

Arab Open University-Kuwait- Instructions & Bylaws

Kindly read the following instructions and bylaws carefully.

- The academic year at AOU consists of 2 semesters along with one summer semester. Each semester is (15-16) weeks, the summer semester is (8) weeks and it is optional.
- The maximum period to fulfill the degree requirements is (16) semesters, which is equal to (8) academic years.
- The minimum registered credits for the new students in the first and second semester are (12) credits hours or equivalent .
- The minimum registered credits for the enrolled students (not new) in the first and second semester are (8) credits and the maximum is (21) credits hours for students with GPA not less than 2 .
- Student's attendance is obligatory. Absence should not exceed 25% according to the academic calendar (i.e. 75% full attendance).
- Students with GPA less than 2 will receive warning at the end of any academic semester (except summer course).
- Students will be expelled from the university after five warnings for five continuous semesters excluding the summer semester.
- On the first semester the new students are not allowed to drop the course or postpone it.
- Enrolled students (not new) can postpone semester during the first two weeks of any academic semester. It is excluded from the maximum period to fulfill the degree requirements.
- Student who didn't register at any semester (1st or 2nd) are considered to be discontinued. However, if the branch director approves their excuses, students will be considered deferred ones during the semester. Note that this should not exceed 4
- If the new student want to apply for the course equivalency for courses achieved in a another of the semester academic institution accredited by the Ministry of Higher Education, the student should apply for the equivalency within the first two weeks from the beginning of the semester , and is obliged to meet the academic advisor in the first week of study which is the add and drop week to make sure that registered courses are excluded from the suggested courses for equivalency, as courses fees cannot be refunded after the end of this week , Note that must only register the following courses:
- Students that registered intensive English courses (EL097 -EL098 - EL099- EL111 – EL112) may not withdraw any of these courses at any academic semester .

Students will be considered as withdrawn in the following cases :

- 1- If they personally withdraw.
- 2- If they don't register any courses during the 1st semester of the 1st academic year.
- 3- If they enroll but did not register for three consecutive or nonconsecutive semesters without excuse.
- 4- If they receive warning during five consecutive semesters. However if they fulfill the requirements of the registration they will be given two semesters as their last chance to raise their GPA.
- 5- If the stopping enrollment more than four consecutive or nonconsecutive semesters.

Student's applications will be refused on the following cases :

- 1- Documents are incomplete.
- 2- Any false information that does not match the student's official documents.
- 3- Acceptance conditions or requirements are not applicable.

Rules and bylaws Withdrawal from the university

- The fees are non-refundable to the withdrawing student in any case .

Payment methods:

- 1- Via AOU official website www.aou.edu.kw.
- 2- Via K NET (AOU campus).
- 3- Installment facility is not available for the first semester - Cash Payment Not Allowed

- **Submitted Documents is non-returnable at all .**

Note - The civil or security card must be valid at the beginning of the semester in which the student was accepted ,
- I hereby Acknowledge that I am fully aware that the Arab open University may obtain approval to increase the tuition fees , and I accordingly undertake that if such approval obtained prior to the beginning of the academic semester , I will be obliged to pay the increase in the addition to the fees currently specified .

As being a student at Arab Open University / Kuwait branch, I hereby certify and admit that I am responsible for any financial commitments toward the university as a result of my registration for courses and any other tuition fees. And also I am responsible for making the full payment of these amounts without any delays according to the time specified by the university and as per rules and bylaws. And I admit that I am responsible for any actions taken by the university in case of unfulfilling any of the mentioned above.

Name in English:

CIVIL_ID:

Sign:

Date:

Tel :