

## Students' Transfer Bylaw at the Arab Open University

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### Article (1): Title

The present bylaws shall be called “Students’ Transfer 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 Director/Rector	The Director/ Rector of the University in the Branch Country

### 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 named “Students’ Transfer Committee” shall be formed in each AOU Branch Country. The committee shall consider transfer applications and take the appropriate decisions according to stipulated rules and procedures. It will be chaired by the Assistant Director for Academic Affairs shall comprise the following members:

- Programme Coordinators as members
- Head of Admission & Registration as a member

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 during the stipulated period but transfer will 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 fully registered in that branch and not a discontinued student, and without any outstanding disciplinary issues leading to expulsion from the university.
2. The student shall fill in the respective form before the end of the semester and according to the specified dates schedule, 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 the 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. As for the case of accepting the request, the amount is settled equally between the original branch and the branch that the student is transferring to.

5. Normally, transfer should occur within the same programme in which the student is registered. If not, admission to a different programme will be considered according to fulfilment of the programme admission requirements in the original branch, and then the application for transfer is reviewed.
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. Including the necessary entry visas and other requirements.
7. The application form will be submitted to the respective authority in the original branch to be submitted to students' transfer committee to be scrutinized to ensure that the applicant has settled all 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 rector of the new branch to the Branch Student transfer committee.
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-A) 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 tuition fees of the new branch will apply for 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.
- 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. -Ensure that the transfer do not lead to a critical situation on the Programmes being transferred from.

2.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.

3.The Branch may set any other conditions/fees provided that it is in compliance 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 management 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. The Branch may set any other conditions/fees provided that it is in compliance with the University set procedures.
4. The Branch may set any other appropriate conditions to satisfy the requirements for local accreditation.

## 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 (CR) 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 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 Transfer 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.



