

**ARAB OPEN UNIVERSITY**

# GMDT-Student Handbook

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**January, 2024**





**Arab Open University**  
**Faculty of Computer Studies**

**B.Sc. (Honours) Degree Programme in**  
**Graphic and Multimedia Design Technology**

**Graphic and Multimedia Design Technology**  
**Student Handbook**

**January, 2024**

*The BSc Programme in **Graphic and Multimedia Design Technology** [BSc (Hons) GMDT] has been developed and is delivered by the Arab Open University (AOU). It has been validated through a process of external peer review by the Open University (OU), UK.*

## Note

**Please note that information in this handbook is subject to change and continuous updating. Please check for updates at our website:**

**<http://www.arabou.edu.kw>**

## Table of Contents

|      |                                                              |    |
|------|--------------------------------------------------------------|----|
| 1.   | Introduction .....                                           | 8  |
| 2.   | Teaching and Learning Methodology .....                      | 11 |
| 3.   | List of Programme Director and Academic Staff.....           | 11 |
| 4.   | List of Support Staff (Technical and Administrative) .....   | 11 |
| 5.   | Details of External Examiners .....                          | 12 |
| 6.   | Introduction to the programme .....                          | 12 |
| 6.1  | Graphic and Multimedia Design Technology Programme.....      | 13 |
| 6.2  | Graphical Presentation of the Programme .....                | 13 |
| 7.   | Programme Specification .....                                | 17 |
| 8.   | Module Specifications.....                                   | 31 |
| 8.1  | The minimum technical specifications requirements .....      | 31 |
| 9.   | Student Support, Guidance and Advice.....                    | 31 |
| 10.  | Opportunities for personal development planning .....        | 32 |
| 11.  | Opportunities and support for study abroad .....             | 33 |
| 12.  | Work placement information.....                              | 33 |
| 13.  | Facilities and Services.....                                 | 33 |
| 14.  | Assessment and progression regulations.....                  | 34 |
| 14.1 | Main Principles of Assessment at AOU .....                   | 35 |
| 14.2 | Assessment Components.....                                   | 35 |
| 14.3 | Grade Point Average (GPA) and Equivalent Letter Grades:..... | 36 |
| 14.4 | Marking of Assessments: .....                                | 36 |
| 15.  | Graduation projects .....                                    | 37 |
| 16.  | Determination of results .....                               | 37 |
| 16.1 | How Results Are Communicated.....                            | 38 |
| 17.  | Other Institutional Policies and Regulations .....           | 38 |
| 18.  | Student Participation and Evaluation.....                    | 39 |
| 19.  | General Reading List.....                                    | 40 |

## Welcome and Introduction

### Welcome

We, at the Faculty of Computer Studies (FCS) at Arab Open University (AOU), are delighted to welcome you to study on our BSc (Hons) Graphic and Multimedia Design Technology Degree Programme. The AOU is a premier institution of higher education in MENA region and it is currently operating in 8 Arab countries including Kuwait, KSA, Oman, Bahrain, Jordan, Lebanon, Egypt, and Sudan with AOU headquarters in Kuwait. Students refer to their local country branch administrations for academic and administrative matters related to their local countries.

The AOU uses a Blended Mode of education consisting of at least 50% face to face tutorials and the remaining studies based on Independent Learning. The FCS is one of the major faculties of AOU in operation for the past about 18 years. The FCS offers majority of its programmes of study, including the BSc (Hons) GMDT programme in partnership with the Open University (OU), UK. This partnership enables the FCS to offer quality programmes to its students which are well recognized locally as well as internationally. The graduates of this programme are entitled to receive a dual degree at the completion of their studies.

The field of Graphic and Multimedia Design Technology is in great demand and you have made a wise decision to study this major. The current significance and importance of the Graphic and Multimedia Design Technology field is that it integrates and links key Methodologies and Technologies, Graphic Design for Animation, Digital Production and Game Design.

The graduates of the Graphic and Multimedia Design Technology programme are expected to find jobs and build useful careers in wide variety of sectors in the industry such as audio-visual, motion graphics, filmmaking, photography, advertising, branding, 2D/3D Animation, and interactive design, etc. Along with building careers in the industry, we will encourage all our graduates to support their local communities by utilizing their skills and expertise to solve problems of the communities or enhancing existing solutions.

Throughout your studies and stay at FCS, it will be emphasized to you to always use ethical practices in life, education and subsequently in your careers. Adoption of ethical practices will aid in the development of respectable and noble personality traits that will be invaluable and priceless to you throughout your life.

At the end we encourage you to put in your best effort and study hard to develop yourself to the best of your potential. We wish you a very fruitful and productive study period at FCS.

Good luck.

**Prof. Omar Al Jarrah**  
**Dean, Faculty of Computer Studies**  
**Arab Open University**

## 1. Introduction

Arab Open University is a university running in the MENA area including Kuwait, Saudi Arabia (KSA), Oman, Bahrain, Jordan, Lebanon, Egypt, and Sudan with its central Headquarters in Kuwait. The FCS Deanship at the Headquarters provides academic leadership to all 9 branches thus enabling them to act as one university in a unified manner. As an Open Education Institution, AOU adopts the Blended Mode of education, consisting of 50% face-to-face teaching and the remaining consists of independent learning on part of the students. By virtue of operating in 9 branches, offering a number of academic programmes and different requirements of the local accreditation bodies, the AOU's academic organization represents great deal of challenges and complexities.

The Faculty of Computer Studies (FCS) at AOU offers B.Sc. - Undergraduate Programme in Graphic and Multimedia Design Technology (GMDT) with a core of 360 Points (96 Credit Hours). This programme is offered by AOU to meet the needs of the modern society and the labour market.

### **Partnership with OU, UK**

Our graduates will be awarded two Honours degrees: one from the Open University, UK and the other one from AOU through one of our 9 local branches; Kuwait, Kingdom of Saudi Arabia, Bahrain, Egypt, Jordan, Lebanon, Oman, and Sudan.

Enhancing the student experience is one of the main objectives of FCS. Therefore, the student will be equipped with practical and soft skills in addition to the ethical practices in order to be ready for the real world as well as the labour market.

### **Why Graphic and Multimedia Design Technology?**

Graphic and Multimedia Design Technology major at Arab Open University (AOU) offers a compelling opportunity to develop a wide range of skills and knowledge in the dynamic field of design. With a curriculum designed to foster cognitive abilities, aesthetic creativity, and critical self-awareness, students gain expertise in computer graphic applications, UX/UI design, and multimedia production. The program emphasizes the balance between theory and practice, artistry and technology, and equips graduates with the ability to excel in diverse creative industries. With a focus

on employability, personal growth, and entrepreneurial skills, the Graphic and Multimedia Design Technology major at AOU prepares students for a successful career in this ever-evolving field. Studying GMDT will enable the students to face the future and find jobs in the challenging market. In addition, GMDT programme offered by AOU-FCS has an edge over the programmes offered by others in providing students with skills to succeed both in the traditional professions as well as in their Design based business/entrepreneurship.

The Graphic and Multimedia Design Technology programme provides its graduates with the top and the most in-demand skills around the globe, GMDT Programme aims to:

- Development of cognitive abilities, aesthetic skills, and lifelong learning capabilities, promoting creative conceptualization, visual literacy, communication, and self-improvement.
- Cultivation of critical self-awareness, visual literacy, creativity, diversity, and teamwork skills to facilitate individual and group learning.
- Proficiency in computer graphic applications and efficient handling of hardware and software tools, enabling students to transfer their skills to various disciplines and career portfolios.
- Emphasis on personal responsibility in presenting work, meeting deadlines, and evaluating efforts, considering audience and professional needs.
- Familiarity with industry practices, market analysis, cultural industries, and entrepreneurial skills development.
- Appreciation and understanding of the fundamental principles of the creative world.
- Provision of intellectual, analytical, and practical tools for competent and professional practice in graphic and multimedia design.
- Integration of critical and cultural studies to foster insight into contemporary design practices and debates.
- Ability to contextualize work within a broader cultural framework and reflect on personal practice.
- Development of effective communication, collaboration, negotiation, and self-reflective skills.
- Preparation for current and future career challenges through the cultivation of personal and entrepreneurial skills.
- Emphasis on technical skills, employability, attention to detail, and UX/UI design principles.

- Comprehensive education in graphic design and multimedia, including 3D modeling, animation, video production, motion graphics, and more.
- Creation of exciting and interactive experiences through the application of learned skills.
- Training in correcting, enhancing, and developing various types of graphic media, such as web pages, marketing campaigns, advertising materials, and multimedia projects.
- Strong foundation in artistic creativity, historical knowledge, design standards, theoretical understanding, business fundamentals, and relevant technologies and tools.
- Balanced focus on theory, practical application, artistry, and technology.

## Academic Calendar

The FCS follows the general academic calendar of the AOU, which consists of two main academic semesters (Fall and Spring), each consists of 16 weeks, and additional (optional) summer semester of 10 weeks. The student can successfully complete his/her study within a period of average 4 year. However, this duration can be shortened to 3.5 years if the student register in the summer semesters. It is important to note that for the main semesters (i.e., Fall and Spring), min (8) /max (21) credit hours should be registered by the student, and hence the overall study period may be expanded or compressed according to the student capability. With respect to the optional summer semester, the student can only register up to 12 credit hours. It also worth to mention that all the modules are continuously available in each semester. The Fall Academic Semester usually starts in October and ends in February whereas the Spring Academic Semester runs from March till July. The Summer Semester usually runs from July till September. The assessment dates are clearly listed in the Academic Calendar. Each module calendar is based on the Academic Calendar of the AOU. A representative Academic Calendar is given in link: <https://www.arabou.edu.kw/students/pages/academic-calendar.aspx>

## 2. Teaching and Learning Methodology

Knowledge and understanding are acquired from specially prepared teaching texts for majority of modules, supported by self-assessment and in-text questions, reference texts, multi-media packages, directed reading, computer mediated conferencing, web-based resources, and video and audio recordings. Students work independently with the teaching materials but they are encouraged to form self-help groups with other students, communicating face-to-face, by telephone, email and computer conferencing and through the Learning Management System (LMS). All modules are delivered based on a blended learning model, which consist of 50% face-to-face and 50% is self-learning. The 50% face-to-face consist of 2 hours per week for 4 CHs module, in addition to one office hour per 2 taught hours. On the other hand, the 50% self-learning depends on the students' self-study based on the teaching materials uploaded on the Central-LMS. Such materials are mainly PowerPoint slides, lectures note, activities, and other e-resources. Details about learning and Teaching Strategy at AOU is available in the following link <https://www.arabou.edu.kw/blended-learning/Pages/about.aspx>

## 3. List of Programme Director and Academic Staff

The programme team leader for the B.Sc. in GMDT is Dr. Ahmed Gawish, the General Programme Coordinator (GPC), under the supervision of the Dean of FCS, Prof. Omar Al-Jarrah (dean.it@arabou.edu.kw). The lists of programme director at the AOU Headquarters and academic staff at the branches are available electronically on the AOU's website at <https://www.arabou.edu.kw/Pages/default.aspx>. The academic staff at the FCS is available to you during the 25% face-to-face tutorial sessions and also during the office hours.

## 4. List of Support Staff (Technical and Administrative)

Support staff at the Headquarters and at the branches are ready to support you in your studies. Their contact details are available at branch websites <https://www.arabou.edu.kw/Pages/default.aspx>.

## 5. Details of External Examiners

AOU assessment strategy is based on general principles and procedures aiming to organize and monitor the examinations at all AOU branches. AOU regulations include validation (pre-assessment moderation) of examination questions and answer keys by external examiners (EE), audit tutors' marking, post-assessment moderation; and 4 tiers of examination committees.

Table 6.1 provides a brief about the external examiners (EEs) at the Faculty of Computer Studies (FCS).

**Table 6.1 Summary of External Examiners**

| Name                                      | Position                                | Institution                        |
|-------------------------------------------|-----------------------------------------|------------------------------------|
| Dr Gillian Sampson<br>(External Examiner) | Course Leader BA<br>(Hons) Illustration | Norwich University of<br>the Arts. |

## 6. Introduction to the programme

The Faculty of Computer Studies (FCS) starts offering Graphic and Multimedia Design Technology in September 2015. Graphic and Multimedia Design Technology is one of the trend programmes in high rank international universities and strongly, a required major in labour market.

FCS Deanship has collaborated with a local research team to conduct extensive surveys aiming to satisfying the requirements of local authorities, ministries and commissions along with the working alumni across AOU Country Campuses in addition to the market/industry needs. These researches have led to design and offer the programme of Graphic and Multimedia Design Technology.

## **Philosophy**

The deanship philosophy of running the Graphic and Multimedia Design Technology during the academic life is to keep it up-to-date with the latest technical advancements, and satisfy the relevant market/employer needs. In addition, the AOU in general is keen to keep its programmes revalidated by the OU, UK to provide our students with extra international recognition to maximize their employment opportunities.

### **6.1 Graphic and Multimedia Design Technology Programme**

The Graphic and Multimedia Design Technology (GMDT) program at the Arab Open University (AOU), Faculty of Computer Studies (FCS), is meticulously designed to deliver a top-notch educational experience. Developed in line with professional standards outlined by the QAA, UK (QAA2019), the program offers a comprehensive curriculum that seamlessly integrates various methodologies, technologies, and graphic design for animation and digital production. By incorporating a solid foundation in technical and practical aspects of the creative field, graduates are equipped to excel in the dynamic and multifaceted industry, adapting to evolving technologies and meeting diverse end-user/customer needs.

### **6.2 Graphical Presentation of the Programme**

The following Table 7.1 shows the Programme Structure of Graphic and Multimedia Design Technology.

**Table 7.1 Programme Structure of Graphic and Multimedia Design Technology**

|                                                                               | Animation and Game Design<br>(AGD)                               | Graphic and Multimedia Design<br>Technology<br>(GMDT)     |
|-------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|
| <b>LEVEL 1</b><br><br><b>(AOU)</b><br><br><b>=</b><br><br><b>Level 4 (OU)</b> | <b>GD101</b> (4 CHs)<br>Drawing                                  |                                                           |
|                                                                               | <b>GD102</b> (4 CHs)<br>Basic design and composition             |                                                           |
|                                                                               | <b>GD103</b> (4 CHs)<br>Introduction to digital Media design     |                                                           |
|                                                                               | <b>University Requirements (All Pathways)</b>                    |                                                           |
|                                                                               | <b>Faculty Requirements (All Pathways)</b>                       |                                                           |
|                                                                               | <b>Faculty Elective (All Pathways)</b>                           |                                                           |
|                                                                               | <b>GD104</b> (4 CHs)<br>Digital photography                      |                                                           |
|                                                                               | <b>GD105</b> (4 CHs)<br>Typography                               |                                                           |
|                                                                               | <b>GD106</b> (4 CHs)<br>Design Thinking & Research Methodologies |                                                           |
|                                                                               | <b>GPR101</b> (4 CHs)<br>Playgramming                            | <b>GMT112</b> (4 CHs)<br>Design history & visual language |
|                                                                               | <b>GD107</b> (4 CHs)<br>Motion graphic                           |                                                           |
|                                                                               | <b>Faculty elective (All Pathways)</b>                           |                                                           |
| <b>LEVEL 2 (AOU)</b><br><br><b>=</b><br><br><b>Level 5 (OU)</b>               | <b>GD201</b> (4 CHs)<br>2D Animation                             |                                                           |
|                                                                               | <b>GA205</b> (4 CHs)<br>Character design                         | <b>GMT208</b> (4 CHs)<br>Advertising                      |
|                                                                               | <b>GA206</b> (4 CHs)<br>Fundamentals of Game Design              | <b>GD209</b> (4 CHs)<br>Typography II                     |
|                                                                               | <b>GD204</b> (4 CHs)<br>Introduction to 3D                       |                                                           |
|                                                                               | <b>GD202</b> (4 CHs)<br>UX/UI                                    |                                                           |
|                                                                               | <b>GD203</b> (4 CHs)<br>Video editing                            |                                                           |
|                                                                               | <b>GA207</b> (4 CHs)<br>Understanding Game Engines               | <b>GD222</b> (4 CHs)<br>Branding                          |

|                                                          |                                                               |                                                           |
|----------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------|
| <b>LEVEL 3 (AOU)</b><br><br>=<br><br><b>Level 6 (OU)</b> | <b>GA208 (4 CHs)</b><br>Visual narrative and Storytelling     | <b>GMT203 (4 CHs)</b><br>Introduction to media production |
|                                                          | <b>Faculty elective (All Pathways)</b>                        |                                                           |
|                                                          | <b>GA301(4 CHs)</b> Level Design                              | <b>GMT312 (4 CHs)</b><br>Motion graphic 2                 |
|                                                          | <b>GA302 (4 CHs)</b><br>3D Environments and Effects           | <b>GD312 (4 CHs)</b><br>Packaging Design                  |
|                                                          | <b>GD307-A (4 CHs)</b><br>Graduation project part 1           |                                                           |
|                                                          | <b>GD305 (4 CHs)</b><br>Internship / Portfolio                |                                                           |
|                                                          | <b>GD306 (4 CHs)</b><br>Digital Marketing                     |                                                           |
|                                                          | <b>MT331 (4 CHs)</b><br>virtual worlds and online communities | <b>GMT314 (4 CHs)</b><br>Interactive design               |
|                                                          | <b>GA304 (4 CHs)</b><br>3D Animation Production               | <b>GMT309 (4 CHs)</b><br>Sound production for mixed media |
|                                                          | <b>GD307-B (4 CHs)</b><br>Graduation project part 2           |                                                           |
|                                                          | <b>University elective (All Pathways)</b>                     |                                                           |
|                                                          | <b>Student can select from variety of elective modules</b>    |                                                           |

## Attendance Requirements

The FCS follows the hybrid model of open education (Blended Learning) at AOU which requires 50% face-to-face tutorial attendance in a classroom environment. The 50% face-to-face tutorial sessions are mandatory and if student fails to attend 3 consecutive tutorial sessions without due, causes student to be suspended from the module and student needs to retake the module. The 50% face-to-face tutorial sessions are clearly marked in individual module calendar using the guidelines illustrated in table 7.2.

**Table 7.2 Attendance Requirements**

| Number of Credit Hours | Points | No. Hours/Tutorial Sessions |
|------------------------|--------|-----------------------------|
| 4                      | 15     | 2-hour tutorial every week  |

**Opportunities available to students on completion of the programme (Employment, further academic study, etc.)**

On successful completion of the B.Sc. degree, graduate student will be able to get employment opportunities in both the Middle Eastern (ME) markets and the international markets since this B.Sc. programme would be validated by the OUPV. This degree opens up the world of technology and an array of exciting careers in a wide range of sectors for student.

The B.Sc. degree helps graduate student to become a dominant player in the field of Graphic and Multimedia. Some of the key areas where graduate students can find employment opportunities include the following:

| Pathway                                                | Job Opportunities                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Animation and Game Design (AGD)</b>                 | <ul style="list-style-type: none"> <li>• Animator 3D or 2D.</li> <li>• Storyboard artist.</li> <li>• 3D digital Modeler</li> <li>• Character designer for comics, cartoon</li> <li>• Animation director.</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>• Game Designer</li> <li>• Graphic designer</li> <li>• Motion Graphic Animator</li> <li>• UI/UX designer</li> <li>• photography director</li> </ul>                                                                                                                                 |
| <b>Graphic and Multimedia Design Technology (GMDT)</b> | <ul style="list-style-type: none"> <li>• Advertising and marketing agencies</li> <li>• Graphic design studios</li> <li>• Printing houses</li> <li>• Publishing houses</li> <li>• Web, UI, UX design companies</li> <li>• Freelance</li> <li>• Teaching and research</li> <li>• Television</li> </ul> | <ul style="list-style-type: none"> <li>• Video, and motion graphics production studios</li> <li>• Social media agencies</li> <li>• Video game companies</li> <li>• Communications offices in major 'in house' commercial structures</li> <li>• Illustration, storyboard and comics</li> <li>• Animation studios</li> </ul> |

## 7. Programme Specification

### **BSc (Honours) degree in AGD at AOU (Egypt)**

Students seeking a BSc (Honours) degree in GMDT at AOU (Egypt) must complete successfully **138** credit hours including the **96** CHs core modules (validated by OU).

1. Overall Programme Requirements (AOU) (Table-1)
2. University requirements (Mandatory) (Table-2)
3. University requirements (Electives) (Table-3)
4. Faculty Requirements (Mandatory) (Table-4)
5. Faculty requirements (Electives) (Table-5)
6. Programme Core Requirements (Table-6)

**Table 1: Programme Requirements**

| Requirement type                       | Credit Hours |
|----------------------------------------|--------------|
| University Requirements/ Mandatory     | 15           |
| University Requirements/ Electives     | 3            |
| Faculty Requirements/ Mandatory        | 9            |
| Faculty Requirements/ Electives        | 15           |
| Specialization Requirements/ Mandatory | 96           |
| Total Credit Hours                     | 138          |

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

### **University Requirements/ Mandatory (15 Credit Hours)**

**Table 2: University Requirements (Mandatory)**

| Module | Module Title                                       | Credit | Pre-requisites |
|--------|----------------------------------------------------|--------|----------------|
| EL099  | English - Foundation                               | 0      | --             |
| EL111  | English Communication Skills I                     | 3      | EL099          |
| EL112  | English Communication Skills II                    | 3      | EL111          |
| AR113  | Arabic Communication Skills                        | 3      | ----           |
| GT101  | Learning and Information Technology                | 3      | EL111          |
| GB102  | Principles of Entrepreneurship for Non-Specialists | 3      | -----          |
| Total  |                                                    | 15     |                |

*The list of modules and/or the modules contents may be updated/replaced as per AOU university council decision or local accreditation requirements.*

### University Requirements/ Electives (3 Credit Hours)

**Table 3: University Requirements (Electives)**

| GR111  | Arabic 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  | Women Empowerment                              | 3 | --    |
| GR121  | Environment and Health                         | 3 | --    |
| GR131  | General 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 |
| EL118E | Reading                                        | 4 | EL111 |

*The list of modules and/or the modules contents may be updated/replaced as per AOU university council decision or local accreditation requirements.*

### Faculty Requirements / Mandatory (9 Credit Hours)

**Table 4: Faculty Requirements (Mandatory)**

| Module Code | Module Title                                    | Credit Hours | Source | Pre-requisites     |
|-------------|-------------------------------------------------|--------------|--------|--------------------|
| GM101       | Calculus                                        | 3            | AOU    | -----              |
| GM102       | Linear Algebra                                  | 3            | AOU    | -----              |
| GL260       | Ethics and law in graphic and multimedia design | 3            | AOU    | GD202 <sup>+</sup> |

<sup>+</sup> the pre-requisite can be registered in parallel

### Faculty Requirements / Elective (15 Credit Hours)

**Table 5: Details of Faculty (Electives)**

| code   | Module title             | Credit Hours | Pre-requisites |
|--------|--------------------------|--------------|----------------|
| GDE101 | Art and design history   | 3            | EL111          |
| GDE102 | Drawing 2                | 3            | GD101          |
| GDE202 | Visual Programming       | 3            | GPR101         |
| GDE204 | Social Media Advertising | 3            | GD105          |
| GDE205 | Script writing           | 3            | GD106          |
| GDE206 | Brand identity design    | 3            | GD105          |
| GDE207 | Software Sound design    | 3            | GD106          |
| GDE302 | Sculpture                | 3            | GA205          |
| GDE310 | Artificial intelligence  | 3            | GA207          |
| GDE311 | Augmented Reality        | 3            | GA207          |

## **BSc (Honours) degree in GMDT at AOU (Egypt)**

Students seeking a BSc (Honours) degree in GMDT at AOU (Egypt) must complete successfully **138** credit hours including the **96** CHs core modules (validated by OU).

1. Overall Programme Requirements (AOU) (Table-1)
2. University requirements (Mandatory) (Table-2)
3. University requirements (Electives) (Table-3)
4. Faculty Requirements (Mandatory) (Table-4)
5. Faculty requirements (Electives) (Table-5)
6. Programme Core Requirements (Table-6)

**Table 1: Programme Requirements**

| Requirement type                       | Credit Hours |
|----------------------------------------|--------------|
| University Requirements/ Mandatory     | 15           |
| University Requirements/ Electives     | 3            |
| Faculty Requirements/ Mandatory        | 9            |
| Faculty Requirements/ Electives        | 15           |
| Specialization Requirements/ Mandatory | 96           |
| Total Credit Hours                     | 138          |

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

### **University Requirements/ Mandatory (15 Credit Hours)**

**Table 2: University Requirements (Mandatory)**

| Module | Module Title                                       | Credit | Pre-requisites |
|--------|----------------------------------------------------|--------|----------------|
| EL099  | English - Foundation                               | 0      | --             |
| EL111  | English Communication Skills I                     | 3      | EL099          |
| EL112  | English Communication Skills II                    | 3      | EL111          |
| AR113  | Arabic Communication Skills                        | 3      | ----           |
| GT101  | Learning and Information Technology                | 3      | EL111          |
| GB102  | Principles of Entrepreneurship for Non-Specialists | 3      | -----          |
| Total  |                                                    | 15     |                |

*The list of modules and/or the modules contents may be updated/replaced as per AOU university council decision or local accreditation requirements.*

### University Requirements/ Electives (3 Credit Hours)

**Table 3: University Requirements (Electives)**

| GR111  | Arabic 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  | Women Empowerment                              | 3 | --    |
| GR121  | Environment and Health                         | 3 | --    |
| GR131  | General 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 |
| EL118E | Reading                                        | 4 | EL111 |

*The list of modules and/or the modules contents may be updated/replaced as per AOU university council decision or local accreditation requirements.*

### Faculty Requirements / Mandatory (9 Credit Hours)

**Table 4: Faculty Requirements (Mandatory)**

| Module Code | Module Title                                    | Credit Hours | Source | Pre-requisites     |
|-------------|-------------------------------------------------|--------------|--------|--------------------|
| GM101       | Calculus                                        | 3            | AOU    | -----              |
| GM102       | Linear Algebra                                  | 3            | AOU    | -----              |
| GL260       | Ethics and law in graphic and multimedia design | 3            | AOU    | GD202 <sup>+</sup> |

<sup>+</sup> the pre-requisite can be registered in parallel

### Faculty Requirements / Elective (15 Credit Hours)

**Table 5: Details of Faculty (Electives)**

| code   | Module title             | Credit Hours | Pre-requisites |
|--------|--------------------------|--------------|----------------|
| GDE101 | Art and design history   | 3            | EL111          |
| GDE102 | Drawing 2                | 3            | GD101          |
| GDE103 | Storyboarding            | 3            | EL111+ GD101   |
| GDE201 | Intro to game design     | 3            | EL111+ GD202   |
| GDE204 | Social Media Advertising | 3            | GD105          |
| GDE205 | Script writing           | 3            | GD106          |
| GDE302 | Sculpture                | 3            | GD204          |
| GDE310 | Artificial intelligence  | 3            | GMT203         |
| GDE311 | Augmented Reality        | 3            | GMT203         |

**Table 6: Details of Faculty Core (96 CHs)**

| Level 1 (AOU) = Level 4 (UK) |                                          |        |       |     |     |      |     |                                   |
|------------------------------|------------------------------------------|--------|-------|-----|-----|------|-----|-----------------------------------|
| Code                         | Module title                             | Source | Point | CHs | AGD | GMDT | MAD | Pre-Requisite                     |
| GD101                        | Drawing                                  | AOU    | 15    | 4   | ✓   | ✓    | ✓   | EL099                             |
| GD102                        | Basic design and composition             | AOU    | 15    | 4   | ✓   | ✓    | ✓   | EL111 + GD101                     |
| GD103                        | Introduction to digital media design     | AOU    | 15    | 4   | ✓   | ✓    | ✓   | EL111 + GD101                     |
| GD104                        | Digital photography                      | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD103                             |
| GD105                        | Typography I                             | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD102 + GD103                     |
| GPR101                       | Playgramming                             | AOU    | 15    | 4   | ✓   |      |     | EL111+TUI170                      |
| GD106                        | Design Thinking & Research Methodologies | AOU    | 15    | 4   | ✓   | ✓    | ✓   | EL111                             |
| GD107                        | Motion graphic                           | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD103 + GD102                     |
| MD111                        | Introduction to Multimedia Design        | AOU    | 15    | 4   |     |      | ✓   | EL111 + GD103                     |
| GMT112                       | Design history & visual language         | AOU    | 15    | 4   |     | ✓    |     | EL111                             |
| Total CHs= 32 hours          |                                          |        |       |     |     |      |     |                                   |
| Level 2 (AOU) = Level 5 (UK) |                                          |        |       |     |     |      |     |                                   |
| Code                         | Module title                             | Source | Point | CHs | AGD | GMDT | MAD | Pre-Requisite                     |
| GD201                        | 2D Animation                             | AOU    | 15    | 4   | ✓   | ✓    |     | GD107                             |
| GA205                        | Character design                         | AOU    | 15    | 4   | ✓   |      |     | GD102 + GD103                     |
| GA206                        | Fundamentals of Game Design              | AOU    | 15    | 4   | ✓   |      |     | GPR101                            |
| GA207                        | Understanding Game Engines               | AOU    | 15    | 4   | ✓   |      |     | (GA206 ) <sup>+</sup>             |
| GA208                        | Visual narrative and Storytelling        | AOU    | 15    | 4   | ✓   |      |     | GA205 +GD104                      |
| GD202                        | UX/UI                                    | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD105                             |
| GD203                        | Video editing                            | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD104+ GD107 or (MD212) + (MD211) |

| GD204                               | Introduction to 3D                    | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD201 OR GD103                                            |
|-------------------------------------|---------------------------------------|--------|-------|-----|-----|------|-----|-----------------------------------------------------------|
| MD211                               | Cinematic Styles                      | AOU    | 15    | 4   |     |      | ✓   | MD111                                                     |
| MD212                               | Cinematography                        | AOU    | 15    | 4   |     |      | ✓   | MD111                                                     |
| GD209                               | Typography II                         | AOU    | 15    | 4   |     | ✓    | ✓   | GD105                                                     |
| MD213                               | 3D Production                         | AOU    | 15    | 4   |     |      | ✓   | GD204                                                     |
| GD222                               | Branding                              | AOU    | 15    | 4   |     | ✓    | ✓   | GD209                                                     |
| GMT208                              | Advertising                           | AOU    | 15    | 4   |     | ✓    |     | GD222                                                     |
| GMT203                              | Introduction to media production      | AOU    | 15    | 4   |     | ✓    |     | GD102                                                     |
| <b>Total CHs= 32 hours</b>          |                                       |        |       |     |     |      |     |                                                           |
| <b>Level 3 (AOU) = Level 6 (UK)</b> |                                       |        |       |     |     |      |     |                                                           |
| Code                                | Module title                          | Source | Point | CHs | AGD | GMDT | MAD | Pre-Requisite                                             |
| GA301                               | Level Design                          | AOU    | 15    | 4   | ✓   |      |     | GA207+GD204                                               |
| GA302                               | 3D Environments and Effects           | AOU    | 15    | 4   | ✓   |      |     | GD204                                                     |
| GPR303                              | virtual worlds and online communities | AOU    | 15    | 4   | ✓   |      |     | GPR101+GA207                                              |
| GD307-A                             | Graduation project part 1             | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD222 + MD212 OR<br>GA302+GA301 OR<br>GMT208+GD312+GMT312 |
| GD305                               | Internship/Portfolio                  | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GA302 or<br>GD222                                         |
| GA304                               | 3D Animation Production               | AOU    | 15    | 4   | ✓   |      |     | GA301+ GA302                                              |
| GD307-B                             | Graduation project part 2             | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD307-A+(GA304) <sup>+</sup>                              |
| GD306                               | Digital marketing                     | AOU    | 15    | 4   | ✓   | ✓    | ✓   | GD106                                                     |
| MD311                               | Art Direction                         | AOU    | 15    | 4   |     |      | ✓   | GD222                                                     |

|                        |                                        |     |    |   |  |   |   |                   |
|------------------------|----------------------------------------|-----|----|---|--|---|---|-------------------|
| GD312                  | Packaging                              | AOU | 15 | 4 |  | ✓ | ✓ | GD222             |
| MD321                  | Filmmaking                             | AOU | 15 | 4 |  |   | ✓ | MD211-MD212-GD203 |
| MD322                  | Design Innovation and Entrepreneurship | AOU | 15 | 4 |  |   | ✓ | EL112             |
| GMT312                 | Motion graphic 2                       | AOU | 15 | 4 |  | ✓ |   | GD107 + GMT203    |
| GMT309                 | Sound production for mixed media       | AOU | 15 | 4 |  | ✓ |   | GMT203            |
| GMT314                 | Interactive design                     | AOU | 15 | 4 |  | ✓ |   | GD202             |
| Total CHs= 32 hours    |                                        |     |    |   |  |   |   |                   |
| Overall total = 96 CHs |                                        |     |    |   |  |   |   |                   |

( )<sup>+</sup> can be registered in parallel.

## GMDT Programme's Pathways - Study Plan

The academic year at AOU consists of two main academic semesters (Fall and Spring), each consists of 16 weeks, and additional (optional) summer semester of 10 weeks. The following structure plan is a suggested plan based on Fall and Spring semesters.

### • The Animation and Game Design (AGD) Pathway –Recommended Study Plan

| First Year                  |         |                                          |              |               |
|-----------------------------|---------|------------------------------------------|--------------|---------------|
| Semester                    | Modules | Title                                    | Credit Hours | Prerequisite  |
| 1 <sup>st</sup><br>(16 CHs) |         | Uni Requirement                          | 3            |               |
|                             |         | Uni Requirement                          | 3            | -             |
|                             |         | Uni Requirement                          | 3            | -             |
|                             | GD101   | Drawing                                  | 4            | EL099         |
|                             |         | Faculty Mandatory                        | 3            |               |
| 2 <sup>nd</sup><br>(17 CHs) |         | Uni Requirement                          | 3            | -             |
|                             | GD102   | Basic design and composition             | 4            | EL111 - GD101 |
|                             | GD103   | Introduction to digital media design     | 4            | EL11 - GD101  |
|                             |         | Faculty elective                         | 3            |               |
|                             |         | Faculty Mandatory                        | 3            |               |
| Second Year                 |         |                                          |              |               |
| Semester                    | Modules | Title                                    | Credit Hours | Prerequisite  |
| 1 <sup>st</sup><br>(19 CHs) | GD104   | Digital photography                      | 4            | GD103         |
|                             | GD105   | Typography I                             | 4            | GD102 - GD103 |
|                             | GPR101  | Playgramming                             | 4            | EL111-TU170   |
|                             | GD106   | Design Thinking & Research Methodologies | 4            | EL111         |
|                             |         | Faculty elective                         | 3            |               |
| 2 <sup>nd</sup><br>(19 CHs) | GD107   | Motion graphic                           | 4            | GD102 - GD103 |
|                             | GD201   | 2D Animation                             | 4            | GD107         |
|                             | GA205   | Character design                         | 4            | GD102 - GD103 |
|                             | GA206   | Fundamentals of Game Design              | 4            | GPR101        |
|                             |         | Faculty elective                         | 3            |               |
| Third Year                  |         |                                          |              |               |
| Semester                    | Modules | Title                                    | Credit Hours | Prerequisite  |
|                             | GD202   | UX/UI                                    | 4            | GD105         |

| <b>1st</b><br><b>(15 CHs)</b> | GD203          | Video editing                         | 4                   | GD104-GD107                    |
|-------------------------------|----------------|---------------------------------------|---------------------|--------------------------------|
|                               | GA207          | Understanding Game Engines            | 4                   | (GA206) <sup>+</sup>           |
|                               | GD204          | Introduction to 3D                    | 4                   | GD201                          |
|                               |                | Faculty Elective                      | 3                   |                                |
| <b>2nd</b><br><b>(14 CHs)</b> | GA208          | Visual narrative and Storytelling     | 4                   | GA205+GD104                    |
|                               | GA301          | Level Design                          | 4                   | GA207- GD204                   |
|                               | GA302          | 3D Environments and Effects           | 4                   | GD204                          |
|                               | GPR303         | Virtual worlds and online communities | 4                   | GPR101-GA207                   |
|                               |                | Faculty Elective                      | 3                   |                                |
| <b>Fourth Year</b>            |                |                                       |                     |                                |
| <b>Semester</b>               | <b>Modules</b> | <b>Title</b>                          | <b>Credit Hours</b> | <b>Prerequisite</b>            |
| <b>1st</b><br><b>(15 CHs)</b> | GD307-A        | Graduation project part 1             | 4                   | GA301 - GA302                  |
|                               | GD305          | Internship/Portfolio                  | 4                   | GA302                          |
|                               | GA304          | 3D Animation Production               | 4                   | GA301- GA302                   |
|                               |                | Uni Requirement                       | 3                   |                                |
| <b>2nd</b><br><b>(14CHs)</b>  | GD307-B        | Graduation project part 2             | 4                   | GD307-A + (GA304) <sup>+</sup> |
|                               | GD306          | Digital marketing                     | 4                   | GD106                          |
|                               |                | Uni elective                          | 3                   |                                |
|                               |                | Faculty Mandatory                     | 3                   |                                |

- Graphic and Multimedia Design Technology (GMDT) Pathway**  
**–Recommended Study plan**

| First Year                               |         |                                          |              |               |
|------------------------------------------|---------|------------------------------------------|--------------|---------------|
| Semester                                 | Modules | Title                                    | Credit Hours | Prerequisite  |
| <b>1<sup>st</sup></b><br><b>(19 CHs)</b> |         | Uni. Requirements/ Mandatory             | 3            |               |
|                                          | GD101   | Drawing                                  | 4            | EL099         |
|                                          |         | Uni. Requirements/ Mandatory             | 3            |               |
|                                          |         | Uni. Requirements/ Mandatory             | 3            |               |
|                                          |         | Uni. Requirements/ Mandatory             | 3            |               |
|                                          |         | Faculty Mandatory                        | 3            |               |
| <b>2<sup>nd</sup></b><br><b>(17 CHs)</b> | GD102   | Basic design and composition             | 4            | EL111-GD101   |
|                                          | GD103   | Introduction to Digital Media Design     | 4            | EL111, GD101  |
|                                          |         | Uni. Requirements/ Mandatory             | 3            |               |
|                                          |         | Uni. Requirements/ Mandatory             | 3            |               |
|                                          |         | Faculty Mandatory                        | 3            |               |
| Second Year                              |         |                                          |              |               |
| Semester                                 | Modules | Title                                    | Credit Hours | Prerequisite  |
| <b>1<sup>st</sup></b><br><b>(20 CHs)</b> | GMT112  | Design history & visual language         | 4            | EL111         |
|                                          | GD104   | Digital Photography                      | 4            | GD103         |
|                                          | GD105   | Typography I                             | 4            | GD102, GD103  |
|                                          | GD106   | Design Thinking & Research Methodologies | 4            | EL111         |
|                                          | GD107   | Motion Graphic                           | 4            | GD102 - GD103 |
| <b>2<sup>nd</sup></b><br><b>(18 CHs)</b> | GMT203  | Introduction to media production         | 4            | GD102         |
|                                          |         | Faculty Elective                         | 3            |               |
|                                          | GD209   | Typography II                            | 4            | GD105         |
|                                          | GD201   | 2D Animation.                            | 4            | GD107         |
|                                          |         | University Requirement/Elective          | 3            |               |
| Third Year                               |         |                                          |              |               |
| Semester                                 | Modules | Title                                    | Credit Hours | Prerequisite  |
| <b>1<sup>st</sup></b><br><b>(15 CHs)</b> |         | Faculty Elective                         | 3            |               |
|                                          | GD222   | Branding                                 | 4            | GD209         |
|                                          | GD202   | UX/UI                                    | 4            | GD105         |
|                                          | GD203   | Video Editing                            | 4            | GD104+ GD107  |
|                                          |         | Faculty Mandatory                        | 3            |               |

|                         |                |                                  |                     |                       |
|-------------------------|----------------|----------------------------------|---------------------|-----------------------|
| <b>2nd<br/>(19 CHs)</b> | GMT208         | Advertising                      | 4                   | GD222                 |
|                         | GD204          | Introduction to 3D               | 4                   | GD201                 |
|                         | GD312          | Packaging Design                 | 4                   | GD222                 |
|                         | GMT312         | Motion graphic 2                 | 4                   | GD107, GMT203         |
| <b>Fourth Year</b>      |                |                                  |                     |                       |
| <b>Semester</b>         | <b>Modules</b> | <b>Title</b>                     | <b>Credit Hours</b> | <b>Prerequisite</b>   |
| <b>1st<br/>(12 CHs)</b> | GMT309         | Sound production for mixed media | 4                   | GMT203                |
|                         | GMT314         | Interactive design               | 4                   | GD202                 |
|                         | GD307-A        | Graduation Project I             | 4                   | GMT208, GD312, GMT312 |
| <b>2nd<br/>(12 CHs)</b> | GD306          | Digital Marketing                | 4                   | GD106                 |
|                         | GD305          | Internship & Portfolio           | 4                   | GD222                 |
|                         | GD307-B        | Graduation Project II            | 4                   | GD307-A               |

For details refer to AOU Website at:

<https://www.arabou.edu.kw/faculties/computer/Pages/undergraduate-programs.aspx>

### Types of the Programme's Certificate

AOU offers basically, two types of B.Sc. certificates as classified below:

1. BSc (Hons) Graphic and Multimedia Design Technology (360 points) validated by the local authorities of Ministries of higher educations in the AOU branches.
2. Certificate validated by the Open University, UK, based on the completed credits.
  - BSc (Hons) GMDT (360 points)

## 8. Module Specifications

For more details, please refer to section 8 and the following AOU Website

<https://www.arabou.edu.kw/faculties/computer/Pages/course-catalogue.aspx>

### 8.1 The minimum technical specifications requirements

The minimum specifications of laptop/PC and any software requirements for students enrolling on the GMDT programme are listed as follows:

- CPU: Core i7 – Gen 13.
- RAM: 16 GB.
- Storage: 1TB
- VGA: 4GB
- Broadband Internet connectivity

## 9. Student Support, Guidance and Advice

Good experienced tutors are available across AOU campuses to provide proper academic advice and guidance to students. Each student is assigned to a specific academic advisor to get the necessary academic advising and support. In general, there is an Academic Advising Unit at each branch to help all the students in their academic life and personal issues as well as providing advice regarding jobs and future career. The contact information of those staff members is available at the local country campuses. The following table 10.1 gives an overview about the available services and support to the students of GMDT across various AOU campuses. students are encouraged to identify with guidance, to reflect on their own learning needs and are offered the following support as appropriate to those needs:

**Table 10.1 Details of Student support, guidance and advice**

| Service | Detail |
|---------|--------|
|---------|--------|

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student induction day                           | Student induction day that focuses on the requirements for the B.Sc.'s modules and graduation project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Student handbook                                | AOU student handbook containing the main information related to the university, and the various programmes of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| LMS                                             | A virtual learning environment to support students remotely via teaching/learning material, supplementary material, frequently asked questions and collaborative tools and technologies.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Support/Teaching/Management Staff               | Access to support, teaching and management staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Online Resources                                | Access to AOU resources e.g. physical library/digital library, eLearning materials – outside normal class times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Appeals and Complaints System                   | Online access to student services through the Student Support System (SSS) at <a href="https://sisksa.aou.edu.kw/">https://sisksa.aou.edu.kw/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Disability and Dyslexia Support Services (DDSS) | AOU provides all students the necessary services to enable them to fulfil the intended learning outcomes of their study in a friendly educational and social environment. Students with disabilities and learning difficulties are paid special attention. The services provided to our students are dealt with confidentially and are not disclosed to a third part without the student's written consent. This DDSS online system provides the students with all information about the services and facilities made available to them by AOU and is accessible at <a href="https://sisksa.aou.edu.kw/">https://sisksa.aou.edu.kw/</a> |
| Financial aids                                  | Financial aid and advice are provided to our students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Learning support                                | Access to a large collection of reading material, simulations, Java applets, video clips, e-library, LMS and secrets of student success to enhance your study skills is made available to our students at <a href="https://arabou.edu.kw/">https://arabou.edu.kw/</a> .                                                                                                                                                                                                                                                                                                                                                                 |
| Career Advice                                   | <p>A collection of video clips on choosing a career, writing a professional CV and preparation for interview is accessible at:</p> <p><a href="#">Find job</a><br/> <a href="#">How to prepare your CV</a></p> <p>Most in demand skills in 2023:<br/> <a href="#">Most in demand skills - 2023</a></p> <p>Skills that can get you hired in 2024:<br/> <a href="#">Skills that can get you hired</a></p>                                                                                                                                                                                                                                 |

## 10. Opportunities for personal development planning

By virtue of being an Open Education institution, the AOU encourages students to prepare Personal Development Planning (PDP) for themselves. The PDP provides opportunity to students to plan their studies according to the goals and

objectives that they want to achieve from their studies. It enables them to track their achievements and goals in a systematic manner. It provides a platform to them to reflect on their studies and measure their progress towards intended objectives that they want to achieve. The PDP is a valuable tool in Open Education since it supports the process of developing Independent Learning which is the key for success in open learning environment.

## **11. Opportunities and support for study abroad**

The current B.Sc. programme requires the completion of all modules of the academic calendar at the FCS - AOU. In case student wishes to transfer to another institution, student would be required to inquire about the transfer of credits provisions at that institution.

## **12. Work placement information**

There is no work placement requirement in the current study plan of the B.Sc. programme. The main practical work involved is the individual practical work required during the preparation of the Tutor Marked Assignment (TMA), one of the assessment components per module, in addition to the practical work required for the Final Graduation Project (GD307).

## **13. Facilities and Services**

All branches enjoy adequate resources, especially in light of:

- Operating in new building for most branches, including Kuwait, Egypt, Jordan, Bahrain, KSA, Lebanon.
- Meeting the standards of the domestic accreditation bodies and Ministries of Higher Education.
- Continuously updating and upgrading both the physical and electronic resources, including e-library, Learning Management System (LMS), Student Information System (SIS), etc. to support students. In addition, wide range of supplementary material and video recordings are offered through the LMS.

- Introducing the Smart Book to some modules by agreement with McGraw-Hill, the publisher, in order to support students and provide the highest technology available in e-learning.
- AOU provides enough computer labs for its students equipped with hardware and software resources to support the curriculum of the cloud programmes.
- Specialized labs are provided at AOU country campuses such as Cisco labs to support Networking modules. The new buildings offer seminar halls and dedicated spaces for libraries with at least one lab to access the e-library. It is interesting to point out that well-trained human resources are provided to help students, accessing either the physical or e-library. Regular workshops are held for students, especially new comers, to train them on how to use LMS and e-library, and to provide them with the fundamental background about good academic behaviour.
- The e-Library could be accessed at the AOU's website through the following link: <http://www.aou-elibrary.com/>
- Appeals and Complaints system is inside Student Information System (SIS) on the AOU website. The URL is: <https://sisonline.arabou.edu.kw/>
- Central LMS that can be navigated once student logs in to local LMS via link <https://mdl.arabou.edu.kw/>

## **14. Assessment and progression regulations**

AOU assessment strategy is based on general principles and procedures aiming to organize and monitor the examinations at all AOU branches. AOU regulations include validation (pre-assessment moderation) of examination questions and answer keys by external examiners (EE), audit tutors' marking, post-assessment moderation; and 4 tiers of examination committees which are:

- Branch Examination Committee (BEC)
- Module Assessment Committee (CAC)
- Faculty Examination Committee (FEC)
- Central Examination Committee (CEC)

## 14.1 Main Principles of Assessment at AOU

AOU has explicit procedures for ensuring that student performance is properly judged and for evaluating how academic standards are maintained through assessment practice. The following are some of the procedures which FCS:

- All types of assessment aim to test the Learning Outcomes (LOs) matched with the module.
- The creation and administration of all types of assessment is a team work.
- All assessment components are reviewed and approved by EEs.
- Strict quality measures take place to guarantee fair/correct marking at all branches and across them through Cross branch marking (CBM)
- Sample of students' marked work/scripts from all the modules per branch as well as the CBM are review by EEs which is done at the end of each academic semester.
- There are four tiers of Examination Board structure to approve the final students' results at the end of each semester.

## 14.2 Assessment Components

The assessments at AOU comprise of 3 components:

- Tutor Marked Assignment (TMA)  
Students are provided detailed feedback on their TMA work and this is an essential part of learning policy at AOU. Feedback, which is usually an Excel sheet, provides clear distribution of grades, tutor comments for each question and students' strengths, weaknesses, and steps for improvement. Feedback is provided to students on LMS and can be discussed with students during in class face-to-face, laboratory, and office hours.
- Mid-Term Assessment (MTA)
- Final Exam (FE)

For more details about the assessment, [see section 17](#).

Graduation project (GD307) has different weights as follow:

- Course work and the final report 40%
- Final Jury (Practical Project Presentation) 60%

For more details about the assessment of graduation project, [see section 16](#)

### 14.3 Grade Point Average (GPA) and Equivalent Letter Grades:

AOU follows the Grade Point Average (GPA) on a scale of 0 to 4 as shown in table 15.1.

**Table 15.1 GPA and Equivalent Letter Grades at AOU**

| AOU          |          |        |
|--------------|----------|--------|
| Letter Grade | Range    | Points |
| A            | 100 – 90 | 4.00   |
| B+           | 89 – 82  | 3.50   |
| B            | 81 – 74  | 3.00   |
| C+           | 73 – 66  | 2.50   |
| C            | 65 – 58  | 2.00   |
| D            | 57 – 50  | 1.50   |
| Fail         | Below 50 | 0      |

On successful of student, his/her grade will be out of 4 as shown in table 15.2

**Table 15.2 Cumulative Average Grade**

| Cumulative Average | Grade     |
|--------------------|-----------|
| 3.67-4.00          | Excellent |
| 3.00-3.66          | Very Good |
| 2.33-2.99          | Good      |
| 2.00-2.32          | Pass      |

### 14.4 Marking of Assessments:

Marking, Double-marking, and Cross Branch Marking.

The FCS adopts transparent and fair mechanisms for marking which is done by tutors and approved by EE. The process goes through several steps:

- **Marking:** done by tutors within the branch and monitored by BCC.
- **Double-marking:** done by tutors within the branch and monitored by BCC
- **Cross Branch Marking (CBM):** done by tutors from another branch to ensure uniformity of script marking

For more details, the assessment and progression regulations have been made available to students on the AOU's website at <https://www.arabou.edu.kw/university/Pages/regulations.aspx> . In addition, assessment guides will be provided to students with the module material packages.

## **15. Graduation projects**

The module GD307 is the final component of the B.Sc. programme at FCS. Students undertake and complete the GD307 Project work on individual basis. Topics of the final year project are chosen by students themselves or suggested ideas by their supervisor. In both cases, deep discussions take place between the student and the supervisor in order to select the suitable project topic. Then the student has to submit project proposal that explain the main outline of the project. During the academic semesters, student should show up and presents his/her progress in order to receive proper advice, feedback, and support by supervisor.

The project consists of a written report of about 8,000 to 10,000 words. This report is a culmination of about two semesters of research work by student, individually, under the guidance of student's project supervisor. Student must also complete TMA, project implementation and give 2 oral presentations.

In order to undertake the GD307 Project, various software tools and packages would be required. It is the student's duty to consult his/her supervisor well in advance of project selection regarding the availability of both the software tools and the expertise available at FCS regarding the usage of the tools. Student should agree with his/her supervisor regarding the software tools that would be required for GD307 projects in advance to avoid any future problems.

## **16. Determination of results**

For various modules, the assessment usually consists of 3 components; Tutor Marked Assignments (TMA), Midterm Assessment (MTA) and Final Examination. The weighting of the assessment components is as follow:

- Continuous assessment (TMA 30% + MTA 20%) = 50%

- Final Exam = 50%

To pass any module the following conditions should take place:

- Continuous assessment (TMA + MTA): at least 30%
- Final Exam: at least 40%
- In total at least 50% of the overall mark (TMA + MTA + Final).

The results are processed centrally at the Headquarters, and communicated to student by domestic branch authorities after being approved by the Central Examination Committee (CEC) at the Headquarters. The FCS at AOU follows a tiered approach to examination boards and committees. The key role of these assessment boards is to ensure fairness and standardization of the assessment processes.

### **16.1 How Results Are Communicated**

Final module results are announced on the university website (<https://arabou.edu.kw/>), where students can check at their results by logging in to the Student\_Information\_System (SIS) with student's credentials. This link can be found under the student services menu. The following screens show the steps:

1. Login to the online Student Services with student number as a User ID and student's password and select the correct branch.
2. Once the student logs in, he/she can avail the benefits of the available services provided on the system.
3. The student will select the box titled Grades Box in the 2nd row in order to view his/her grades. By selecting Grades box, the grades details will appear on student' computer screen.

Note: Grades are not confirmed until they have been approved by External Examiners and ratified at Exam Boards.

## **17. Other Institutional Policies and Regulations**

Some of the information below may be given in the form of general brief statements that refer student to a separate generic institutional policy document.

- Disability statement
- Grounds and procedures for appeals

- Equal opportunities statement
- Data protection
- Health and safety issues

The AOU strongly believes in providing **equal opportunities** to all students studying at the university. It also makes efforts to provide a safe, secure, healthy and confidential environment to students (<https://www.arabou.edu.kw/university/Documents/Regulations/aou/en/Equal%20Opportunity%20and%20Respect%20for%20Diversity.pdf>). students have the right to appeal to the branch authorities. Processes and procedures for your appeals / complaints and disability and dyslexia enquiries are contained in the rules and regulations of the AOU and are accessible to students through the University's website at (<https://sisonline.arabou.edu.kw/>).

1. Once student login to the online Student Services using the correct credential, the student select the Box titled "Student Support" in order to view his/her grades.
2. On selecting Student Support box, a screen consisting of Appeals and Complaints details will appear on student's computer screen.

## **18. Student Participation and Evaluation**

Students are strongly encouraged to participate in and evaluate the academic activities at AOU. Student feedback is solicited through various surveys such as students' views on modules, tutors, and facilities etc. Also, some students are members of the Student Staff Liaison Committee (SSLC). Students' views are considered as a very important instrument which is continuously solicited and used in enhancing Students learning experience at AOU.

AOU has finalized the bylaws of its Alumni association and it is expected that Students feedback will contribute in enhancing all FCS programmes.

Student feedback is an essential element of the Quality Assurance (QA) process at AOU. The QA department solicits feedback from students through a variety of questionnaires and feedback forms, which are offered through the Learning Management System (LMS). The QA department has Branch QA

Coordinators (BQACs) who are responsible for collecting student feedback at each Branch. The aforementioned feedback is subjected to detailed analysis by both the AOU\_QA Department as well as the Deanship in order to be included and concluded in the Annual Programme Evaluation that is submitted to the OUVF.

The major areas on which student feedback is obtained include the following:

- Student evaluation of tutors
- Student evaluation of modules
- Student evaluation of branch resources and service

Students can also apply for appeals, which are dealt with through the online appeals and complaints system (part of the SIS-Student Information System).

The Arab Open University's Alumni Association (AOUAA) is an association that aims at maintaining relations between AOU and its former students and between graduates and their fellows. AOUAA is a forum for forming relationships between people of common interest. AOUAA is organized into 9 chapters at KSA, Kuwait, Bahrain, Oman, Egypt, Jordan, Lebanon, Sudan and West Bank. AOU Alumni Association Bylaws could be found on the university's website. FCS encourages students to register in the AOUAA.

## 19. General Reading List

A general reading list (i.e. not module specific), including electronic resources) has been compiled by FCS staff. The list indicates some important books and journals. This list has been made available to students at the following link:

<https://www.arabou.edu.kw/faculties/computer/Pages/general-reading-list.aspx>

Electronic resources are available on the LMS at the AOU's website (<http://www.arabou.edu.kw/>).

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End of Student Handbook