculty of Education: http://arabou.edu.kw/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=127&lang=en

The AOU also has comprehensive websites set up at most of its branches, in English unless otherwise noted:

Branch	websites
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 www.arabou.org.sa
Sudan	www.aou.edu.sd
Palestine	www.aou.edu.ps

17. University Headquarters and Branches

Headquarters	Arab Open University - Headquarters PO Box 3322 Safat - Postal Code 13033 State of Kuwait Email: info@arabou.edu.kw University website: http://www.arabou.edu.kw
Bahrain Branch	Bahrain - Al Haram Plaza, Al Salah Street Kingdom of Bahrain PO Box 18211 - Manama - Bahrain Tel: (0097317) 407088/407077 Fax: (0097317) 400916 Email: student-affairs@aou.org.bh

Egypt Branch	Cairo - ElShorouk City .P.O.Box 51 Tel: (00202) 26890500 Fax: (00202) 26890590 Hotline.19268 Email: info@aou.edu.eg
Jordan Branch	Behind Queen Alia Hospital and close to Association of Arab University – Tareq Area, PO Box 1339 Amman – Postal Code 11953 Amman - Jordan Tel: (00962) 6 5630630 Fax: (00962) 6 5630610
Kuwait Branch	AL-Ardiya Industrial area, Government usages zone, Next to The Public Institution for Social Security building Tel: (00965) 24394444/24394400 Fax: (00965) 24394200 PO Box 830 Al-Ardiya - Postal Code 92400 State of Kuwait Email: director2@aou.edu.kw
Lebanon Branch	Omar Bayham Street- Al Hursh Area - 20584518 - Beirut Lebanon Tel: (00961) 1392139-45 Fax: (00961)1392146 Email: admin@aou.edu.lb
Oman Branch	Qurum 16,Way No 234, Building No 3490 (Current Location) PO Box 1596, PC 130, Al-Azaiba (Postal Address) Muscat Sultanate of Oman. Tel: (00968 24699444) Fax: (00968 24699669) Email: info@aou.edu.om

Saudi Arabia Branch	Al Riyadh - Al Falah District opposite Imam Mohamad Bin Saud University opposite Gate no.2 - southern part PO Box 84901 – Riyadh - 11681-Kingdom of Saudi Arabia Tel: (00966) 112742277 Fax: (00966) 112742696 Email: support@arabou.edu.sa Email: support@arabou.edu.sa
Sudan Branch	Amarat Extention – North Ibn Seina Hospital – St.21 Khartoum
Palestine Branch	Palestine -Ramallah-Al-Bireh –Al-Sheikh Hasan Salameh St. Sateh Marhaba, Al-Bireh. Palestine – P.O. Box: 4375 Tel :(+970 2 242 9777) Ext: (404) Fax: +970 2 242 9777

APPENDICES

Appendix 1

The Bachelor Degree Award Requirements Bylaws

At the Arab Open University

Approved by the University Council in its meeting

No. 63, July 11, 2018

Article 1: Title

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

Article 2: Definitions

The following words and expressions shall have the meanings specified hereunder unless the context indicates otherwise:

University	The Arab Open University (AOU)
President	The University President

Vice President for Academic Affairs	The Vice President for Academic Affairs (VPAA)
Dean	The Dean of an Academic Programme
Deanship:	The Deanship of the Academic Programme which offers the Bachelor Degree
Programme	Academic Major Accredited for Bachelor Award
Headquarters	The AOU Headquarters
Branch	An AOU Branch
Rector	Rector of an AOU branch
Academic Committee	A permanent committee formed by the University Council
Tutorial	A face-to-face classroom teaching hour
Study Plan	Distribution of courses pursuant to the components of the accredited academic programme
Central Examinations Committee(CEC)	The Central Examination Committee at the University's Headquarters
Faculty Examination Committee(FEC)	The Faculty Examination Committee in a deanship
Branch Examination Committee(BEC)	The Examination Committee at the branch level.

Article 3: Study Plans

The University Council shall approve the Bachelor Programme Study Plans pursuant to the recommendation of the competent Faculty Council and the endorsement of the Academic Committee.

a) Academic Programme Study Plans shall be based on the credit hour system.

b) The total of credit hours required for obtaining a Bachelor award in any programme shall not be less than (128) credit hours distributed as follows:

- A Minimum of (18) credit hours of compulsory general university requirements.

- 80-100 credit hours of a programme's specialized requirements.

- A minimum of 14 credit hours of Deanship requirements and the elective courses specified in the approved study plan of the Academic Programme.

Article 4: The Academic Year

a) The academic year shall consist of two semesters, each having a duration of 16 weeks including the final examinations period.

b) The summer semester is optional, and shall cover a duration of 8 weeks including the final examinations period.

c) The commencement of the academic year and semesters as well as examination dates shall be determined pursuant to the University Calendar as approved by the University Council.

Article 5: Admission

a) To be admitted in any bachelor 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, concerned deanship or the competent authorities of the country in which the Branch is located.

b) The Branch Council shall devise and approve a specific admissions policy pursuant to admission requirements in the Branch country.

c) Any applicant who meets admission requirements and who 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 exists) as non-registered students, provided that they meet any other conditions determined by the nature of these courses.

e) A student who studied at the Branch as a non-registered student in previous semesters may submit an admission application to any of the programmes offered in the Branch after filling an application during the specified admission period announced by the branch. If admitted, and at his/her request, courses studied previously will be credited provided that they are consistent with the current study plan of the programme in which he/she is admitted and with local accreditation conditions. The grades he/she earned in these courses shall be entered onto his/her new academic record.

Article 6: Language Placement Test

a) All freshmen shall sit for the Language Placement Test in Arabic and English pursuant to the standards approved by the University Council.

b) Non-Arabic speaking freshmen shall be exempt from the Arabic Placement Test and shall be treated pursuant to standards approved by the University Council.

Students who obtain scores in the table below in the TOEFL or IELTS shall be exempted from the English Language Placement Test, or from some courses as shown below. They ought to have taken either test not more than two years before.

LEVEL	TOEFL	IELTS	STUDENT IS

c)
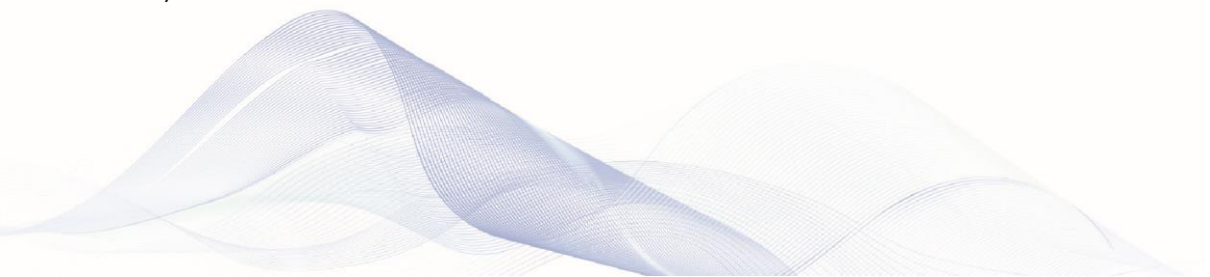
	Internet Based (IBT)	Computer Based (CBT)	Paper Based		EXEMPTED FROM
EL097	30	93	397	3	EL097
EL098	41	123	437	4	EL098
EL099	53	153	477	4.5	EL099
EL111	65	183	513	5.5	EL111
EL112	79	213	550	6.5	EL112 EXEMPTED FROM PLACEMENT TEST

d) Students may be exempted from pursuing one or more Arabic compulsory University required courses pursuant to scores obtained in Arabic; in accordance with the standards approved by the University Council.

e) The freshman's academic record shall, on entry, contain a record of all courses from which the freshmen has been exempted as a result of his/ her performance at both Arabic and English placement tests. Such exempted courses shall be marked (CR). However, the credit hours due to such courses shall not be included in his/her cumulative averages.

Article 7: Duration of Study

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

Article 8: Study Load

The following is applicable to normal classes, other than classes offered in the summer, with due regard to local accreditation conditions required by each University Branch: A. Minimum Load:

B. Maximum Load:
1. The minimum study load per student shall be eight (8) credit hours per semester. With the Branch Rector's approval, this load may be reduced to six (6) credit hours.

2. The maximum study load per student shall be 21 credit hours per semester. The Branch Rector may raise this figure to 24 credit hours for students who are expected to graduate in the same semester.

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

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 to obtain the required academic degree.

2. Students are not allowed to register for a course if they had not studied and passed its pre-requisite or obtained in its continuous assessment & its final exam not less than **(30/100)** of the course full mark.

3. A graduating student may register for a course and its pre-requisite concurrently.

B. Registration Outside the Study Plan:

1. A student may register for any course offered by the University outside his/her study plan.

2. However, the credit hours of courses that are not included in the student's study plan shall not be accredited to him/her and, consequently, shall not be counted in the student's semester or cumulative averages.

C. Registration and Study in another Branch:

With due regard to local accreditation requirements in the two branches:

1. A student registered in one AOU branch may study courses within his/her study plan in another branch upon the approval of the Rectors of the two concerned branches.

branch.

2. The required courses are registered and paid for in the host **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
1	**Before study commencement and during drop and add period**	**100%**	**It is not shown at all.**
2	**After drop and add period**	**70%**	**Withdrawn - W**
3	**After week 3**	0% (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.

Article 11: Deferral of Study

A continuing student (non-freshmen) may defer his/her study within a period not exceeding two weeks after the commencement of the semester, provided that such deferral does not exceed Six consecutive or interrupted

semesters. Such deferral shall not be included within the maximum study duration limit allowed for completion of graduation requirements.

Article 12: Discontinuation of Study

a) A student is considered discontinued in a certain semester if he/she fails to register for any courses in the same semester. This semester is counted within the allowed period of study.

b) Students may submit a petition to the Branch Rector showing proof of the force majeure which prevented him/her from registering in the semester. If approved, he/she shall be deemed deferred for that semester.

c) No student is allowed to discontinue his/her study for more than three consecutive or interrupted semesters.

Article 13: Cancellation of Enrolment

a) A student enrolment is cancelled in the following cases:

1. Upon personally filing an application of withdrawal from the University.

2. If he/she fails to register for any course during the first semester following enrolment at the University.

3. Should he/she discontinue his/her studies for three consecutive semesters without any valid justification.

4. If deferral periods exceeded six consecutive or interrupted semesters.

5. If he/she is dismissed from the University.

b) A student with cancelled enrolment due to discontinued studies may apply for re-enrolment if his/her current study plan was identical to

his/her previous one ,the academic record is restored with his/her previous registration number.

c) If the two plans were not identical, he/she may apply again and the all completed courses are credited in accordance with the AOU courseequivalence Bylaws.

Article 14: Face-to-Face Tutorial Sessions

With due regard to 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, pursuant to arrangements made by the concerned Branch which suit its circumstances.

1. credit hour = a minimum of 4 classroom hours in each semester

b) Face-to-face tutorial classroom hours may be increased in the case of certain courses that have a special nature pursuant to a ratio to be determined by the competent Deanship or branch with a view to fulfil local accreditation requirements.

c) Attending face-to-face tutorial sessions of the registered course is mandatory by

students whose 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 15: Course Assessment

a) Each course shall have a final mark out of (100) marks to be equally distributed between the Continuous Assessment and a Final Examination.

b) The Continuous Assessment's (50) marks shall be allotted as follows:

- A minimum of (20) marks shall be assigned for Tutor Marked Assignments (TMAs).

- A maximum of (30) marks shall be allotted to Midterm Assessment.

c) The concerned Deanship may exclude any course from the marks distribution stipulated in paragraphs (a) and (b) above following the approval of the Deanship Council and the Academic Committee.

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

e) A maximum of two Assessments per course may be held during the semester.

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

g) Such assignments, Midterms and Final exams shall be unified in all AOU Branches, and endorsed by the concerned Dean.

h) A Deanship may hold more than one midterm assessment in a single semester.

i) The Midterm Assessment (MTA) and the Final Examination are held at the same time and the same date in all Branches, according to special instructions issued by the University Council. Exceptions are allowed in special circumstances which dictate change.

Article 16: Period of Storing MTA and Exam Booklets

Students' final examination answer booklets shall be kept at Branches for two semesters, while mid –term exams for one semester, to be available if there be need. After these periods, they shall be destroyed.

Article 17: Absence from Tests

A. Midterm Assessments' (MTA)

1. A student who is absent from the MTA shall be credited (zero), unless he/ she presents a compelling excuse within one 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 Department of Admission, Registration, and Examination at HQ.

B. Final Exam

1. The student who is absent from the Final Examinations shall earn a (0-zero) mark unless he/she submits a force majeure excuse within one week from the Final Examinations convening date.

2. In case the excuse was accepted, letter (I) – symbol for Incomplete – shall be entered in the student's academic record, and shall be permitted to re-sit for the examination on its first subsequent session.

3. In such case, course's credit hours shall be excluded from the student's semester and cumulative averages.

4. Should the student fail to submit the examination on its first subsequent session, the symbol (I) shall be replaced by letter (F) – Fail – in his/her academic record.

Article 18: Assessment in a different Branch

1. A student may sit for the Final Examinations in the courses in which he/ she is registered at any other Branch pursuant to the approval of the

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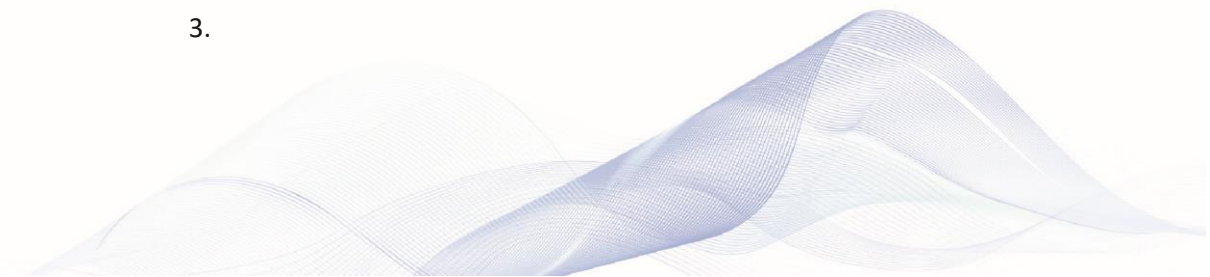
Rectors of both concerned branches. The concerned Deanship must be informed if the same exam is not available at the host branch.

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

Article 19: Grade Scale

A. The AOU Grade Scale shall be as follows:

LETTER GRADE	POINTS
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.5
F	0.0

B. Grade **D** is the minimum pass value for a student's successful completion of a course.

Article 20: Course Failure

A. A student shall fail the course in any of the following cases:

   a) If a student's mark in Continuous Assessment was less than (30%) of the marks assigned to it. In this case, FC grade - (Failed in Continuous Assessment) - shall be entered in his/her record.

   b) If a student was absent from the final exam without an acceptable excuse. In this case, FA grade - (Absent from Final Exam) - shall be entered in his/her record.

c) If the student's mark in the Final Examination was less than 40% of the overall mark. In this case, (FF) grade – (Failed in the Final Examinations) - shall be entered in his/her record.

d) If the student's final mark, being the total marks obtained in the Continuous Assessment and the Final Examinations was less than (50%); in this case, the letter (F) – symbol for Fail – shall be entered in his/her record.

B. The credit hours of the course that a student fails for any of the reasons set in section **A** above, shall be counted in determining his/her semester and cumulative averages.

Article 21: Results

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

Article 22: Objections to Results and Modification Thereof

a) A student may request that his/her final grade in any course be reviewed within the dates and procedures set by the University in its Bachelor Award and Article (10) of the Examination and Assesment Bylaws.

b) The committees which look into students' appeals are:

1. **The Appeals Committee:** is the committee that considers student's first appeal.

2. **The Re-Appeals Committee:** is the committee that deals with the student's re- appeal (second appeal)

Appeals periods, following the announcement of exam results, are set as follows:
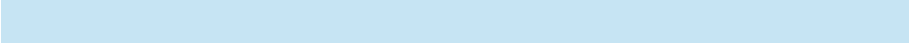
PERIOD	TASK
1st week	Appeals by students are declared open.
2nd week	The Appeals Committee looks into students' appeals and makes recommendations.
3rd week	Re-Appeals by students are declared open.
4th week	The Re-Appeals Committee looks into students' cases and makes recommendations.
5th week	Branch Rectors inform the Vice-President for Academic Affairs of all appeals and re-appeals to be submitted and approved by the CEC.

c) Re-appeal cases are allowed only for cases of pervious appeals.

d) The respective committees present their recommendations to the Branch Rector who submits it to the VPAA, the Chair of the Central Examination Committee for approval and endorsement.

e) All students' results are deemed final and irrevocable one academic semester following their declaration, and changes are prohibited thereof.

Article 23: 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 of ratings he/she earned during the same semester, as shown in Article 19. **A. The semester average**

1. The semester average shall be computed pursuant to dividing 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 with due regard to the provisions of section E of Article 6 and section B of Article 10, Article 17 and sections B and C of article 26 of the current Bylaws.

3. The semester or cumulative average should be rounded to the nearest two decimal places.

B. The cumulative average

1. The cumulative average is computed by dividing the overall number of points a student had earned in all the courses that he/she had studied according to his study plan since he/she joined the university by the overall number of these courses' credit hours.

2. Both semester and cumulative averages shall be rounded to the two nearest decimal digits.

Article 24: Warning and Dismissal

a) A warning shall be issued to a student whose cumulative average is under 2 points at the end of any semester, excluding freshman and summer semesters.

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

c) A student whose academic warnings exceeded the allowed number shall be referred to the special studies programme, while remaining under the warning system on the condition that he/she had successfully completed a minimum of 80 credit hours, provided that he/she had not exceeded the number of credit hours needed to graduate.

d) The student who has been dismissed from the University for academic reasons related to the cumulative average, may re-apply for enrolment in any University programme excluding the one from which he/she was dismissed. He may apply to the University to credit the courses that he had studied and passed earlier. In this case, all the courses shared by the two study plans should be credited to him/her provided that his/ her cumulative average is not under 2 points after these courses are computed.

A. Provisions for Repeating Courses:

1. Students may not retake any of the AOU course in which they had obtained grade (B) or above.

2. No student is allowed to repeat a 2nd (5) or 3rd (6) level course derived from the Open University-UK in which he had obtained a C or a higher grade.

B. Repeating an optional course:

1. Students who had failed to pass an optional course may repeat this course or any other course in order to fulfil the requirements of their study plan of their programme.

2. If they pass the course, the grade obtained in the repeated exam shall be counted in their semester average.

3. However, if they fail to pass it, this shall not affect their cumulative average.

C. Repeating a 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 such

repeat course shall be entered into his/her record. However, in case he/she fails therein, 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 the required graduation minimum of 2.00 points**

With due consideration to points 1& 2 of section A of this article;

1. The student may retake any course in his /her Study Plan other than 2nd (5) and 3rd (6) level OU-UK courses for the purposes of raising his/her cumulative average to the required limit for graduation purposes.

2. In accordance to Point 2 of section A of this Article, a student may retake any 2nd (5)or 3rd (6) level OU-UK courses provided that his/her grade ceiling is (C).

3. In both cases above, the new grade is entered onto his/her cumulative average whether it is higher or lower than the previous one and the number of points earned before is cancelled together with the course's credit hours.

Article 26: Equivalency of Courses

a) A student my apply for equivalency of courses completed in another recognized higher education institution existing in the AOU Branch country where he/she is studying pursuant to the standards and procedures noted in the "Course Equivalency Bylaws at the Arab Open University" , and in accordance with the procedures approved by the University Council.

b) The courses that are accepted as equivalent are entered onto his/her academic record together with their figures and credit hours together with the letter 'T' which means 'equivalent'.

c) The credit hours of equivalent courses shall not be counted in the student's cumulative average.

Article 27: 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 by "The AOU Principles of Student Transfer Bylaws."

C. A student who cannot meet the transfer conditions of the above bylaws may cancel his/her enrolment. He/she can then apply again

for admission (to another track or programme) whereby the courses shared between the old and new study plans, and which he/she had passed, shall be credited to him together with their grades, on the condition that his/her cumulative average is not lower than 2 points after these courses are computed.

Article 28: Graduation

a)   The University awards shall be conferred pursuant to a University Council decision, following the recommendation of the competent Faculty Examinations Committee and the Central Examinations Committee.

b)   The Bachelor degree is awarded to a student after he/she had passed all the courses listed in the accredited study plan of his/her programme, provided that his/her GPA is not less than 2 out of 4 points.

c)   A student who has not completed the graduation requirements of the academic programme may be issued a statement, provided that he/she meets the requirements stated by the relevant Deanship in this respect.

Article 29: Grades

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	Excellent
3 - 3.66	Very Good
2.33 - 2.99	Good
2 - 2.32	Pass

Article 30: General Provisions

a) The present bylaws shall abrogate all previous bylaws regulating the requirements for the Bachelor Degree Award at the University.

b) The Vice Presidents, Deans, Branch Rectors and Directors 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 present bylaws.
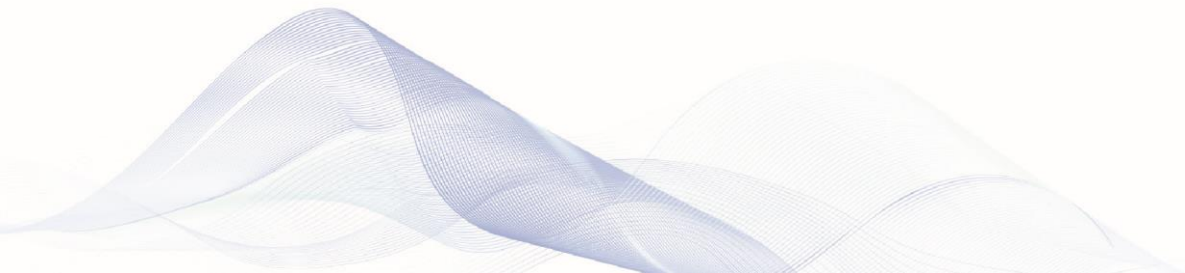
Appendix 2

The Bachelor Award Examinations and Assessment Bylaws

Approved by AOU University Council

No. 63, on 11 July 2018

Contents

Article (1): Title

The current bylaws are named "The Bachelor Award Examinations and Assessment Bylaws at the Arab Open University"

Article (2): Definitions

B) The following words and expressions shall have the meanings stated hereunder unless the context indicates otherwise:

University	The Arab Open University (AOU).
Headquarters	The University's Headquarters (HQ)
Branch	An AOU Branch
President	The University President

Vice-President Academic	The University's Vice President for Academic Affairs (VPAA)
Programme	An academic specialization recognized for awarding the Bachelor Degree
Rector	Rector of an AOU branch.
Deanship	The Competent Deanship of an Academic Programme.
Dean	The Dean of an Academic Programme
Faculty Member	A Professor, Associate Professor, Assistant Professor, or Lecturer appointed at AOU HQ or at any Branch thereof
General Course Coordinator	A Faculty member responsible for coordinating course requirements in all branches.
Branch Programme Coordinator	A Faculty member responsible for administering the implementation of a Programme at a Branch.
Branch Course Coordinator	A Faculty member responsible for coordinating course requirements at a Branch.
Academic Committee	A permanent committee formed by the University Council for academic affairs
Central Examinations Committee (CEC)	The Central Examination Committee at the University Headquarters
Faculty Examination Committee (FEC)	The Faculty Examination Committee in the respective deanship
Branch Examination Committee (BEC)	A Branch Examinations Committee.
Course Assessment Committee (CAC)	A Committee to Assess a Course.

Article (3): Examinations and Assessment

A. The total mark for each course is (100), evenly distributed between results of continuous assessment and a final examination.

B. The (50) marks allotted to continuous assessment shall be distributed as follows:

- A minimum of (20) marks for Tutor Marked Assignments (TMAs), as stated in the approved Course Study Calendar.
- A maximum of (30) marks for Mid-Term Exam(s).

C. According to the nature of a course, the respective Deanship may exclude any course from the distribution of marks stipulated above in paragraph (B), provided the Academic Committee approves this exclusion.

D. The minimum number of TMAs is one per course, per semester. The Deanship may determine the upper limit.

E. The maximum number of Midterm exams (MTAs) per course, per semester is two.

F. Each deanship shall prepare TMAs, MTAs, and Final Exams for each course.

G. TMAs, MTAs and Final Exams shall be unified in all branches and endorsed by the respective Dean.

H. A deanship may hold more than one MTA in a single semester.

I. The MTA and Final Exam of each course are held concurrently (at the same date and time) in all branches according to special instructions issued by the University Council. However, exceptions which dictate change are allowed in special cases.

J. All final exams, MTAs and TMAs are subject to Group Marking and Cross Branch Marking (CBM).

Article (4): Tutor-Marked Assignments (TMAs)

A) Each Deanship shall prepare the TMAs pertaining to its courses, including marking guidelines for such TMAs, as well as criteria for student assessment pursuant to the standards and procedures adopted by the University Council.

B) As for local programmes, the branch deanship members shall prepare TMAs and their marking guidelines as well as criteria for student assessment.

C) Each Deanship shall supply the branches with all required TMAs for all its courses latest by the beginning of the semester in which the course is offered but not exceeding the second week of the semester.

D) Students shall comply with deadlines set for submitting each TMA on its due date as declared in the approved course calendar.

E) Students with special needs whose condition impedes writing their TMAs and/or other required assignments, must submit their case to the Branch Programme Coordinator, who shall refer such documents to the Branch Rector, in order to be considered by the Examination Committee and adopt an appropriate decision.

F) For each TMA not submitted on its due date, the student shall receive a (0-zero) mark unless he presents a valid excuse to the body assigned by the University. In this case, the student may be given a grace period of seven days including a weekend after the TMA submission due date.

G) Each TMA shall be marked and returned to the student following entry of remarks thereon by the course tutor. The student's mark shall be entered in the Student Information System (SIS) within a period not exceeding two weeks from the TMA due date.

H) The Branch Course Coordinator (BCC) shall review random samples of the marked TMAs of each study group to verify compliance of the

marking process with Deanship guidelines, as well as the quality of remarks given to students. The review process shall be documented by the Branch each time it takes place.
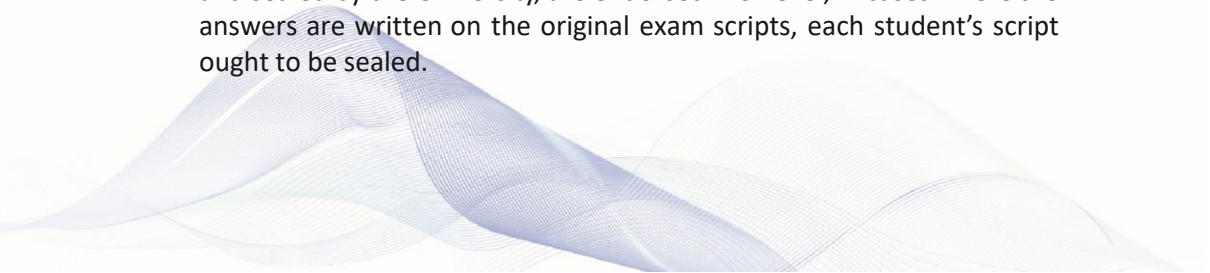
I) The student may apply for reconsideration of his/her TMA mark in accordance with Article 10 of this Bylaws or according to student appeal procedures adopted by the University. The student is informed of the result of his/her appeal within one week of his/her application.

J) Pursuant to deanship requests and directions, samples of the TMAs and exams shall be sent by BCC's to the General Course Coordinator (GCC) for review and follow-up.

K) The student TMA mark may not be modified unless a written application to this effect is submitted by the Branch Programme Coordinator, specifying reasons of the modification request. Such application should be approved by the Branch Rector and be submitted within a maximum period of one week following the date when the TMA was returned to the student.

Article (5): Midterm Assessments (MTAs)

A) The MTA for each course shall be held concurrently for all study groups of the said course each semester, and the respective Deanship may unify the content and timing of examinations in all branches.

B) MTAs shall be held under the supervision of the Branch Course Coordinator (BCC).

C) The duration of the MTA is determined in accordance to each course credit hours, as in the following table:

No of credit hours	MTA Duration
3-4 credit hours	A maximum of 90 minutes

5-8 credit hours	A maximum of 120 minutes

D) Should a student fail to sit for the MTA, he/she will be given (0-zero) mark unless he submits a *force majeure* excuse within three days of the MTA date.

E) If his/her excuse is found valid, the student may sit for an alternative MTA at a date assigned by the Admission, Registration, and Exams Directorate at the Headquarters.

F) The MTA is market by the course tutor and the BCC reviews samples of students' answer scripts in each section of the course in order to verify the marking process and the distribution and compilation of marks.

G) The MTA mark is entered by the course tutor in the Students Information System (SIS) under the supervision of the Branch Course Coordinator (BCC).

H) Results should be announced not later than 10 days following the date each MTA is held.

I) A student may appeal his/her MTA mark in accordance with Article 10 of this Bylaws or according to the appeals procedures determined by the University. He/she will be notified by the result within one week from the date of submission of the appeal.

J) A student's MTA mark shall not be modified except following a written request by the Programme Coordinator (PC) and the approval of the Branch Rector.

K) The student's marks in continuous assessment (MTAs and TMAs) for each course are entered onto the SIS progressively so that the aggregate of this type of assessment is entered not less than one week before the date of the final exam.

L) Students' MTA papers are stored for one semester for further reference as necessary.

E) The students' answers written on the Answer Booklet which is approved and sealed by the University, are endorsed. However, in cases where the answers are written on the original exam scripts, each student's script ought to be sealed.

Article (6): Final Examinations

A) Each Deanship shall prepare two different versions of the Final Examination

(or more as necessary) for each of its courses; prepare the Answer Key as well as Student Assessment Guidelines for each version pursuant to the standards and procedures adopted by the University Council.

B) Each Deanship shall provide the Head of Examinations in each AOU Branch (or any other staff member named by the Branch Rector) with the final examination questions for each course, in good time which allows for preparing copies according to the number of students enrolled in study groups/sections in all branches.

C) Final Examinations for all courses shall be held at the end of the semester within the specified period stated in the approved university calendar.

D) The Final Examinations for the same course shall be identical for all the study groups taking the course at all branches. They shall also be held on the same date, day and time.

F) The Final Examination question sheet must indicate the marks allocated for each question and the time allotted for the specific exam pursuant to the following table:

Course Credit Hours	Duration of the Final Exam
2-3	Two hours
4-5	Two and a half hours
6-8	Three hours

G) Students with special needs must inform the Branch Examinations Committee, through the body assigned by the University's administration, about their needs in order to be studied and assessed. They should submit such requests at least one week prior to the date of the test for chronic illness cases. However, emergency cases may be accepted up to 3 days before an exam or before the submission of an

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(1)   Appendix 1- Co-ordination , Marking and Sampling

assignment/ project so that responsible officers may have enough time to deal with the situation by providing necessary equipment or by extending the time allocated to the exam.

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

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

1. The student's name and registration number should be concealed on the exam script in the exam hall before the marker receives the scripts.

2. The exam scripts are received from the Exam Steering & Control Committee by the Branch Course Coordinator (BCC). This is done by filling out a form that records the number of sections, and answer booklets/scripts received, as well as the date of receipt.

3. The University is keen on marking final exams within the University campus. No exam scripts are allowed to be moved outside the University campus, even in the case of individual marking or crossbranch marking.

4. Marking shall be conducted pursuant to Cross-Branch Marking and Group Marking Rules by all the course tutors at the branch. Each tutor shall sign his/her name against the question marked by him/her according to set regulations[1].

5. Examination booklets are distributed randomly among course tutors for double marking and each tutor shall write his/her signature next to the question marked by him/her according to set regulations.

6. The Branch Course Coordinator shall review random samples of the marked answer booklets, the number of which should constitute at least 10% of the total marked booklets.

7. Specific procedures are made for handing out and receiving answer booklets between the marker and the BCC throughout the marking stages stating the course title and code number - if possible - together with the number of scripts and the date of receiving these scripts. The receiver's name and signature should also be included.

B) The BCC shall also monitor the marks that the students had obtained, and which had been entered by the tutor onto the Student Information System (SIS). These marks cannot be changed after this stage.

C) The final exam scripts are stored at each branch for two semesters for review if necessary.

D) A student who fails to attend the final examinations shall be given a (0-zero) mark unless he/she submits a force majeure excuse within a week following the exam date.

E) In case the excuse was found valid, letter (I) – Incomplete – shall be entered onto the student's academic record. An (I) student shall be permitted to re-sit for the exam on the first subsequent exam session.

F) If the student fails to sit for the same exam on its first subsequent session, the symbol (I) in his/her academic record shall be converted to (F), which means fail.

G) If the student fails to pass the last course in his/her study plan before his/ her graduation, he/she may re-sit for the next final exam according to the following conditions:

1. Having passed the continuous assessment, and

2. That the course is registered in the graduation semester, i.e. his/her last semester at the University, and

3. His/her new grade for this course should be capped by (C).

Article (8): Samples

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

Article (9): Results

A) A Student's final mark in any course shall comprise the total marks earned in the Continuous Assessment and the Final Examination.

B) The final marks shall be dispatched by branches to the Admission, Registration and Examination Department at the Headquarters, following their approval by the Branch Examination Committee, pursuant to the procedures adopted by the University Council.

C) The Admission, Registration and Examination Department at

Headquarters, or whoever is assigned by the Vice President for Academic Affairs, shall process the final marks as received from branches for each course, in accordance with the following grading system and the method approved by the University Council:

Letter grade	Grade Range
A	90 and above
B+	82-89
B	74-81
C+	66-73
C	65-58
D	50-57
F	Below 50

D) The respective Deanships may amend the figures in the above table as they find necessary and in line with the course's results and nature.

E) The points which correspond to the above values are determined as follows:

Letter Grade	A	B+	B	C+	C	D	F
Points	4	3.5	3	2.5	2	1.5	0

F) Grade D shall be the minimum pass rate.

G) A student is considered fail in a certain course in any of the following cases:

1. If his/her mark in the continuous assessment is lower than 30% of the overall mark assigned to it. In this case hi/her record shall bear the value of "FC" which means *failed in continuous assessment.*

2. If he/she failed to take up the final exam, in which case he/she shall be assigned the value of "FA" which means *failed for absence*.

3. If his/her mark in the final exam is lower than 40% of the overall mark assigned to it, in which case he/she shall be assigned the value of "FF" which means failed in the final exam.

4. If his/her final mark, which represents the aggregate of what he/she obtained in the continuous assessment and the final examination, is under 50%. In this case the student shall be assigned the value of "F" which means *failed*.

H. The results of any course shall be finally endorsed by the Central Examination Committee (CEC) following a recommendation by each of the Course Assessment Committee (CAC) and the Faculty Examination Committee of the respective faculty.

Article 10: Objection to Results and Modification

This article should be read in conjunction with article (22) of the Bachelor Degree Award Requirements Bylaws.

First: Formation of Appeals and Re-Appeals Committees

A. Branch Appeals' Committee (BAC):

shall be formed comprising:
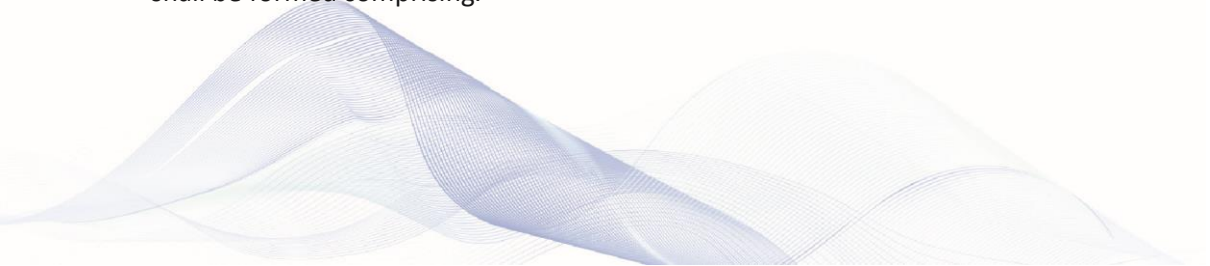
For Each Academic Programme a respective Branch Appeal Committee shall be formed comprising:

- Respective Branch Programme Coordinator /Chairman.
- Two Academic Staff Members including the BCC or GCC.

B. Branch Re-Appeal Committee (BRC)

For each Academic Programme a specialized Branch Re-Appeal Committee - Assistant Director for Academic Affairs (Chairman)

- Two members of the teaching staff of the respective course that were not members of the respective appeal committee.

Second: Duties and Procedures of the Appeals Committee and the ReAppeals Committee

a) A student may request that his/her final grade in any course be reviewed within seven calendar days from the date of posting the approved course results through the online appeals system, upon completing the relevant procedures as set by the university.

b) The Branch Appeal Committee (BAC) shall study the student's objection, verify absence of error in adding or entering of the student's marks in the course, as well as the absence of unmarked questions. The student should be informed of the committee's recommendations which will then be forwarded to the Central Examination Committee to be endorsed within the second week following the declaration of results.

c) The student may object the Committee's decision and re-appeal through the AOU-Branch Rector to the competent Re-Appeal Committee within the third week after the declaration of results.

d) The Branch Re-Appeal (BRC) Committee shall study the student's appeal to make sure that there is no material error. The student shall be informed of the committee's recommendations within the fourth week after the declaration of results. The ruling is then submitted to the Central Examination Committee (CEC) for approval and endorsement.

e) The BAC and BRC may consult with the Respective General Course Coordinator (GCC)or the Deanship of the academic programme if deemed necessary.

f) If either of the two committees' rules that the student's mark ought to be altered, the Rector shall convey the recommendations to the VPAA within the fifth week after the declaration of results, and the VPAA shall ask the Central Examination Committee for a final endorsement.

g) The VPAA brings to the attention of CEC members all the appeal and re-appeal cases that he had received from AOU Branches for their approval and endorsement.

h) Following the approval of the CEC, the student's mark is altered by the authorized persons as required provided that the changes are recorded in the student's file.

i) The student's right to appeal or re-appeal concerning his/her case shall be waived if he/she did not abide by the deadlines noted above in Articles A and C.

J) The student's result should be confirmed as final and irrevocable one semester after its adoption. In this case it shall not be altered at all.

Article (11): Language Placement Test (LPT)

A) All freshmen shall sit for the Language Placement Test in Arabic and English pursuant to standards approved by the University Council.

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

C) The following are exempted from taking the English Placement Test:

Level	TOEFL			IELTS	Exempted from
	Internet Based (IBT)	Computer Based (CBT)	Paper Based (PB)		
EL097	30	93	397	3	EL097
EL098	41	123	437	4	EL098
EL099	53	153	477	4.5	EL099
EL111	65	183	513	5,5	EL111
EL112	79	213	550	6.5	EL112 **Exempted from LPT**

D) Students shall be exempted from studying one or more of the University-required Arabic courses as per their results in the Arabic Placement test and according to cutoff points approved by the University Council.

E) The symbol CR (credited) is entered onto the transcript of a freshman to mark exemption from the courses that the Arabic Placement Test (APT) determined he/she does not have to study. The number of credit hours of such courses shall not be computed in calculating his/her cumulative average.

Article (12): Cheating and Plagiarism

A) Any student found to be committing any act of cheating or plagiarism shall be referred to the "Students' Conduct and Disciplinary Procedures Bylaws" in force at AOU.

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

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

Article (13): Branch Examinations Committee (BEC)

A) A Branch Examinations Committee shall be formed at the beginning of each academic year. It shall comprise of:

- Branch Rector/Chairman.
- Academic Assistant of Branch Rector.
- An Academic Programme Coordinator at the Branch (on rotation basis).
- Admission and Registration Officer at the Branch.
- Branch Quality Assurance Officer

B) The Branch Examinations Committee shall assume the following major functions:

1. Organize the administering of examinations at the Branch.
2. Devise a plan for conducting and marking final examinations and entering their results pursuant to procedures adopted by the University and its competent Deanships.

3. Review final results of various course examinations, recommend their approval and submit the same to the Admission, Registration and Examination Department at HQ.

4. Consider student objections pertaining to their final marks as per endorsed procedures.

5. Endorse lists of graduates, and issue recommendations thereon.

C) The Vice President for Academic Affairs shall be notified of the BEC formation decision through the Branch Rector.

Article (14): Course Assessment Committee (CAC)

A) The Course Assessment Committee shall comprise.

- General Course Coordinator (GCC)/Chairperson.
- Two Branch Course Coordinators. (as members)
- The Programme's External Examiner. (as a member)

B) The Course Assessment Committee shall conduct the following main tasks:

1. Review TMAs, MTAs and Final Exam samples;

2. Deliberate on the course results

C) The Course Assessment Committee shall submit its report to the Faculty Examinations Committee (FEC).

Article (15): Faculty Examinations Committee (FEC)

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

- Competent Studies Dean/Chairperson.
- Two Faculty members at the Deanship.

- The Chief External Examiner.

- Director of the Admission, Registration and Examinations Department.

B) The Faculty Examinations Committee shall be entrusted with the following main tasks:

1. Study the final course results and make the necessary recommendations thereon to the Central Examinations Committee for approval.

2. Consider external examiners' and CAC reports and submit the necessary recommendations thereon to the Central Examinations Committee.

3. Approve graduates lists and make recommendations thereon to the Central Examinations Committee.

Article (16): Central Examinations Committee (CEC)

A) The Central Examinations Committee shall comprise:

- The Vice President for Academic Affairs/Chairperson.

  - Deans of Academic Programmes,

- Director of Admissions, Registration and Examination,

- Director of Quality Assurance Department, - Chief

  External Examiners as required.

B) The Central Examinations Committee (CEC) shall assume the following tasks:

1. Approve final course results as per recommendations from Branch and Faculty Examination Committees.

2. Approve any modifications of students' grades as received from Faculty Examinations Committees or Branch Appeals/Re appeals Committees.

3. Approve expected graduate lists.

4. Approve unified forms of recording marks at the branches to prepare them for viewing by different exam committees

5. Devise general frameworks and policies pertaining to university examinations without prejudice to the relevant provisions of university bylaws and regulations.

6. Study any obstacles impeding the implementation of examination rules and procedures and submit appropriate proposals for resolving thereof to the University Council.

Article (17): General Provisions

A) The present bylaws shall abrogate all previous regulations governing examinations at AOU.

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

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

Appendix (1): Coordination, Marking and Sampling

1. Group marking means the participation of more than one marker in the marking of an exam script. This can be done by assigning each marker to mark certain questions in all scripts. Thus, all scripts will have been marked by more than one tutor. In case a course has only one tutor, the Programme Coordinator asks another tutor to review the marking of the scripts.

2. Before group marking begins, a coordination meeting shall be held comprising course tutors and the Branch Course Coordinator to discuss the answer key and the full marking of a random sample of exam scripts by each tutor to agree a unified system of marking and to assign a marker for each of the exam questions.

3. There should be minutes for each course meeting which shows the names of markers, the question(s) he/she shall mark and his/her signature.

4. All markers shall fully abide with the answer key and the marks allotted to each part of the answer in order to guarantee marking objectivity and uniformity in all AOU branches.

5. All markers must calculate the marks given by adding them and ensuring that they are correctly transferred to the cover of the exam booklet.

6. The marks attained by the student must be recorded on the cover of the exam booklet and inside it in one language to avoid mistakes which happen when marks are added up. The mark should also be written in letters.

7. Emphasis ought to be placed on distributing the marks of each questions to parts thereof in accordance with the marking instructions/sample and avoid writing a single overall mark.

8. When group marking is finished, the course coordinator chooses random samples to be reviewed by him in order to ensure marking objectivity and precision.

9. The marks reviewing process is made by exchanging scripts between markers in a documented manner.

10. There must be documentation of receiving and exchanging scripts in which the number of these scripts is recorded together with the course title, its number, the date of the action, and the name and signature of the person who received the scripts throughout all marking stages.

11. An adequate number of TMAs, MTAs and exam scripts for each marker must be sent to the deanship concerned. The marker's name should be written on all samples.

12. Samples must be scanned and sent on a CD, which should be checked to confirm that it functions properly before it is sent to the deanship concerned in good time.

13. The use of examination seals should be the responsibility of one or more members of the control committee.

ARAB OPEN UNIVERSITY
Scheme of Plagiarism Penalties
(Revisited and Updated)

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

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

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

1. **Academic Integrity:** Both students and staff are expected to observe the highest level of integrity to the academic work undertaken at AOU. At no point of time should students adopt methods wherein they indulge in academic malpractice such as plagiarism and contribute towards misjudgment of their actual learning outcome. Tutors are also expected to maintain highest standards in assessing student work and at all times and have no tolerance to plagiarism.

2. **Accountability:** Tutors assessing students work are accountable at AOU to ensure that no plagiarized student work is passed. Tutors are required to document any plagiarized work found and provide justified evidence of the same. All official forms for recording plagiarism numbers and implementation has to be maintained and produced when deemed necessary.

3. **Academic Judgement**: A blanketed approach to defining plagiarism for all courses cannot be applicable always. The nature of certain courses e.g; programming courses cannot be viewed for plagiarism with the same parameters as that of other courses and therefore the approach to defining what constitutes as plagiarism will be different. Since manual detection of plagiarism can be a lengthy and complicated process especially when it involves large volume of students' work, electronic detection using plagiarism software is a feasible option. However, relying on it solely may not be the best option and therefore combination with manual analysis, nuanced academic judgement

and clear processes must provide the means to determine if plagiarism has occurred.

The following is the generic plagiarism scheme for all courses except specific courses of FCS Programme.

Offence (First time)	Penalty	Further Actions	
Plagiarized/copied percentage	Proposed Deduction of Marks	Preventive Measures	Documentation
0-30%	Assessment is marked as normal. The Plagiarized section is not marked. Tutor should comment on the plagiarized sections of the script.	Student is directed to refer to plagiarism tutorial.	
Over 30%	Award zero mark	Student is directed to refer to the plagiarism tutorial and test.	Formal warning shall be given to the student in addition to placing the incident in the student record

Purchased Assignment/Contract Cheating	Award zero mark	Student is directed to refer to the plagiarism tutorial and test.	Formal warning shall be given to the student in addition to placing the incident in the student record
Collusion			
Similarity level of less than50%	No marks will be awarded for the plagiarized sections	Student is directed to refer to the plagiarism tutorial and test	Formal warning shall be given to the student in addition to placing the incident in the student record

Similarity level of 50% and more	Award zero mark		Formal warning shall be given to the student in addition to placing the incident in the student record

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

FCS - Plagiarism Penalties
All level 2/5 and 3/6 modules follow the same rules

Similarity ratios and their corresponding penalties are as follows:
1. Similarity between [50% - 69%]: deduct 20% of the marks
2. Similarity between [70% - 79%]: deduct 40% of the marks
3. Similarity between [80% - 89%]: deduct 60% of the marks
4. Similarity between [90% - 100%]: Students get zero
- All papers with similarity ratio ≥80% should be subject to extra academic judgment from the tutor.
- For papers with similarity <50%, the tutor has the right to academically judge the percentage of the undiscovered plagiarism (if exist), hence taking the proper action.
- If the assessment contains a part that is most likely to result in similar/identical students' answers, this part should be excluded from the similarity percentage.
- It is the tutor's full responsibility to implement the above rules.

First Offence:

Implementation:
- o The primary responsibility of detecting plagiarism in student work would remain with the individual tutor who should always use his specialist knowledge and academic judgment in deciding on what is and what is not plagiarism.
- o Tutors are advised to discuss plagiarized assessment with the course coordinator and to properly document all incidences of plagiarism of each section.
- o The Branch Course Coordinators and as part of their monitoring roles are expected to regularly check random samples of students' assessments/section.
- o Branch Course Coordinators should monitor the process of marking TMAs and other formative assessments encourage tutors to report plagiarism as some of the new tutors may not be aware of the University policy regarding plagiarism or how to handle such cases.
- o Branch Course coordinators should monitor tutors' feedback on TMAs and other forms of formative assessments more rigorously, and ensure that no instance of plagiarism which can be detected by a tutor is overlooked, and to give appropriate feedback and provide the necessary support.
- o The General Course Coordinators play an important role in internal quality are expected to carefully check assessments samples from the different AOU- Branches and provide prompt feedback to the BCCS.

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

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

Second time offence:

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

Third time offence:
Failure in the course.

Repeated Offences:

To be dealt according to Article 12 in Examination & Assessment Bylaws.

Article (12)   Cheating in the Final Examinations and Plagiarism in TMAs

A) Any student found to be committing any act of cheating or plagiarism shall be referred to the competent disciplinary committee, which shall take its decisions in accordance to "Students' Code of Conduct and Disciplinary Procedures Bylaws" in force at AOU.

Penalties will be implemented through the disciplinary committee in accordance with Article 7 of (Students' Code of Conduct and Disciplinary Procedures Bylaws).

Where one of the following penalties shall apply:

- Failure in the academic course.
- Dismissal from the university for one semester being subsequent to the semester during which the violation has occurred.
- Dismissal from the university for more than one semester.
- Definitive dismissal from the university subject to the decision of the higher disciplinary board.

The attributed penalty may be imposed on case-to-case basis without necessarily adhering to the sequence mentioned in the provisions hereof.

General Instructions:

- Evidence of student record of plagiarized work must be carefully stored and protected for a minimum of two semesters from the time of detection.

- Plagiarism trends must be observed amongst students in the categories of, repeated offenders, gender specific, age, course/ programme etc.

OU Programmes Study Plans

Appendix 3

BA (Hons) Business Studies Programme: New Study Plan

1. Mandatory General University Requirements (18 credit hours)

The following courses comprise the Mandatory General University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	
AR112	Arabic Communication Skills (II)	3	AR111
EL111	English Communication Skills (I)	3	EL099
EL112	English Communication Skills (II)	3	EL111

GR101	Self-Learning Skills	3	
TU170	Learning Online	3	EL099

2. University Requirements / Electives (6 credit hours)

The following courses comprise the Electives General University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	Issues and Problems of Development in the Arab	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	History and Civilization of AOU Branch Country	3	

SL101	Spanish for Beginners (I)	3	
SL102	Spanish for Beginners (II)	3	SL101

3. Faculty Requirements / Mandatory (48 credit hours)

All tracks have a common core of specialized courses totalling (48) credit hours as in the following table:

Course Code	Course Title	Credit Hours	Prerequisite
BUS101	Introduction to Math for Business Studies	4	EL099
BUS102	Introduction to Statistics	4	EL111
BUS110	Introduction to Business Studies	8	EL111
LB170	Professional Communication Skills for Business	8	EL112
B207A	Shaping Business Opportunities (I)	8	LB170 BUS110
B207B	Shaping Business Opportunities (II)	8	B207A
BUS310	Strategic Management	8	

4. Core Track (Specialized) Courses (48 credit hours)

The Business Programme is offered in seven tracks as follows:

1. BA (Hons) Business Studies with Management
2. BA (Hons) Business Studies with Marketing
3. BA (Hons) Business Studies with Accounting
4. BA (Hons) Business Studies with Economics

5. BA (Hons) Business Studies with Systems
6. BA (Hons) Business Studies with Finance-micro finance
7. BA (Hons) Business Studies with Human Resource Management

BA (Hons) Business Studies with Management			
Course Code	Course Title	Credit Hours	Prerequisite
B123	Management Practice	8	EL112 BUS110
B205A	Exploring innovation and Entrepreneurship (I)	8	BUS110 B123
B205B	Exploring innovation and Entrepreneurship (II)	8	B205A
B325	Managing Across Organisational and cultural	8	BUS310
B628	Managing 1 : Organisation and People	8	B207B
B629	Managing 2 : Marketing and Finance	8	B628
BA (Hons) Business Studies with Marketing			
Course Code	Course Title	Credit Hours	Prerequisite
B122	Introduction to Retail Management and Marketing	8	EL112 BUS110
B205A	Exploring innovation and Entrepreneurship (I)	8	B122 BUS110
B205B	Exploring innovation and Entrepreneurship (II)	8	B205A
B324	Marketing and Society	8	B205B

B327	Sustainable Enterprise and Innovation	8	BUS310
MKT331	Digital Marketing	4	B324
MKT332	Service Marketing	4	B324

A (Hons) Business Studies with Economics			
Course Code	Course Title	Credit Hours	Prerequisite
ECON101	Principle of Microeconomics	4	EL112 BUS110
ECON102	Principle of Macroeconomics	4	EL112 BUS110
DD209A	Economics and Economics Change (I)	8	ECON102 ECON101
DD209B	Economics and Economics Change (II)	8	DD209A
DD309A	Doing Economics (I)	8	DD209B
DD309B	Doing Economics (II)	8	DD309A
ECO340	Managerial Economics	4	DD209B
ECO341	Economic Development	4	DD209B

BA (Hons) Business Studies with Systems			
Course Code	Course Title	Credit Hours	Prerequisite
B123	Management Practice	8	EL112 BUS110
SYS210	Managing Technology and Innovation	8	B123
SYS280	Principles and Practice of System Thinking	8	B207B
B325	Managing Across Organisational and cultural	8	BUS310
B327	Sustainable Enterprise and Innovation	8	BUS310
SYS380	Managing System Complexity	8	SYS280
BA (Hons) Business Studies with Accounting			
Course Code	Course Title	Credit Hours	Prerequisite
B124	Fundamental of Accounting	8	EL112 BUS110
B292	Management accounting	8	B124
B291	Financial accounting	8	B124
ACC300	Accounting Information System	4	B291 B292
ACC302	Auditing Theory and practice	4	B291 B292
B326	Advanced Financial Accounting	8	B291
B392	Advanced Managerial Accounting	8	B292

A (Hons) Business Studies with Finance-Micro Finance			
Course Code	Course Title	Credit Hours	Prerequisite
B124	Fundamental of Accounting	8	EL112 BUS110
B292	Management accounting	8	B124
FIN240	Micro finance Theory and Practice	8	B124
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	FIN340
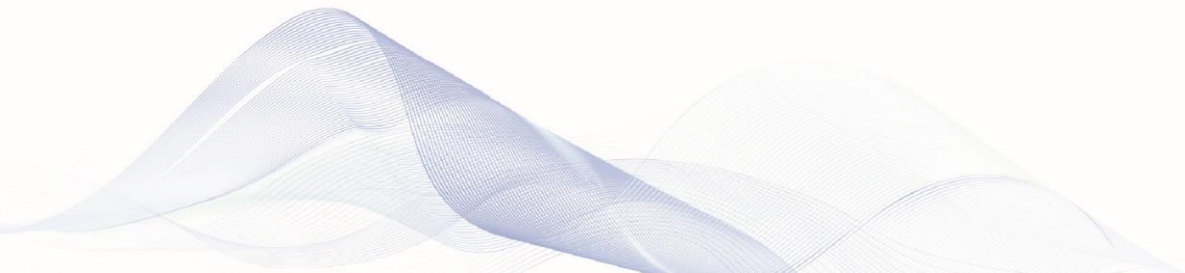
BA (Hons) Business Studies with Human Resource Management			
Course Code	Course Title	Credit Hours	Prerequisite
B123	Management Practice	8	EL112 BUS110
HRM205	Employment and Labor Law	4	B123
HRM206	Staffing Organizations	4	HRM205
BA (Hons) Business Studies with Human Resource Management			
Course Code	Course Title	Credit Hours	Prerequisite
B325	Managing Across Organisational and cultural	8	BUS310
B628	Managing 1 : Organisation and People	8	B207B
HRM210	Training and Development	4	HRM205
HRM215	Employment Compensation and Benefits	4	HRM206
HRM320	Work Place Health and Safety	4	HRM215
HRM330	Strategic Human Resources Management	4	BUS310 B628

5. Faculty Requirements / Electives (12 credit hours)

Core courses in a certain track can be taken as elective courses in other tracks

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

Appendix 4A

English Language and Literature (ELL)

(New Plan)
FLS New Study Plan 2017
English Language and Literature (ELL)

I. DEGREE REQUIREMENTS

The degree comprises 129-133 credit hours, which can be completed over a four-year period of full-time study. The number of credit hours selected within this range is determined by local accreditation requirements. The breakdown of credit hours and courses needed to complete the programme are as follows:

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18
2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	8
4.	Fac. Requirements/Electives	4
5.	Spec. Requirements/Mandatory	64
6.	Spec. Requirements/Electives	32
Total		**129-133**

1. University Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	-
AR112	Arabic Communication Skills (II)	3	AR111
EL111	English Communication Skills (I)	3	EL099
EL112	English Communication Skills (II)	3	EL111

GR101	Self-Learning Skills	3	-
TU170	Computing Essentials	3	EL098
Total		**18**	

** All incoming students since 2015/2016 must sit for an English Placement Test. On the basis of their results they enroll in EL097, EL098, EL099, EL111, EL112 or are exempted from them.

2. University Requirements/ Electives (3-7 credit hours)

The following courses comprise the Electives University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
BE322/4	Entrepreneurship and Small Business Management	4	B120
GR111	Arabic-Islamic Civilization	3	--
GR112	Issues and Problems of Development in the Arab World	3	-
GR115	Current International Issues and Problems	3	-
GR131	Branch Requirement	3	--
CH101	Chinese for Beginners (I)	**3**	--
CH102	Chinese for Beginners (II)	**3**	CH101
SL101	Spanish for Beginners (I)	**3**	--
SL102	Spanish for Beginners (II)	**3**	SL101

FR101	French for Beginners (I)	**3**	--
FR102	French for Beginners (II)	**3**	FR101
Total		**3-7**	

3. Faculty Requirements/ Mandatory (8 credit hours)

The following courses comprise the Mandatory Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
EL 117	Writing	4	EL111
EL 119	Oral and Presentation Skills	4	EL111
Total		**8**	

4. Faculty Requirements/ Electives (4 credit hours)

The following courses comprise the Electives Faculty Requirements:

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

Total	4	

5. Core Specialization/ Mandatory (64 credit hours)

The following courses comprise the Mandatory Core Specialization:

Course Code	Course Title	Credit Hours	Prerequisites
EL120	English Phonetics and Linguistics	4	EL111
EL121	Literary Appreciation & Critique	4	EL117 & EL119
AA100A	Arts of Past & Present (I)	8	EL117
AA100B	Arts of Past & Present (II)	8	AA100A
EL122	Writing Research (core)	4	EL117
EL118	Reading (core)	4	EL111
A230A	Reading and Studying Literature (I)	8	EL121
A230B	Reading and Studying Literature (II)	8	A230A
U214A	Worlds of English (I)	8	EL120
U214B	Worlds of English (II)	8	U214A
Total		**64**	

6. Core Specialization/ Electives (32 credit hours)

A. **Language**: 16 hrs are to be taken from the following language courses (parts I &II from the same course):

Course Code	Course Title	Credit Hours	Prerequisites

E302A	Language and Creativity (I)	8	U214B
E302B	Language and Creativity (II)	8	E302A
OR			
E304A	Exploring English Grammar (I)	8	U214B
E304B	Exploring English Grammar (II)	8	E304A
Total		**16**	

B. Literature: 16 hrs are to be taken from the following literature courses (parts I & II from the same course)

Course Code	Course Title	Credit Hours	Prerequisites
A335A	Literature in Transition (I)		A230B
A335B	Literature in Transition (II)	8	A335A
OR			
EA300A	Children's Literature (I)	8	A230B
EA300B	Children's Literature (II)	8	EA300A
Total		**16**	

Total Programme Hrs. 129-133

Appendix 4B

English Language and Literature (ELL)

FLS Transitional Plan 2017

I. DEGREE REQUIREMENTS

The degree comprises 129-133 credit hours which can be completed over a four-year period of full-time study. The number of credit hours selected within this range is determined by local accreditation requirements. The breakdown of credit hours and courses needed to complete the programme are as follows:

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18
2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	8
4.	Fac. Requirements/Electives	4
5.	Spec. Requirements/Mandatory	64
6.	Spec. Requirements/Electives	32
Total		**129-133**

1. University Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	-
AR112	Arabic Communication Skills (II)	3	AR111
EL111	English Communication Skills (I)	3	EL099
EL112	English Communication Skills (II)	3	EL111
GR101	Self-Learning Skills	3	-
TU170	Computing Essentials	3	EL098
Total		**18**	

exempted from them.

2. University Requirements/ Electives (3-7 credit hours)

The following courses comprise the Electives University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
BE322/4	Entrepreneurship and Small Business Management	4	B120
GR111	Arabic-Islamic Civilization	3	--
GR112	Issues and Problems of Development in the Arab World	3	-
GR115	Current International Issues and Problems	3	-
GR131	Branch Requirement	3	--
CH101	Chinese for Beginners (I)	3	--
CH102	Chinese for Beginners (II)	3	CH101
SL101	Spanish for Beginners (I)	3	--
SL102	Spanish for Beginners (II)	3	SL101
FR101	French for Beginners (I)	3	--
FR102	French for Beginners (II)	3	FR101
Total		**3-7**	

3. Faculty Requirements/ Mandatory (8 credit hours)

The following courses comprise the Mandatory Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
EL 117	Writing	4	EL099
EL 119	Oral and Presentation Skills	4	EL111
Total		**8**	

4. Faculty Requirements/ Electives (4 credit hours)

The following courses comprise the Electives Faculty Requirements:

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

5. Core Specialization/ Mandatory (64 credit hours)

The following courses comprise the Mandatory Core Specialization:

Course Code	Course Title	Credit Hours	Prerequisites
EL120	English Phonetics and Linguistics	4	EL111

EL121	The Short Story and Essay Writing	4	EL111
Equivalent to			
EL121	Literary Appreciation and Critique	4	EL111
AA100A	Arts of Past & Present (I)	8	EL112, EL121
AA100B	Arts of Past & Present (II)	8	AA100A or A123A
A150	Voices and Texts (core)	8	AA100B
Equivalent to			
EL122	Writing Research (core)	4	EL117
And			
EL118	Reading (core)	4	EL111
A230A	Reading and Studying Literature (I)	8	AA100B
A230B	Reading and Studying Literature (II)	8	A230A or A210A
Course Code	Course Title	Credit Hours	Prerequisites
U214A	Worlds of English (I)	8	EL120, EL112
U214B	Worlds of English (II)	8	U214A or U210A
Total		**64**	

6. Core Specialization/ Electives (32 credit hours)

A. Language: 16 hrs are to be taken from the following language courses (parts I &II from the same course):

Course Code	Course Title	Credit Hours	Prerequisites
E301A	The Art of English (I)	8	U214B or U210B
Equivalent to			
E302A	Language and Creativity (I)	8	U214B or U210B
E301B	The Art of English (II)	8	E301A
Equivalent to			
E302B	Language and Creativity (II)	8	E302A
OR			
E303A	English Grammar in Context (I)	8	U214B or U210B
Equivalent to			
E304A	Exploring English Grammar (I)	8	U214B or U210B
E303B	English Grammar in Context (II)	8	E303A
Equivalent to			

E304B	Exploring English Grammar (II)	8	E304A
Total		**16**	

B. Literature: 16 hrs are to be taken from the following literature courses (parts I &II from the same course)

Course Code	Course Title	Credit Hours	Prerequisites
A300A	20th Century Literature (I)	8	AA100B or A123B
Equivalent to			
A335A	Literature in Transition (I)		AA100B or A123B
A300B	20th Century Literature (II)	8	A300A
Equivalent to			
A335B	Literature in Transition (II)	8	A335A
OR			
EA300A	Children's Literature (I)	8	AA100B or A123B
EA300B	Children's Literature (II)	8	EA300A
Total		**16**	

Total Programme Hrs. 129-133

Appendix 4C

English Language and Literature with Translation (Track)

I. DEGREE REQUIREMENTS

The English Language and Literature with Translation (ELL with T) Track has been approved by the concerned AOU bodies and has been submitted for validation to OU/UK.

The degree comprises 128- 133 credit hours which can be completed over a four – year period of full-time study. The number of credit hours selected within this range is determined by local accreditation requirements. The breakdown of credit hours and courses needed to complete the programme are as follows:

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18
2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	4
4.	Fac. Requirements/Electives	4
5.	Spec. Requirements/Mandatory	56
6.	Track Requirements/Mandatory	40
Total		**128-133**

1. University Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	-

* All incoming students since 2015/2016 must sit for an English Placement Test. On the basis of their results they enrol in EL097, EL098, EL099, EL111, EL112 or are exempted from them.

AR112	Arabic Communication Skills (II)	3	AR111
EL111*	English Communication Skills (I)	3	EL099
EL112	English Communication Skills (II)	3	EL111
GR101	Self-Learning Skills	3	-
TU170	Learning Online	3	EL098
Total		**18**	

2. **University Requirements/ Electives (3-7 credit hours)**

The following courses comprise the Electives University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
BE322/4	Entrepreneurship and Small Business Management	4	B120
GR111	Arabic-Islamic Civilization	3	--
GR112	Issues and Problems of Development in the Arab World	3	-
GR115	Current International Issues and Problems	3	-
GR131	Branch Requirement	3	--
EL118	Reading	4	EL111
CH101	Chinese for Beginners (I)	**3**	--
CH102	Chinese for Beginners (II)	**3**	CH101

SL101	Spanish for Beginners (I)	**3**	--
SL102	Spanish for Beginners (II)	**3**	SL101
FR101	French for Beginners (I)	**3**	--
FR102	French for Beginners (II)	**3**	FR101
Total		**3-7**	

3. Faculty Requirements/ Mandatory (4 credit hours)

The following courses comprise the Mandatory Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
EL 117	Writing	4	EL099
Total		**4**	

4. Faculty Requirements/ Electives (4 credit hours)

The following courses comprise the Electives Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
EL230	American Literature	4	EL121
EL320	Translation	4	EL120
EL340	Teaching English as a Foreign Language	4	U214B
ED256	Teaching Methods (Lebanon Branch)	4	--

EL119	Oral and Presentation Skills	4	EL111
Total		**4**	

5. Specialization Requirements/ Mandatory (56 credit hours)

The following courses comprise the Mandatory Core Specialization:

Course Code	Course Title	Credit Hours	Prerequisites
EL120	English Phonetics and Linguistics	4	EL111
EL121	The Short Story and Essay Writing	4	EL111
AA100T	Arts of Past & Present	8	EL112, EL117
A150	Voices and Texts	8	EL112, EL117
A230A	Reading and Studying Literature (I)	8	AA100B
A230B	Reading and Studying Literature (II)	8	A230A
U214A	Worlds of English (I)	8	EL112
U214B	Worlds of English (II)	8	U214A
Total		**56**	

6. Track Requirements/Mandatory. Student must complete all (40) credits.

Course Code	Course Title	Credit Hours	Prerequisites
TR102	Introduction to Translation	4	EL117 and EL118 or EL119

TR103	Contrastive Analysis for Translation Purposes	4	TR102
TR301	Translation and Discourse	4	TR102
TR302	Computer Assisted Translation	4	TR102
TR303	Translation of Business Texts	4	TR301
TR304	Translation of Official and Legal Documents	4	TR301
TR305	Translation of Media Texts	4	TR301
TR306	Consecutive Interpreting	4	TR301
TR307	Simultaneous Interpreting	4	TR306
TR308	Special Topic in Translation	4	TR301
Total		**40**	

Appendix 5

STUDY PLAN – B.SC

BSc (Hons) Information Technology and Computing ñ ITC

1. Programme Structure

Students seeking a BSc Honours degree in Information Technology and Computing must complete at least 131 credit hours:

1. General University requirements (Table 2).
2. Faculty compulsory Requirements (Table 3).
3. Faculty elective requirements (Table 4).
4. Faculty core requirements (Table 5 for all Pathways together)

Programme Requirements (131 Credit Hours)

The different components of the Programme Requirements are as follows: -

Requirements	Points	Credit Hours
University Requirements / Mandatory	60	18
University Requirements / Elective	10	3
Faculty Requirements / Mandatory	30	8
Faculty Requirements / Elective	20	6
Specialisation Requirements / Mandatory	360	96
Total	**480**	**131**

The details of the previous requirements will be described as follows:-

University Requirements/ Mandatory (60 points) (18 Credit Hours)

Table 1: Details of University Requirements (Mandatory)

Module Code	Module Title	Credit Hours	Pre-requisites
GR101	Self-Learning Skills	3	--
TU170	Computing Essentials	3	--
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

	Total	18	

University Requirements/ Electives (10 points) (3 Credit Hours)

Table 2: Details of University Requirements (Electives)

Module Code	Module Title	Credit Hours	Pre-requisites
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	--
GR118	Life skills	3	--
GR121	Environment and Health	3	--
GR131	General Branch Requirement	3	--
GR110	Islamic Culture Mandatory Course (Sudan)	3	--
LAW107	Human Rights in the International Law (Bahrain)	3	--
BE322/4	Entrepreneurship and Small Business Management	4	B120
EL118	Reading	4	EL111
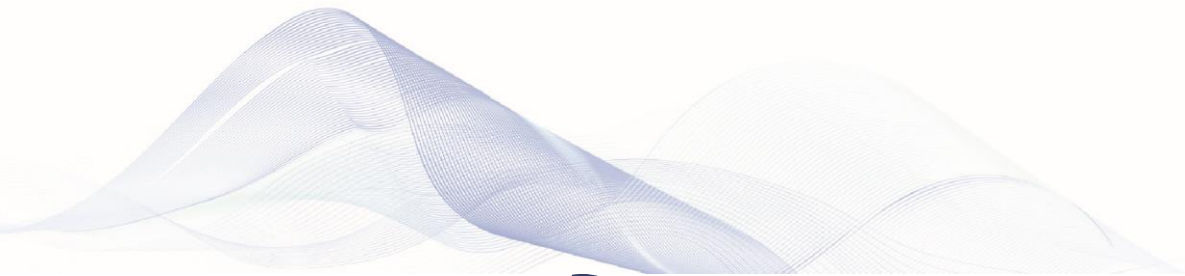
Module Code	Module Title	Credit Hours	Pre-requisites
CHI101	Chinese for Beginners (I)	3	--
CHI102	Chinese for Beginners (II)	3	CHI101
SL101	Spanish for Beginners (I)	3	--
SL102	Spanish for Beginners (II)	3	SL101
FR101	French for Beginners (I)	3	--
FR102	French for Beginners (II)	3	FR101

Faculty Requirements / Mandatory (30 points) (8 Credit Hours)

Table 3: Details of Faculty Requirements (Mandatory)

Module code	Module title	Credit Hours	Points	Source	Pre-requisites
MT129	Calculus and Probability	4	15	AOU	EL099
TM260	Security, Ethics and Privacy in IT and Computing	4	15	AOU	TM111

Faculty Requirements / Elective (20 points) (6 Credit Hours)

Table 4: Details of Faculty Requirements (Electives)

Module code	Module title	Credit Hours	Points	Source	ITC	CS	N&S	WD	CwB	Pre-requisites
MS102	Physics	3	10	AOU	✓	✓	✓	✓	✓	EL111
M109	NET Programming	3	10	AOU	✓	✓	✓	✓	✓	EL111
MT101	General Mathematics	3	10	AOU	✓	✓	✓	✓	✓	None
TM297	Compression Methods for Multimedia	3	10	AOU	✓					TM112 & MT131
MT390	Image Processing	3	10	AOU	✓					MT132 & M251
TM295	System Modelling	3	10	AOU		✓				MT132
MT372	Parallel Computing	3	10	AOU		✓				M269 & M251
TM290	Cryptography and Internet Security	3	10	AOU			✓			TM112
MT395	Applied Cyber Security	3	10	AOU			✓			TM260
TM287	Web Applications Development	3	10	AOU				✓		TM105
MT380	Service Oriented Architecture	3	10	AOU				✓		M251
TM291	Management Information Systems	3	10	AOU					✓	BUS110 & TM105

| | TM391 | E-commerce | 3 | 10 | AOU | | | | | ✓ | B207B & M251 |

Note- The student will not be allowed to take more than one elective module per level from the above Table-4, according to proper Academic Advising. Core modules of any pathway might serve as Elective modules for other pathways, according to proper Academic Advising.

Specialisation/ Core Requirements (96 Credit Hours)

The students will be encouraged to finish each level before moving on to the next level. The details of core modules are given as follows:-

Table 5: Details of Specialization/Core Requirements

Level	Code	Module title	Source	Point	CHs	ITC	CS	N&S	WD	CwB	Pre-Requisite
1	TM103	Computer Organization and Architecture	AOU	15	4	✓	✓	✓	✓	✓	EL111
	TM105	Introduction to Programming	AOU	15	4	✓	✓	✓	✓	✓	EL111
	MT131	Discrete Mathematics	AOU	15	4	✓	✓	✓	✓	✓	EL111
	MT132	Linear Algebra	AOU	15	4	✓	✓	✓	✓	✓	EL111
	TM111	Introduction to Computing and Information Technology I	OU	30	8	✓	✓	✓	✓	✓	EL111

Level	Code	Module title	Source	Point	CHs	ITC	CS	N&S	WD	CwB	Pre-Requisite
	TM112	Introduction to Computing and Information Technology II	OU	30	8	✓	✓	✓	✓		TM111
	BUS110	Introduction to Business	AOU	30	8					✓	EL111
ST						120	120	120	120	120	
2	B207A	Shaping Business Opportunities-A	OU	30	8					✓	BUS110
	B207B	Shaping Business Opportunities -B	OU	30	8					✓	B207A
	T215A	Communication and Information Technologies-A	OU	30	8	✓					TM112
	T215B	Communication and Information Technologies-B	OU	30	8	✓					T215A
	T216A	Cisco Networking (CCNA)-A	OU	30	8			✓			TM112
	T216B	Cisco Networking (CCNA)-B	OU	30	8			✓			T216A
	M251	Object-Oriented Programming using	AOU	30	8	✓	✓		✓	✓	TM105

	Code	Name				C1	C2	C3	C4	C5	Prerequisite
		Java									
	T227	Change, Strategy and Project at Work	OU	30	8		✓	✓	✓		TM112
	M269	Algorithms, Data Structures and Computability	OU	30	8	✓	✓		✓	✓	TM105 & MT131
	TT284	Web Technologies	OU	30	8				✓		TM112
	TM298	Operating Systems	AOU	15	4		✓				TM105 & TM103
	TM240	Computer Graphics and Multimedia	AOU	15	4		✓				MT132 & TM105
ST						120	120	120	120	120	

Level	Code	Module title	Source	Point	CHs	ITC	CS	N&S	WD	CwB	Pre-Requisite
3	BUS310	Strategic Management	AOU	30	8					✓	B207B
	T316	Advanced Networking	AOU	30	8			✓			T216B
	T318	Applied Network Security	AOU	30	8			✓			T216B & TM260
	TM351	Data Management and Analysis	OU	30	8	✓	✓			✓	M269 & M251
	TM352	Web, Mobile and Cloud Technologies	OU	30	8				✓	✓	TT284 or M251*
	TM354	Software Engineering	OU	30	8	✓	✓		✓		M251
	TM355	Communications Technology	OU	30	8	✓					T215B
	TM356	Interaction Design and User Experience	OU	30	8				✓		TT284
	TM366	Artificial Intelligence	AOU	30	8		✓				M269
	TM471	Graduation Project (ITC pathway)	AOU	30	8	✓					TM355 or TM354 or TM351**
	TM471	Graduation Project (CS pathway)	AOU	30	8		✓				TM354 or TM366 or TM351**

ST											
	TM471	Graduation Project (NS pathway)	AOU	30	8			✓			**T316 or T318 or TM352****
	TM471	Graduation Project (WD pathway)	AOU	30	8				✓		**TM352 or TM354 or TM356****
	TM471	Graduation Project (CwB pathway)	AOU	30	8					✓	**TM351 & BUS310 or TM352 & BUS310****
ST						120	120	120	120	120	

Level	Code	Module title	Source	Point	CHs	ITC	CS	N&S	WD	CwB	Pre-Requisite
Total		**Total Number of Points per Pathway**				**360**	**360**	**360**	**360**	**360**	

ITC: Information Technology and Computing, CS: Computer Science, NS: Networking & Security, WD: Web Development, CwB: Computing with Business ,ST: Sub-total, CHs: Credit Hours

* Based on the selected pathway

** Based on Academic Advising

Additional Note : Interim Plan for TM111 and TM112

❖ Our Partner Institution, the Open University, UK has intimated to us that the following two modules will be available to AOU during the Fall Semester, 2018-19, i.e., the period October, 2018:

- **TM111** Introduction to Computing and Information Technology-1
- **TM112** Introduction to Computing and Information Technology-2

   Since the FCS will start offering the new modules of the revalidated programme from Fall, 2017-18, hence the FCS proposes to offer the following modules as replacements of TM111 &TM112 for a period of one year (or till the completion of the new modules by OU, UK):

Revalidation New Modules-Code	Module Title	Credit hours	Suggested Replacement Modules -Code	Module Title	Credit hours	Period of Replacement
TM111	Introduction to Computing and Information Technology-1	8	M150	Data, computing and information	8	Fall 2017-18 till Fall 2018-19
TM112	Introduction to Computing and Information Technology-2	8	T175	Networked Living	8	Fall 2017-18 till Fall 2018-19

The module specifications of M150 and T175 have been included along with the new TM111 and TM112 modules in the Modules Specification folder.

❖ Additionally, our partner institution, i.e. the OU, UK has informed that the modules T215 and T216 may undergo major updates and will be available to AOU in updated form by Fall, 2019-20. The FCS will continue to offer the modules T215 and T216 as per the module specifications currently contained in the module specification document, till the availability of the updated modules specifications from OU, UK.

AOU Programmes Study Plans

Appendix 6

College: Faculty of Education

Section: Education

Grade: Bachelors

Specialization: Career Empowerment for Deaf and Hearing – Impaired Students (KSA)

Type of Requirement: Mandatory Specialization Requirements Hours: 126

Course	Course Description	No. of. Parts	Credit Hours	Equivalent	Prerequisite	Requirement	Relation
DF101	Reading for the Deaf and Hard of Hearing	1	2				
DF102	Islamic Education for the Deaf	1	3				

Course	Course Description	No. of. Parts	Credit Hours	Equivalent	Prerequisite	Requirement	Relation
DF103	Arabic Language Skills for the Deaf (1)	1	2				
DF104	Self-Learning Skills for the Deaf	1	2				
DF105	History of the Deaf Education	1	2				
DF106	Employing Technology in Deaf Education	1	3				
DF110	Writing for the Deaf and Hard of Hearing	1	2				
DF111	Arabic Language Skills for the Deaf (2)	1	2				
DF112	Communication skills in English Language for the Deaf (1)	1	3				
DF113	Health and Food	1	3				
DF114	Hearing Science	1	3				
DF115	Self-Learning Skills for the Deaf (2)	1	2				
DF201	Written Communication Skills for the Deaf (1)	1	3				
DF202	Arabic Language Skills for the Deaf (3)	1	2				
DF203	Communication skills in English Language for the Deaf (2)	1	3				
Course	Course Description	No. of. Parts	Credit Hours	Equivalent	Prerequisite	Requirement	Relation
DF204	Introduction to the Deaf Habilitation	1	3				

DF205	National Education for the Deaf (1)	1	3				
DF206	Educational Arts for the Deaf	1	3				
DF210	Written Communication Skills for the Deaf (2)	1	3				
DF211	Arabic Language Skills for the Deaf (4)	1	2				
DF212	Developmental Psychology	1	3				
DF213	Social Sciences for the Deaf	1	3				
DF214	Language development and functional Oral language	1	3				
DF215	Introduction to Science of Interpretation	1	3				
DF301	Psychology Learning and Instruction	1	3				
DF302	Arabic Language Skills for the Deaf (5)	1	2				
DF303	Translation of Terms and Text	1	3				
DF304	Technology of Instruction and Communication	1	3				
DF305	Manegement of Work Environment	1	3				
DF306	Written Communication Skills: Professional and Functional Applications	1	2				
DF310	Psychological Counseling & Guidance for the Deaf	1	3				
DF311	Arabic Language Skills for the Deaf (6)	1	2				

DF312	Instructional strategies for the Deaf	1	3				
DF313	Building and modifying deaf behavior	1	3				

Course	Course Description	No. of. Parts	Credit Hours	Equivalent	Prerequisite	Requirement	Relation
DF314	Introduction to Mathematics for the Deaf	1	3				
DF315	Building and Designing Individual Program	1	2				
DF316	Communities Services for the Deaf	1	2				
DF401	Issues and Trends in the community of the Deaf	1	3				
DF402	Arabic Language Skills for the Deaf (7)	1	2				
DF403	Family Empowerment for the Deaf	1	3				
DF404	National Education for the Deaf (2)	1	3				
DF405	The Theater of the Deaf	1	3				
DF406	Special Projects Management	1	3				
DF410	Multitasks Field Training (Graduation Project)	1	12				

College: Faculty of Education

Section: Education

Grade: Bachelors

Specialization: Education/ Elementary Education (Jordan- 132 hrs)

Type of Requirement: Mandatory General University Requirements Hours: 24

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremen	Relation
GR101	Self Learning Skills	1	3	GR101EL			
GR100	Computer and Internet Literacy	1	3	TU170			
AR111	Arabic Communication Skills 1	1	3				
AR112	Arabic Communication Skills 2	1	3		AR111	Previous	-
EL111E	English Communication Skills 1	1	3	EL111	EL099E	Previous	-
EL112E	English Communication Skills 2	1	3	EL112	EL111E	Previous	-
ED111	Foundations of Education	1	3				
GR131	History and Civilization of Jordan	1	3				

Type of Requirement: Elective Requirements   Hours: 6

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatio
GR111	Arab and Islamic Civilization	1	3				
GR112	Issues and Problems of Development in The Arab World	1	3				
GR115	Current International Issues and Problems	1	3				
GR117	Empowerment of Women	1	3				
GR118	Life Skills	1	3				
SP233	Building behaviour modification	1	3				
SP325	Learning through playing	1	3				

Type of Requirement: Educational, Professional Courses   Hours: 51

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatio
ED121	Psychology of Child Growth	1	3				

ED212	Elementary Education	1	3				
ED221	Psychology of Learning and Instruction	1	3				
ED241	Teaching Strategy	1	3				
ED313	Class Management and Teaching Environment	1	3				
ED331	Education Technology	1	3				
ED332	Computer-Assisted Instruction	1	3				
ED421	Principles of Guidance and Scholastic Counseling	1	3				
ED423	Measurement, Evaluation and Construction of test	1	3		ED241	Concurrent	-
ED431	Design and Production of Instructional Software	1	3				
ED441	Practical Education 1	1	6				
ED-442	Scientific research methodology	1	3				
ED449	Practical Education 2	1	6		ED441	Previous	-
SP100	Introduction to Special Needs	1	3				
SP302	Introduction to Learning Difficulties	1	3				

Type of Requirement: Professional Educational Courses   Hours: 51

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatiol
ED-252	Methodology of Islamic Education for Elementary School	1	3		ED241	Previous	-
ED-254	Methodology of Social Sciences	1	3		ED241	Previous	-
ED-354	Methodology of Arabic Language for Elementary School	1	3		ED241	Previous	-
ED-364	Methodology of Mathematics for Teacher of Elementary School	1	3		ED241	Previous	-
ED-456	Children literature	1	3				
ED-468	Methodology of Science for Teachers of Elementary School	1	3		ED241	Previous	-
ED-482	Environment and Health	1	3				
ED247	Social Sciences I	1	3				
ED248	Social Sciences II	1	3		ED247	Concurrent	-

ED249	Islamic Education for Teachers of Elementary School I	1	3				
ED250	Islamic Education for Teachers of Elementary School II	1	3				
ED347	Arabic Education for Teachers of Elementary School I	1	3				
ED349	Arabic Education for Teachers of Elementary School II	1	3		Ed347	Concurrent	-
ED359	Mathematics for Teachers of Elementary School I	1	3				
ED360	Mathematic for Teachers of Elementary School II	1	3		ED359	Concurrent	-
ED460	Science for Teachers of Elementary School I	1	3				
ED426	Science for Teachers of Elementary School II	1	3				

College: Faculty of Education

Section: Education

Grade: Bachelors

Specialization: Education/ Elementary Education (Lebanon – 128 hrs)

Type of Requirement: Mandatory General University Requirements Hours: 21

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatio
GR101	Self Learning Skills	1	3	GR101EL			
GR100	Computer and Internet Literacy	1	3	TU170			
AR111	Arabic Communication Skills 1	1	3				
AR112	Arabic Communication Skills 2	1	3		AR111	Previous	-
EL111E	English Communication Skills 1	1	3	EL111	EL099E	Previous	-
EL112E	English Communication Skills 2	1	3	EL112	EL111E	Previous	-
ED111	Foundations of Education	1	3				

Type of Requirement: Elective Requirements   Hours: 9

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatio
GR111	Arab and Islamic Civilization	1	3				

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relation
GR112	Issues and Problems of Development in The Arab World	1	3				
GR115	Current International Issues and Problems	1	3				
GR131	History and Civilization of Lebanon	1	3				
SP233	Building behaviour modification	1	3				
SP325	Learning through playing	1	3				

Type of Requirement: Educational, Professional Courses   Hours: 51

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relation
ED121	Psychology of Child Growth	1	3				
ED212	Elementary Education	1	3				
ED221	Psychology of Learning and Instruction	1	3				
ED241	Teaching Strategy	1	3				
ED313	Class Management and Teaching Environment	1	3				
ED331	Education Technology	1	3				

Course	Course Description	No. of Part	Credit Hour	Equivaler	Prerequisit	Requiremer	Relation
ED332	Computer-Assisted Instruction	1	3				
ED421	Principles of Guidance and Scholastic Counseling	1	3				
ED423	Measurement, Evaluation and Construction of test	1	3		ED241	Concurrent	-
ED431	Design and Production of Instructional Software	1	3				
ED441	Practical Education 1	1	6				
ED-442	Scientific research methodology	1	3				
ED449	Practical Education 2	1	6		ED441	Previous	-
SP100	Introduction to Special Needs	1	3				
SP302	Introduction to Learning Difficulties	1	3				

Type of Requirement: Professional Educational Courses   Hours: 47

Course	Course Description	No. of Part	Credit Hour	Equivaler	Prerequisit	Requiremer	Relation
ED-254	Methodology of Social Sciences	1	3		ED241	Previous	-
ED255	English for Elementary School Teachers	1	4				
ED256	Methods of Teaching English for Elementary School	1	4				

ED-354	Methodology of Arabic Language for Elementary School	1	3		ED241	Previous	-
ED-364	Methodology of Mathematics for Teacher of Elementary School	1	3		ED241	Previous	-
ED-456	Children literature	1	3				
ED-468	Methodology of Science for Teachers of Elementary School	1	3		ED241	Previous	-
ED-482	Environment and Health	1	3				
ED247	Social Sciences I	1	3				
ED248	Social Sciences II	1	3		ED247	Concurrent	-
ED347	Arabic Education for Teachers of Elementary School I	1	3				
ED349	Arabic Education for Teachers of Elementary School II	1	3		Ed347	Concurrent	-
ED359	Mathematics for Teachers of Elementary School I	1	3				
ED360	Mathematic for Teachers of Elementary School II	1	3		ED359	Concurrent	-
ED460	Science for Teachers of Elementary School I	1	3				
ED426	Science for Teachers of Elementary School II	1	3				

College: Faculty of Education

Section: Education

Grade: Bachelors

Specialization: Special Education / Learning Disabilities (Jordan-132 hrs)

Type of Requirement: General Requirements   **Hours: 27**

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremen	Relation
AR111	Arabic Communication Skills 1	1	3				
AR112	Arabic Communication Skills 2	1	3		AR111	Previous	-
ED111	Foundations of Education	1	3				
EL099E	English Orientation	1	0	EL099			
EL111E	English Communication Skills 1	1	3	EL111	EL099E	Previous	-
EL112E	English Communication Skills 2	1	3	EL112	EL111E	Previous	-
GR100	Computer and Internet Literacy	1	3	TU170			
GR101	Self Learning Skills	1	3	GR101EL			
GR111	Arab and Islamic Civilization	1	3				

1

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatior
GR131	History and Civilization of Jordan	1	3				

Type of Requirement: Specialization Requirements/ Mandatory Hours: 48

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatior
ED324	Learning Difficulties	1	3				
ED347	Arabic Language for Teachers of Elementary School I	1	3				
ED349	Arabic Language for Teachers of Elementary School II	1	3		ED347	Previous	-
ED-354	Methodology of Arabic Language for Elementary School	1	3		ED241	Previous	-
Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatior
ED359	Mathematics for Teachers of Elementary School I	1	3				
ED360	Mathematics for Teachers of Elementary School II	1	3		ED359	Concurrent	-
ED-364	Methodology of Mathematics for Teachers of Elementary School	1	3		ED241	Previous	-
SP205	Assessment and diagnoses of learning disabilities	1	3		ED323/ SP100	Previous	Or

SP230	Language and Communication Disorders	1	3		ED323/ SP100	Previous	Or
SP334	Teaching methods for students with learning	1	3		ED323/ SP100	Previous	Or
SP336	developmental Learning disabilities	1	3		ED323/ SP100	Previous	Or
SP337	Learning disabilities and academic education	1	3		ED323/ SP100	Previous	Or
SP343	Practicum (1)in the field of learning disabilities	1	6		ED323/ SP100	Previous	Or
SP499	Practicum (2)in the field of learning disabilities	1	6		SP343	Previous	-

Type of Requirement: Elective Major Courses   Hours: 6

Course	Course Description	No. of Parts	Credit Hours	Equivalent	Prerequisite	Requirement	Relation
BE322	Small Business Management	1	3				
ED212	Elementary Education	1	3				
ED247	Social Sciences I	1	3				
ED249	Islamic Education for Teachers of Elementary	1	3				
ED460	Science for Teachers of Elementary School I	1	3				
GR112	Issues and Problems of Development in The Arab World	1	3				
GR115	Contemporary World Issues and Problems	1	3				

Type of Requirement: Mandatory Professional Educational Courses
Hours: 45

Course	Course Description	No. of Parts	Credit Hours	Equivalent	Prerequisite	Requirement	Relation
ED121	Psychology of Child Growth	1	3				

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relation
ED222	Psychology of Learning and Instruction	1	3				
ED241	Teaching Strategy	1	3				
ED313	Class Management and Teaching Environment	1	3				
ED332	Computer-Assisted Instruction	1	3				
ED423	Measurement, Evaluation and Construction of tests	1	3				
ED431	Design and Production of Instructional Software	1	3				
ED-442	Scientific research methodology	1	3				
SP100	Education with Children with Special Needs	1	3	ED323			
SP202	Early Intervention in Special Education	1	3		ED323/ SP100	Previous	Or
SP233	Building behavior modification	1	3		ED323/ SP100	Previous	Or
SP241	Curricula and methods in Special Education	1	3		ED323/ SP100	Previous	Or
SP340	Working with families of individuals with special needs	1	3		ED323/ SP100	Previous	Or
SP405	Contemporary Issues in Special Education	1	3		ED323/ SP100	Previous	Or

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatior
SP415	Integrating people with special needs in regular Schools	1	3		ED323/ SP100	Previous	Or

Type of Requirement: Professional Educational Courses   Hours: 6

Course	Course Description	No. of Part	Credit Hour	Equivalen	Prerequisit	Requiremer	Relatior
SP325	Learning through playing	1	3		ED323/ SP100	Previous	Or
ED-456	Children literature	1	3				
ED-482	Environment and Health	1	3				
SP410	Administration and supervision in special education	1	3		ED323/ SP100	Previous	Or

College: Faculty of Education

Section: Education

Grade: Higher Diploma

Specialization: Professional Diploma in Kindergarten (Egypt-39 hrs)

Type of Requirement: Mandatory Specialization Requirements Hours: 36

Course	Course Description	No. of Part	Credit Hour	Equivalent	Prerequisit	Requirement	Relation
ECD510	Child Education Systems & Administration	1	3				
ECD511	Child Psychology: Growth, Learning and Counseling	1	3				
ECD512	Child Nutrition Health and Safety	1	3				
ECD513	Education of Students with Special Needs and Inclusion	1	3				
ECD514	Information and Communication Technology For Child	1	3				
ECD515	Planning Learning Early Childhood Teaching and Learning Programs	1	3				
ECD517	Scientific and Mathematical Concepts for Child	1	3				
ECD518	Musical Skills and Child Theatre	1	3				
ECD519	Arts and Physical Skills for Child	1	3				
ECD520	Field Training	1	3				
ECD521	Multiple Intelligences and Creativity Development	1	3				
ECD523	Concepts and Linguistic Skills (Arabic & Foreign)	1	3				

Type of Requirement: Elective Specialization Requirements   Hours: 3

Course	Course Description	No. of Part	Credit Hour	Equivaler	Prerequisit	Requiremen	Relation
ECD526	Arabic Language in Kindergarten	1	3				
ECD527	English Language in Kindergarten	1	3				
ECD528	Psychology of Play	1	3				
ECD529	Child Culture and Media	1	3				
ECD530	Parental Education	1	3				

Appendix 7

Graphic and Multimedia Design / Technology Structure (GMDT)

STUDY PLAN

1. Academic Program Structure

1.2 The Overall Graphic and Multimedia Design / Technology Structure

No.	Category	Credit Hours
1	University Requirements/ Mandatory	12
2	University Requirements/ Electives	9
3	Faculty Requirements/ Mandatory	6
4	Faculty Requirements/ Electives	14
5	Core Specialization/ Mandatory	96
Total		**137**

1.1.1 University Requirements/ Mandatory (12 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisites
GR101	Self-Learning Skills	3	--
TU170	Computing Essentials	3	--
EL111	English Communication Skills I	3	--
EL112	English Communication Skills II	3	EL111
Total		**18**	

1.1.2. University Requirements/ Electives (9 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisites
MS101	Physics-I	3	EL111
MS102	Physics-II	3	MS101
GE102	Introduction to Statistics	3	EL111
GR111	Arab Islamic Civilization	3	--
GR131	General Branch Requirement	3	--
GR112	Issues and Problems of Development in the Arab World	3	--
GR115	Current International Issues and Problems	3	--
EL118	Reading	4	EL111
CHI101	Chinese for Beginners (I)	3	--
CHI102	Chinese for Beginners (II)	3	CHI101
SPA101	Spanish for Beginners (I)	3	--
SPA102	Spanish for Beginners (II)	3	SPA101
FRE101	French for Beginners (I)	3	--
FRE102	French for Beginners (II)	3	FRE101
Total		**3**	

1.1.3. Faculty Requirements/ Mandatory (6 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisites

GM101	Calculus 1/ College Mathematics	3	
GM102	Linear Algebra	3	
Total		**6**	

1.1.4. Faculty Requirements/ Electives (14 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisites
GE103	Discrete Mathematics	3	
GE104	Data, Computing and Information	3	
GE105	Data Structures and Algorithm	3	
GE106	Computer Organization and Architecture	3	
GE201	Programming for Digital Media	4	
GE202	Computer Aided Design	4	
GE301	3D Modelling and Animation Techniques	4	
GE302	Web Application Development – Server Side	4	
Total		**14**	

1.1.5. Core Specialization/ Mandatory (96 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisites
	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 Proramming and Interactivity for Media Arts	5	
4VC015	Digital Photography and Media Production	5	
4VC016	Typography-I	5	
	Level 5 (UoWH)		
5VC012	Visual Narrative	5	
5AD008	Critical and Contextual Issues in Art and Design	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)		
6AD002	Research Methods for Graphic Design	6	

6AD001	Creative Industries and Opportunities	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	
Sub total			
Total		96	

Appendix 8

الخطة الدراسية لبرنامج بكالوريوس العلوم في المحاسبة

القائمة الكاملة لمقررات برنامج بكالوريوس العلوم في المحاسبة

رقم المقرر	اسم المقرر	الساعات المعتمدة
المتطلبات العامة للجامعة)18 ساعة معتمدة(		
GR 101	مهارات التعلم الذاتي	3
TU 170	التعلم عن طريق الانترنت	3
AR 111	مهارات الاتسال باللغة العربية)1(	3
AR 112	مهارات الاتسال باللغة العربية)2(	3
EL 111	مهارات الاتسال باللغة الإنجليزية)1(	3
EL 112	مهارات الاتسال باللغة الإنجليزية)2(	3
المجموع الفرعي		18 ساعة معتمدة

مقررات متطلبات إدارة الأعمال)24 ساعة معتمدة(		
ECON 201	مدخل إلى العلوم الاقتصادية)1(	3
ECON 202	مدخل إلى العلوم الاقتصادية)2(	3
ACCT 201	مبادئ المحاسبة)1(	3
ACCT 202	مبادئ المحاسبة)2(	3
MGT 201	مبادئ الإدارة)1(	3
MATH 201	الرياضيات للعلوم الإدارية والاقتصادية	3
STAT 201	الإحصاء للعلوم الإدارية والاقتصادية	3
MKT 201	مبادئ التسويق	3
المجموع الفرعي		24 ساعة معتمدة
مقررات متطلبات التخصص في المحاسبة)69 ساعة معتمدة(		
FIN301	تمويل)1(	3
LAW301	البيئة القانونية للأعمال	3
MIS201	نظم المعلومات الإدارية	3
ACCT301	نظم المعلومات المحاسبية	3
ACCT311	تدقيق نظم المعلومات المحاسبية	3
ACCT320	المحاسبة المتوسطة)1(	3
ACCT322	المحاسبة المتوسطة)2(	3
ACCT250	مهارات الحاسوب وتطبيقاته في المحاسبة	3
MGT301	بحوث العمليات)1(	3
ACCT305	محاسبة التكاليف	3
ACCT306	المحاسبة الإدارية	3
ACCT307	المحاسبة الحكومية	3
ACCT330	تحليل القوائم المالية)باللغة الإنجليزية(	3
ACCT340	محاسبة السريبة والزكاة	3
ACCT350	محاسبة البنوك والتأمين	3
ACCT401	نظرية المحاسبة	3
ACCT402	المراجعة والتدقيق	3
ACCT412	المعايير الدولية للتدقيق	3
ACCT403	المحاسبة المتقدمة	3

ACCT413	معايير المحاسبة الدولية	3
ACCT420	مواسيع متخسسة في المحاسبة الدولية)باللغة الاإنجليزية(	3
ACCT430	التدريب الميداني في المحاسبة	3
ACCT440	بحث تخرج في المحاسبة	3
المجموع الفرعي		69 ساعة معتمدة
مقررات المتطلبات الاختيارية)21 ساعة معتمدة()اأ.مقررات متطلبات التخسص الاختيارية)12 ساعة معتمدة(		
MGT 202	مبادئ الاإدارة)2(	3
MKT 305	بحوث التسويق	3
FIN 302	تمويل)2(	3
MGT 302	بحوث العمليات)2(	3
MIS 305	اإدارة الموارد المعلوماتية	3
MGT 305	اإدارة الاأعمال السغيرة	3
ACCT 345	محاسبة سركات	3
MGT 410	الاإدارة الاستراتيجية	3
HRM 301	اإدارة الموارد البسرية	3
MGT 315	السلوك التنظيمي	3
FIN 310	اإدارة الاستثمار	3
FIN 401	الموؤسسات المالية	3
STAT 301	تحليل البيانات الاإحسائية	3
MGT 310	مهارات الاتسالات الاإدارية	3

المجموع الفرعي	معتمدة ساعة 12
ب. مقررات متطلبات الجامعة الختيارية)9 ساعات معتمدة(	
المجال الأول: العلوم الإنسانية والجتماعية	
GR 111	الحضارة العربية الإسلمية	3
GR 131	تاريخ وحضارة	3
GR 112	قسايا ومسكلت التنمية في الوطن العربي	3
GR 115	قسايا ومسكلت عالمية معاسرة	3
المجال الثاني: العلوم والتكنولوجيا والزراعة والسحة	
ED 482	والسحة البيئة	3
المجموع الفرعي	معتمدة ساعات 9
المجموع الكلي للساعات المعتمدة لبرنامج بكالوريوس العلوم في المحاسبة	ساعة معتمدة 132

قائمة المتطلبات السابقة لمقررات بكالوريوس العلوم في المحاسبة

المتطلبات السابقة	اسم المقرر	رقم المقرر
التسجيل للفصل الدراسي الأول من السنة الأولى	مهارات التعلم الذاتي	**GR 101**
التسجيل للفصل الدراسي الأول من السنة الأولى	التعلم عن طريق الانترنت	**GS 102**
	مهارات الاتصال باللغة العربية)1(	**AR 111**
111 AR	مهارات الاتصال باللغة العربية)2(	**AR 112**
990 EL أو النجاح في امتحان المستوى.	مهارات الاتصال باللغة الإنجليزية)1(	**EL 111**
111 EL	مهارات الاتصال باللغة الإنجليزية)2(	**EL 112**
	مدخل إلى العلوم الاقتصادية)1(	**ECON 201**
201 ECON	مدخل إلى العلوم الاقتصادية)2(	**ECON 202**
	مبادئ الإدارة)1(	**MGT 201**
201 MGT	مبادئ الإدارة)2(	**MGT 202**
	الرياضيات للعلوم الإدارية والاقتصادية	**MATH 201**
201 MATH	الإحصاء للعلوم الإدارية والاقتصادية	**STAT 201**
	مبادئ المحاسبة)1(	**ACCT 201**
201 ACCT	مبادئ المحاسبة)2(	**ACCT 202**
202 ACCT	مهارات الحاسوب وتطبيقاته في المحاسبة	**ACCT 250**
202 ACCT و 202 ECON	البيئة القانونية للأعمال	**LAW 301**

المتطلبات السابقة	اسم المقرر	رقم المقرر
ACCT 201 و MGT 201	نظم المعلومات الإدارية	MIS 201
MGT 201	مبادئ التسويق	MKT 201
ACCT 202	تمويل (1)	FIN 301
FIN 301	تمويل (2)	FIN 302
MATH 201 و ACCT 202	بحوث العمليات (1)	MGT 301
MGT 301	بحوث العمليات (2)	MGT 302
MGT 201	إدارة الموارد البشرية	HRM 301
ACCT 202	المحاسبة المتوسطة (1)	ACCT 320
ACCT 320	المحاسبة المتوسطة (2)	ACCT 322
ACCT 202	نظم المعلومات المحاسبية	ACCT 301
ACCT 301	تدقيق نظم المعلومات المحاسبية	ACCT 311
المتطلبات السابقة	**اسم المقرر**	**رقم المقرر**
ACCT 202	محاسبة التكاليف	ACCT 305
ACCT 305	المحاسبة الإدارية	ACCT 306
ACCT 202	المحاسبة الحكومية	ACCT 307
ACCT 322	تحليل القوائم المالية (باللغة الإنجليزية)	ACCT 330
ACCT 322	محاسبة الضريبة والزكاة	ACCT 340
ACCT 322	محاسبة شركات	ACCT 345
ACCT 322	محاسبة البنوك والتأمين	ACCT 350
ACCT 301	نظرية المحاسبة	ACCT 401
ACCT 311	المراجعة والتدقيق	ACCT 402
ACCT 402	المعايير الدولية للتدقيق	ACCT 412
ACCT 322	المحاسبة المتقدمة	ACCT 403
ACCT 403	معايير المحاسبة الدولية	ACCT 413
ACCT 413	مواضيع متخصصة في المحاسبة الدولية (باللغة الإنجليزية)	ACCT 420

موافقة المرشد الأكاديمي وإكمال 81 ساعة معتمدة بنجاح	التدريب الميداني في المحاسبة	**ACCT 430**
موافقة المرشد الأكاديمي وإكمال 96 ساعة معتمدة بنجاح	بحث تخرج في المحاسبة	**ACCT 440**
MKT 201	بحوث التسويق	**MKT 305**
MIS 201	إدارة الموارد المعلوماتية	**MIS 305**
MGT 201	إدارة الأعمال الصغيرة	**MGT 305**
MGT 201	الإدارة الاستراتيجية	**MGT 410**
MGT 315	السلوك التنظيمي	**MGT 315**
FIN 302	إدارة الاستثمار	**FIN 310**
FIN 302	المؤسسات المالية	**FIN 401**
MGT 201	مهارات الاتصالات الإدارية	**MGT 310**
	الحضارة العربية الإسلامية	**GR 111**
	تاريخ وحضارة	**GR 131**
	قضايا ومشكلات التنمية في الوطن العربي	**GR 112**
	قضايا ومشكلات عالمية معاصرة	**GR 115**
	البيئة والصحة	**ED482**

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
			الخطة الاسترشادية لبرنامج بكالوريوس المحاسبة *

الخطة الاسترشادية لبرنامج بكالوريوس المحاسبة *
السنة الأولى

الفصل الدراسي الأول

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
3		مهارات التعلم الذاتي	GR101
3		التعلم عن طريق الإنترنت	TU170
3		مهارات الاتصال باللغة العربية (1)	AR111
3	**	مهارات الاتصال باللغة الإنجليزية (1)	EL111
3		مبادئ المحاسبة - 1	ACCT201
15		مجموع ساعات الفصل	

الفصل الدراسي الثاني

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
3	AR111	مهارات الاتصال باللغة العربية (2)	AR112
3	EL111	مهارات الاتصال باللغة الإنجليزية (2)	EL112
3	ACCT201	مبادئ المحاسبة -2	ACCT202

3		الرياضيات للعلوم الادارية والاقتصادية	MATH201
3		مدخل الى العلوم الاقتصادية - 1	ECON201
15		مجموع ساعات الفصل	

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
**السنة الثانية**

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
الفصل الدراسي الأول			
3	MATH201	الإحصاء للعلوم الادارية والاقتصادية	STAT201
3	ECON201	مدخل الى العلوم الاقتصادية - 2	ECON202
3		مبادئ الإدارة (1)	MGT201
3	ACCT202	المحاسبة المتوسطة (1)	ACCT320
3	XXX	أحد متطلبات الجامعة الاختيارية	XXX
15		مجموع ساعات الفصل	
الفصل الدراسي الثاني			
الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
3		مبادئ التسويق	MKT201
3	ACCT320	المحاسبة المتوسطة (2)	ACCT322
3	XXX	أحد متطلبات الجامعة الاختيارية	XXX
3	ACCT202	مهارات الحاسوب وتطبيقاتها في المحاسبة - E	ACCT250

ACCT301	نظم المعلومات المحاسبية - E	ACCT202	3
مجموع ساعات الفصل			15

السنة الثالثة			
الفصل الدراسي الأول			
الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
3	ACCT301	تدقيق نظم المعلومات المحاسبية - E	ACCT311
3	ACCT201+MGT201	نظم المعلومات الادارية	MIS201
3	ACCT202	تمويل 1	FIN301
3	ACCT202	المحاسبة الحكومية	ACCT307
3	XXX	أحد متطلبات الجامعة الاختيارية	XXX
3	ACCT202	محاسبة التكاليف	ACCT305
18	مجموع ساعات الفصل		
الفصل الدراسي الثاني			
الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
3	ACCT311	المراجعة والتدقيق	ACCT402
3	ACCT322	محاسبة متقدمة	ACCT403
3	ACCT305	محاسبة إدارية	ACCT306

3	XXX	أحد متطلبات التخصص الاختيارية	XXX
3	ACCT202+ECON202	البيئة القانونية للأعمال	LAW301
3	ACCT322	تحليل القوائم المالية - انجليزي	ACCT330
18		مجموع ساعات الفصل	

الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
السنة الرابعة			
الفصل الدراسي الأول			
3	ACCT402	معايير التدقيق الدولية	ACCT412
3	XXX	أحد متطلبات التخصص الاختيارية	XXX
3	ACCT322	المحاسبة الضريبية ,والزكاة	ACCT340
3	MATH201+ACCT202	بحوث العمليات 1	MGT301
3	ACCT301	النظرية المحاسبية	ACCT401
3	ACCT322	محاسبة البنوك والتأمين	ACCT350
18	مجموع ساعات الفصل		
الفصل الدراسي الثاني			
الساعات المعتمدة	المتطلب السابق	اسم المساق	رقم المساق
3	XXX	أحد متطلبات التخصص الاختيارية	XXX
3	XXX	أحد متطلبات التخصص الاختيارية	XXX
3	ACCT403	معايير المحاسبة الدولية - انجليزي	ACCT413
3	ACCT413	مواضيع متخصصة في المحاسبة دولية - E	ACCT420
3	***	التدريب الميداني	ACCT430

3	****	بحث تخرج في المحاسبة	ACCT440
18		مجموع ساعات الفصل	

* اجمالي الساعات المعتمدة 132 ساعة ويمكن للطالب ان ينهي البرنامج في وقت أقصر اذا سجل الطالب في الفصول الصيفية وعدد الساعات للفصل الواحد أكثر من المتوقع
** EL099 أو النجاح في امتحان مستوى اللغة الانجليزية
*** موافقة المرشد الاكاديمي و اكمال 81 ساعة معتمدة بنجاح
**** موافقة المرشد الاكاديمي و اكمال 96 ساعة معتمدة بنجاح

Appendix 9

Media Program

Egypt Branch

Name of the Programme: Electronic Media Programme

I. DEGREE REQUIREMENTS

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18
2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	18
4.	Fac. Requirements/Electives	12
5.	Spec. Requirements/Mandatory	63
6.	Spec. Requirements/Electives	15-18
Total		**129-136**

1. University Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	-
AR112	Arabic Communication Skills (II)	3	AR111
EL111*	English Communication Skills (I)	3	EL099
EL112	English Communication Skills (II)	3	EL111
GR101	Self-Learning Skills	3	-

TU170	Learning Online	3	EL098
Total		**18**	

* All incoming students since 2015/2016 must sit for an English Placement Test. On the basis of their results they enrol in EL097, EL098, EL099, EL111, EL112 or are exempted from them.

2. University Requirements/ Electives   (3-7credit hours)

The following courses comprise the Electives University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
GR111	Arabic-Islamic Civilization	3	--
GR112	Issues and Problems of development in the Arab Region	3	-
GR115	Current International Affairs	3	-
GR131	Branch Requirement	3	--
EL118	Reading	4	EL111
CH101	Chinese for Beginners (I)	3	--
CH102	Chinese for Beginners (II)	3	CH101
SL101	Spanish for Beginners (I)	3	--
SL102	Spanish for Beginners (II)	3	SL101
FR101	French for Beginners (I)	3	--
FR102	French for Beginners (II)	3	FR101
BE322/4	Entrepreneurship and Small Business Management	4	

MC101	Mass Media Skills	3	
Total		**3**	

3. Faculty Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	
Total		**18**	

4. Faculty Requirements/ Electives   (12 credit hours)

The following courses comprise the Electives Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	
Total		**12**	

5. Core Specialization/ Mandatory   (63 credit hours)

The following courses comprise the Mandatory Core Specialization: **63**

Course Code	Course Title	Credit Hours	Prerequisites
Level 2			
ELM201	Media Topic in English	3	EL112
ELM202	Translation	3	
ELM203	Computer for Communication	3	MGN105
ELM204	Graphic Design (1)	3	
ELM205	Digital Editing (1)	3	
ELM206	Concept of Graphics	3	
ELM207	Media Training (1)	3	

Course Code	Course Title	Credit Hours	Prerequisites
ELM301	Online Journalism	3	
ELM302	Writing for Electronic Journalism	3	
ELM303	Electronic Media Production	3	
ELM304	Graphic Design (2)	3	ELM 206
Course Code	**Course Title**	**Credit Hours**	**Prerequisites**
ELM305	Digital Editing(2)	3	ELM205
ELM306	New Media	3	
ELM307	Media Training (2)	3	ELM207
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
Total		**63**	

6. Core Specialization/ Electives (15-18)

Course Code	Course Title	Credit Hours	Prerequisites
Level 3			
ELM308	Media visual Effects	3	ELM206
ELM309	Internet Law& Ethics	3	
ELM310	Interactive & 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	
Total		**15-18**	

Appendix 10

Name of the Programme: Public Relations and Advertising Programme

DEGREE REQUIREMENTS

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18

Total Programme Hrs.129-136

2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	18
4.	Fac. Requirements/Electives	12
5.	Spec. Requirements/Mandatory	63
6.	Spec. Requirements/Electives	15-18
Total		**129-136**

1. University Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	
AR112	Arabic Communication Skills (II)	3	AR111
EL111**	English Communication Skills (I)	3	
EL112	English Communication Skills (II)	3	EL111
GR101	Self-Learning Skills	3	
TU170	Learning Online	3	
Total		**18**	

** All incoming students since 2011/2012 must sit for an English Placement Test. On the basis of their results they enrol in EL097, EL098, EL099, EL111, EL112 or are exempted from them.

2. University Requirements/ Electives   (3-7credit hours)

The following courses comprise the Electives University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
GR111	Arabic-Islamic Civilization	3	--
GR112	Issues and Problems of development in the Arab Region	3	
GR115	Current International Affairs	3	
GR131	Branch Requirement	3	--
EL118	Reading	4	EL111
CHI101	Chinese for Beginners (I)	3	--
CHI102	Chinese for Beginners (II)	3	--
SL101	Spanish for Beginners (I)	3	--
SL102	Spanish for Beginners (II)	3	--
FRE101	French for Beginners (I)	3	--
FRE102	French for Beginners (II)	3	--
BE322	Small Business Management	4	
MC101	Mass Media Skills	3	
Total		**3**	

3. Faculty Requirements/ Mandatory   (18 credit hours)

The following courses comprise the Mandatory Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	
Total		**18**	

4. Faculty Requirements/ Electives   (12 credit hours)

The following courses comprise the Electives Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	
Total		**12**	

5. Core Specialization/ Mandatory   (63 credit hours)

The following courses comprise the Mandatory Core Specialization: **63**

Course Code	Course Title	Credit Hours	Prerequisites
Level 2			
PRA201	Media Topic in English	3	EL112
PRA202	Translation	3	
PRA203	Marketing Communication	3	MGN103-MGN104
PRA204	Public Relation Management	3	MGN103
PRA205	Advertising Management	3	MGN104
PRA206	Media Material Production	3	
PRA207	Media Training	3	
Level 3			
PRA301	Social Marketing	3	PRA203
PRA302	Promotion Activities	3	
PRA303	PR& Advertising Research	3	MGN106
PRA304	Persuasion	3	

Course Code	Course Title	Credit Hours	Prerequisites
PRA305	Graphic Design	3	
PRA306	Advertising Production	3	PRA205
PRA307	Media Training	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 & Protocol	3	
PRA406	Production of P.R. Material	3	PRA206
PRA407	Graduation Project	3	PRA307
Total		**63**	

6. Core Specialization/ Electives (15-18)

Course Code	Course Title	Credit Hours	Prerequisites
Level 3			
PRA308	Writing for PR	3	
PRA309	International PR	3	
PRA310	Special Topics in PR	3	

Total Programme Hrs. 129-136

PRA311	Crisis Management	3	
PRA312	Personal Communication	3	
Level 4			
PRA408	Public Opinion	3	
PRA409	Negotiation Skills	3	
PRA410	PR & Social Change	3	
PRA411	Advertising Design	3	PRA305
PRA412	Non Linear Editing	3	PRA305
Total		**15-18**	

Appendix 11

Name of the Programme: Radio and Television Programme

I. DEGREE REQUIREMENTS

No.	Category	Credit Hours
1.	Univ. Requirements/Mandatory	18
2.	Univ. Requirements/Electives	3-7
3.	Fac. Requirements/Mandatory	18
4.	Fac. Requirements/Electives	12
5.	Spec. Requirements/Mandatory	63
6.	Spec. Requirements/Electives	15-18
Total		**129-136**

1. University Requirements/ Mandatory   (18 credit hours)

The following courses comprise the Mandatory University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
AR111	Arabic Communication Skills (I)	3	
AR112	Arabic Communication Skills (II)	3	AR111
EL111**	English Communication Skills (I)	3	
EL112	English Communication Skills (II)	3	EL111
GR101	Self-Learning Skills	3	
TU170	Learning Online	3	
Total		**18**	

** All incoming students since 2011/2012 must sit for an English Placement Test. On the basis of their results they enrol in EL097, EL098, EL099, EL111, EL112 or are exempted from them.

2. University Requirements/ Electives (3-7credit hours)

The following courses comprise the Electives University Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
GR111	Arabic-Islamic Civilization	3	--
GR112	Issues and Problems of development in the Arab Region	3	
GR115	Current International Affairs	3	
GR131	Branch Requirement	3	--
EL118	Reading	4	EL111
CHI101	Chinese for Beginners (I)	3	--
CHI102	Chinese for Beginners (II)	3	--
SL101	Spanish for Beginners (I)	3	--
SL102	Spanish for Beginners (II)	3	--
FRE101	French for Beginners (I)	3	--
FRE102	French for Beginners (II)	3	--
BE322	Small Business Management	4	
MC101	Mass Media Skills	3	
Total		**3**	

3. Faculty Requirements/ Mandatory (18 credit hours)

The following courses comprise the Mandatory Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	
Total		**18**	

4. Faculty Requirements/ Electives   (12 credit hours)

The following courses comprise the Electives Faculty Requirements:

Course Code	Course Title	Credit Hours	Prerequisites
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	

Total	12	

5. Core Specialization/ Mandatory (63 credit hours)

The following courses comprise the Mandatory Core Specialization: **63**

Course Code	Course Title	Credit Hours	Prerequisites
Level 2			
RTV201	Media topic in English	3	EL112
RTV202	Translation	3	
RTV203	Writing for Radio & TV	3	MGN102
RTV204	Phonetics & Announcement	3	
RTV205	Radio & TV. Production	3	MGN102
RTV206	Specialized Broadcasting	3	MGN102
RTV207	Media Training	3	
Level 3			
RTV301	Advertising in Radio & TV.	3	
RTV302	Television Shooting	3	
RTV303	Graphic Design	3	
RTV304	Introduction to Editing	3	
Course Code	**Course Title**	**Credit Hours**	**Prerequisites**
RTV305	International Broadcasting	3	RTV206
RTV306	News & News Program	3	RTV203
RTV307	Media Training	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 & TV. Directing	3	RTV302
RTV406	Preparation & Program Announcement	3	
RTV407	Graduation Project	3	RTV307
Total		**63**	

6. Core Specialization/ Electives (15-18)

Course Code	Course Title	Credit Hours	Prerequisites
	Level 3		
RTV308	Media Criticism	3	
RTV309	Broadcasting Organization Management MaMManagement	3	
RTV310	Radio &TV. Campaigns	3	RTV205
RTV311	New Media	3	
RTV312	Media Documentation	3	RTV205
	Level 4		
RTV408	Public Opinion	3	

Total Programme Hrs.129-136

RTV409	Drama in Radio & TV.	3	
RTV410	Education & Cultural Program	3	
RTV411	Media Law & Ethics	3	
RTV412	Talk Show Program	3	
Total		**15-18**	