

Students' Transfer Bylaw at the Arab Open University

Updated and Approved by The University Council (No.63, July 11, 2018)

Article (1): Title

The present bylaw shall be called "Course Equivalency Bylaw at Arab Open University" and shall be in force from the date of approval thereof by the University Council.

Article (2): Definitions

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

University	The Arab Open University
Branch	The University established in any Branch Country
Branch Rector	The Rector of the University in the Branch Country
Programme	Academic major accredited for BA/BSc Award
Study Plan	Distribution of courses pursuant to the components of the accredited academic programme

Article (3): Transfer and General Procedures

1. Student transfer is classified into three different categories as follows;
 - Students wishing to Transfer from one Branch to another.
 - Students wishing to Transfer from one Programme to another.
 - Students wishing to transfer from one Track to another within the same major.

2. A committee called “Students’ Transfer Committee” shall be formed in each AOU Branch Country.

Committee Formulation:

The Committee shall comprise the following members:

- The Branch Rector’s Assistant for Academic Affairs as the committee Chair.
- Programme Coordinators as members.
- Head of Admission & Registration as a member.

The committee shall consider transfer applications and take the appropriate decisions according to stipulated rules and procedures.

3. Special application forms will be devised for each category to be filled and submitted to the designated department in AOU Branch (Admission& Registration Department or Students’ Affairs Department).
4. Applications will be made before the end of the semester in line with the periods and the procedures determined by the University Administration but the transfer will only take place in the beginning of the following semester.

Article (4): Transfer between Branches

1. When applying for transfer from a branch, the student should be registered in that branch without any disciplinary issues outstanding.
2. The student shall fill in a special form before the end of the semester, stating the reasons for his/her transfer.
3. In certain circumstances, a student may apply for transfer from one branch to another during the semester provided that he/she can provide a valid reason for his/her request to transfer.
4. The student shall pay the appropriate transfer fee amounting to (\$100) when filing the application. If the application is rejected, the student has the right to receive a refund of the money.
5. 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.
6. Where necessary, it is the student’s responsibility to get a residence permit in the branch country to which he/she wants to transfer.
7. The transfer application form will be submitted to the respective authority in the original branch to forward it to students’ transfer committee to be examined and to ensure that the applicant has settled his /her financial commitments in the original branch.

8. The Students' Transfer committee in the original branch will look into the application and if approved the student application along with the necessary information will be sent to the new branch.
9. When a transfer has been approved by the two branches, the student's file including the student's academic record is sent to the new branch.
10. The student's grades will be transferred according to the procedures set in article (7) of this bylaw.
11. Before joining the new branch, the student should be informed about any admission conditions or requirements observed in the new branch so that he/she can fulfill these conditions either before or after joining the new branch.
12. The new branch tuition fees will apply on the transferred student.

Article (5): Transfer between Academic Programmes

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

Article (6): Transfer between Academic Programme Tracks

1. The student submits its transfer application form to the respective authority according to the instructions and procedures stipulated by the branch administration taking into consideration the following:
2. Upon approval, the student will be formally notified by the respective authority and course transfers will be dealt with according to section “c” of article 7 of this bylaw.
3. Upon formal transfer approval by the respective authority and course transfers will be dealt with according to section “b” of article 7 of this bylaw.
4. The Branch may set any other conditions/fees provided that it is in compliance with the University set procedures.

Article (7): Equating Courses for transferred students

A. Equating Courses for students transferring between AOU Branches:

1. Student’s successfully completed courses in the previous Branch shall be accepted, provided that such courses are offered in his study plan in the new Branch.
2. The exempted courses as per the student results in the placement tests will be transferred to the student record in the new branch.
3. Course Equivalency bylaws and Procedures will apply to the courses that the student has studied in the original branch.

B. Equating Courses for Students transferring Between Academic Programmes:

1. The courses shared by the two programmes and studied by the student shall be credited to him/her, provided that they are part of the requirements of the new programme. Course marks and written grades (Fail or Pass) will be transferred to the student record.
2. Other courses that were studied by the student in the previous programme but not shared in the new programme will appear in the student record but will not be considered in the calculation in the cumulative GPA.

C. Equating Courses for students transferring between tracks:

1. Course grades (Fail or Pass) for all shared courses will be credited to the student in his/her academic record.
2. Other courses that were studied by the student in the previous track but not shared in the new track will appear in the student record but will not be considered in the calculation in the cumulative GPA.
3. Mandatory courses of one track may be considered as optional courses in another track.

Article (8): General Provisions

- a) The present bylaws shall abrogate all previous bylaws regulating the Course Equivalency Bylaw at the Arab Open University.
- b) The Vice President for Academic Affairs, Branch Rectors, Deans of Academic Programmes and Director of Admissions, Registration and Examination shall be responsible for implementing the present bylaw.
- c) The University Council shall decide on all cases not covered by the provisions of present bylaws and shall resolve any conflicts arising from their implementation.