Arab Open University
Newcomers' Induction
2022-2023 Spring

The university is a new environment for students coming from schools (semester-based, academic advisor, new way for attending courses, new way for assessing courses, new regulations, and special requirements for graduation…) and the purpose of this document is to introduce new notions and terminologies.

Academic Year / Semester
Each Academic Year is divided into:
- o two regular/mandatory semesters: Fall (or First) and Spring (or Second)   //around 4 months each
- o and one optional summer   //around 2 months

We are currently in "2022-2023 Spring" or "2022-2023 Second".

Course Credit (or "Course Credit Hour" or "Semester Course Credit" or just "credit")
A Course Credit is the recognition of having taken a course at a university. It is the unit of measurement used to indicate the amount of instructional and learning time required to achieve the student learning outcomes of a university-level course.

For most of AOU courses:
- A 3-credit course = A lecture of 1.5 hours + 1.5 hours of student engagement per week.
- A 4-credit course = A lecture of 2 hours + 2 hours of student engagement per week.
- An 8-credit course = A lecture of 3 hours + 5 hours of student engagement per week.

Full-time student / Part-time student / Minimum and maximum time for graduation
- Full-time students enroll usually in three to five courses per semester (i.e. at least 12 credits and a maximum of 18 credits). This is considered a heavy load since it needs at least 10-hour study per week.

- Part-time students enroll usually in one or two courses (i.e. less than 12 credits).

- Minimum study period needed for graduation: 6 regular semesters + 1 summer (i.e. 3 years)

- Maximum study period allowed for graduation: 16 semesters (i.e. 8 years)

Two degrees at AOU
- Graduates from the Faculties of Business (FBS), Computer Studies (FCS) and English and literature (FEL) receive two degrees:
  - o The first degree is received from the Arab open University (recognized and approved by the Lebanese ministry of Education);
  - o The second degree is received from the Open University, UK (recognized internationally)

- For this reason, students of FBS, FCS and FEL have two IDs:
  - o AOU ID: there are two forms "short" (6 digits) and "long" (13 digits)

Academic Advisor

Every student has an Academic Advisor to assist him/her during his quest at AOU. Academic advisors assist students especially during the "*Advising and Registration*" period at the beginning of every semester.

You can check the name and email of your advisor by accessing "*Student Service*" then go to "*Registration Section*".

Succeeding a course *(for the Bachelor degree)*

In most of AOU courses, there are:

- Assessments done throughout the semester (MTA, TMA, Quizzes...) and these are called *Continuous Assessments (CA)* and constitute *50%* of the overall grade.
- One *Final Exam* done at the end of semester and its grade constitutes the remaining *50%* of the course grade.

For succeeding a course at AOU, there are usually three conditions to be satisfied **simultaneously**:

1. Scoring at least 15/50 on CAs
2. Scoring at least 20/40 on Final exam
3. Sum of (CAs + Final) should be at least 50/100

Grade Range, Letter Grade and GPA Points *(for the Bachelor degree)*

Grade Range	Letter Grade	GPA Points
90 to 100	A	4
82 to 89	B+	3.5
74 to 81	B	3
66 to 73	C+	2.5
58 to 65	C	2
50 to 57	D	1.5
Below 50	F	0

GPA (Grade Point Average)

The GPA is a number that indicates how high you scored in your courses on average. Using a scale from *1.0 to 4.0*. Your grade point average (GPA) is the average result of all your courses' grades.

- Grade Point Average = the total GPA points divided by the total number of credit hours. For example:

Semester1	Credit	Letter grade	GPA Points
Course1	3	A	12
Course2	4	B+	14
Course3	8	B	24

GPA in semster1 = sum of GPA Points / Sum of Credit = 50 / 15 = 3.33 (over four)

CGPA (Cumulative GPA)

The CGPA is the average of averages that combines all semester GPAs into one representative GPA.

In other words, when you graduate you will have one GPA for all the completed semesters and this is why you should seek to maintain high grades in all semesters.

The minimum CGPA needed for graduation is two over four: 2.00/4.00 (for the Bachelor degree).

Ranking *(for the Bachelor degree)*

CGPA	Rank of student
Below 2.00	Fail (cannot graduate)
2.00 – 2.49	Pass
2.50 – 2.99	Good
3.00 – 3.66	Very Good
3.67 – 4.00	Excellent

A good GPA will allow graduates to seek better job opportunities and also to enroll in Master programmes.

AOU website (www.aou.edu.lb)

This is official website of AOU. You can check there all up-to-date information about faculties and regulations. We encourage you to check specially the "*Student Guide*". You have also links to access **Moodle** or **Student Service**.

Moodle (also renown as *E-learning* or *LMS*)

Moodle is the learning platform used at AOU. It is a website where you can find all the needed information of your registered courses (calendar, study material, quizzes, TMA,…). You can find also news and links to important matters.

Student Service

It is a portal/website where you can submit requests for services such as a transcript or enrollment certificate ….etc. and also you can submit makeup exams requests, appeals and complaints.

AOU email *(accessed through MS Outlook)*

Each student has an email at AOU: It is the *user name* concatenated to *@aou.edu.b*
Example: eba007@aou.edu.lb

AOU email is considered as the official email address of students. The university will send periodically news and announcements to students' emails. Students are required as well to send emails to academic and administrative staff using their AOU emails.

Some important email addresses:
- o registrar@aou.edu.lb
- o studentaffairs@aou.edu.lb
- o helpdesk@aou.edu.lb

Microsoft Teams

This is a software for online meetings. In case of circumstances which prevent holding "on-campus" classes, your tutors will use **MS Teams** to meet you online and deliver lectures. Many tutors use **MS teams** to hold revision sessions.

All students are encouraged to download the three applications *Moodle*, *Outlook* and *MS Teams* on their mobiles.