



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة السنة التحضيرية والدراسات المساندة
DEANSHIP OF PREPARATORY YEAR & SUPPORTING STUDIES

Frequently Asked Questions



1- What does Orientation Week mean?

The orientation week is a set of events organized by the Deanship of Preparatory Year and Supporting Studies during the first week of the new academic year. Students attend the orientation week according to a specific schedule. The program aims at introducing the PYD's academic system and available services to the students, offering relevant advice and directions, as well as meeting the deans of targeted colleges operating under the preparatory year system. During the Orientation Week, the university ID is issued and the student account on the Students Information System (SIS) is also activated.

2- Do students have to attend?

Yes, students have to attend the orientation week. If they don't, they will be marked absent for this week. This period is included in the established absence proportion according to the rules and regulations. Students can also see the Students' Supervisor of the track they are enrolled in.

3- When do students receive the university ID?

Students can get their university ID during the orientation week after receiving a message with directions to collect it from the Safety and Security Administration (Building 50) on condition that an official personal photo of the student is provided.

4- What is the student placement mechanism according to the level of English language?

If an approved English language test certificate is presented, students will be placed according to their level in the General English language course (1) as follows:

1. Beginner level (one of the following conditions):
 - Obtaining a score of 0-3 in the IELTS Academic test.
 - Obtaining a score of 0-19 in the TOEFL iBT test.
 - Obtaining a score of 0-45 in the STEP test.
2. Intermediate level (one of the following conditions):
 - Obtaining a score of 3.5 - 4.5 in the IELTS Academic test
 - Obtaining a score of 20-34 in the TOEFL iBT test.
 - Obtaining a score of 46-79 in the Step test.

5- Why is the importance of the student placement in English?

The placement result ensures that the student is placed at the appropriate level in English; therefore, every student must provide proof of their level in the English language in one of the approved tests (IELTS Academic, TOEFL, or STEP) to be placed in one of the levels (Beginner/Intermediate/ Advanced) during the admission process at the beginning of each academic year. In the event that no approved English language test certifi-

cate is submitted, the student shall automatically be placed in the beginner level.

6- What is the exemption procedure from studying General English Language (1) and General English Language (2) courses?

Students are eligible for exemption (if they want to) only from ENGL 101 and ENGL 102 courses as shown below:

| Course | Test | Required score |
|---------------------------------|----------------|--|
| General English – 01 ENGL101 | IELTS Academic | An overall score of 5 out of 9, with no band score lower than 5 (Reading, Writing, Listening, and (Speaking |
| | TOEFL iBT | An overall score of 48 out of 120, with no section score lower than 12 (Reading, Writing, Listening, (and Speaking |
| | STEP | An overall score of 80 and above out of 100 |

| Course | Test | Required score |
|---------------------------------|----------------|--|
| General English – 02 ENGL102 | IELTS Academic | An overall score of 6 out of 9, with no band score lower than 6 (Reading, Writing, Listening, and (Speaking |
| | TOEFL iBT | An overall score of 80 out of 120, with no section score lower than 20 (Reading, Writing, Listening, (and Speaking |

Students are required to submit the exemption application by filling out the following form by the end of the first teaching week of each academic year

- Student Placement and Exemption Form for General English Language Courses (1) and (2):

<https://2u.pw/1YGihqs>

7- Are exempted courses included in the GPA?

Exempted courses are not counted in the GPA, and the result is not equalized.

8- How long is the validity of (IELTS Academic, TOEFL and STEP) tests?

- The validity of the IELTS - TOEFL tests is two years from the date of the test.
- The validity of the STEP test is three years from the date of the test.

9- Is there an exemption from General English 111 in the College of Education and Kindergarten track at the College of Science and Humanities in Jubail?

There is no exemption from studying General English 111 in the College of Education and Kindergarten track at the College of Science and Humanities in Jubail.

10- How do students register for classes at the Prep Year?

Students register their courses through the Student Information System (PeopleSoft) by using their personal accounts on the university website. Students should follow the registration steps shown on the university's website and the registration guide they receive during the Orientation Week. Students must obtain a username and password during the Orientation Week.

11- What is the academic system at the Preparatory Year?

The Prep Year program implements an annual academic system in which students must complete all courses in two academic semesters. A summer term is offered for students who fail in semester courses and achieve a GPA of 3 or higher.

12- When does the study start in the Preparatory Year?

Classes start on the first day of the academic calendar as decided by the University Council.

13- Is the Preparatory Year considered as the student's first university year?

Yes, it is their first year at Imam Abdulrahman bin Faisal University (IAU), and all their courses are included in their cumulative GPAs.

14- What is the cumulative GPA?

It is the result of dividing the total points obtained by the student in all courses since joining the university by the total units prescribed for those courses.

15- What are the academic tracks in the Preparatory Year at IAU?

Health Track, which includes the colleges of: Medicine, Dentistry, and Clinical Pharmacy; College of Public Health track, College of Nursing Track, College of Computer Science and Information Technology Track, College of Business Administration Track, College of Engineering Track, College of Architecture and Planning Track (male students only), College of Design Track (Applied Stream) (female students only), College of Design Track (Visual Stream) (female students only), College of Science Track (female students only), College of Education Track (female students only), College of Arts Track (female students only). Science Track in Jubail (female students only), College of Computer Science Track in Jubail (female students only), Kindergarten Track in Jubail (female students only), English Language and Translation Track in Jubail (female students only), College of Applied Medical Sciences in Jubail (female students only).

16- Can a student switch from one track to another in the Preparatory Year?

Students cannot switch from one track or college to another in the Preparatory Year.

17- Is absence counted from the beginning of the study in the preparatory year?

Yes, absence is counted starting from the first lecture on the first day of the studies until the last day before the final exams. The absence will be recorded electronically via the SIS.

18- If students miss lectures due to compelling excuses, to whom should they direct them?

If a student has compelling excuses that led to his absence from lectures, he must submit an acceptable excuse to the student supervisor of the track according to the regulations and instructions of the Excuses Acceptance Committee. Supporting documents should be submitted to the concerned committee for examination and approval (see Question 27).

19- When is the student denied entry to the final examinations in the Preparatory Year?

A student is denied entry to the final exams if his/her absence exceeds 15% without an acceptable excuse for the lectures and practical lessons specified for each course during the semester. His/her final score will be marked as DN.

20- Are medical reports and documents issued by private hospitals accepted or not?

They shall be accepted only once a semester (see Question 27).

21- What is meant by credit hours and contact hours?

Credit hour is a unit of measurement to determine the weight of each course in relation to the other courses. It refers also to the hours that are counted in the student's academic record.

Contact Hours are the total of lectures and practical sessions attended by the student in the classroom each week to acquire the skills related to the course.

22- When does a student pass the preparatory year courses, and what are the conditions?

A student passes the Preparatory Year course if he/she receives a "D" (at least 60/100) as a final score.

In order to pass, the student must pass all courses and the cumulative GPA should not be less than three out of five by the end of the Preparatory Year program.

23- When does the student retake the course(s) he/she failed in?

If the student fails one course, he/she may retake it during the summer term, taking into consideration the maximum number of hours allowed. However, if the course in which the student failed in the first term is a prerequisite to study another course, the stu-

dent registers for the first course in the following term and for the second course in the summer term. Please note that the general English course ENG 101 is a semester-based course and cannot be taken in the summer school. However, ENGL 102 can be taken in the summer term provided that it doesn't exceed the total number of allowed credit hours.

24- Will the grade of the course in which the student fails be counted if he/she takes it again and pass it?

Yes, it is calculated in the student's GPA.

25- Does a student who has sat for the main test have the right to take a make up test?

According to the rules and the regulations of Imam Abdulrahman bin Faisal University, a student shall not be allowed to sit for a make-up test as long as he/she sat for the main one.

26- What is the procedure taken in case a student misses the Mid-term Test or Final Exam due to a compelling excuse?

If the student misses the test/exam due to a compelling excuse, s/he can provide their excuses via SIS within seven days from the date of absence. The requested should be followed up with the Students' Supervisor by the student himself or, in case he is not able to make it, by his legal guardian or an authorized person. In case of acceptance, Incomplete (IC) shall be entered for the Final Exam and a make-up test shall be arranged. As for the Mid-term Test, a make-up test shall be given within two weeks from the regular test. The student shall be informed of the date and timing of the make-up test and absence will not be accepted.

27- What are the excuses that can be generally accepted?

Overall, the excuses that can be accepted are listed below:

First: Medical Excuses

- 1. The medical authorities competent to grant sick leave after a medical examination are:**
 - Hospitals and health centers affiliated to the Ministry of Health.
 - Specialized government hospitals.
 - The Ministry of Education's School Health.
 - Public clinic doctors in a town where there is no public hospital.
 - Private hospitals, clinics, and medical centers authorized by the Ministry of Health.
 - Hospitals and other medical services affiliated with ministries, government departments, public institutions and bodies.

2. The jurisdiction of doctors to grant sick leaves shall be as follows:

- Three days from the date of interruption - at most - for a doctor working at a hospital, health center, government dispensary, health unit, or private community clinics authorized to perform one-day operations on those for whom such operations are performed. It is permissible to extend it for another three days, otherwise the powers of doctors in community dispensaries and clinics shall be limited to granting sick leaves for only one day.
- Seven days from the date of interruption - at most - by a hospital specialist whose signature is authenticated by the hospital director, and it may be extended for another seven days.
- Any period more than that, up to thirty days, it has to be granted by two doctors, one of whom is the treating specialist, with his/her signature authenticated by the hospital. However, if it exceeds thirty days, the approval shall be within the jurisdiction of the General Medical Authority.

3. The period spent in a hospital shall be counted as sick leave.**4. Other Cases:**

- Female student birth report from any government or private hospital (a leave of only two weeks shall be granted).
- Cases of complete loss of consciousness (fainting) during exams, which are documented by the university doctor (permission shall be granted according to what is mentioned in the university doctor's report or the hospital report in the event he/she is transferred to it).
- In the event of accompanying a parent or child to the hospital during the exams (permission shall be granted according to what is stated in the hospital report).

5. Concerning Final Exams:

- Excuses issued by private medical facilities shall not be accepted.
- One-day excuses or excuses provided for a routine doctor visit that may take place outside of exam times shall not be accepted.
- Medical reports issued by private hospitals shall be accepted in the event that the patient undergoes surgeries, hospitalization, or cases related to chronic diseases such as kidney failure and asthma, provided that they comply with the regulatory procedures, and permission shall be granted in accordance with what it is mentioned in the hospital report.

Second: Traffic Accidents:

Excuse shall be accepted based on an accident report issued by 'Najm' company and certified by the Traffic Directorate. The report should contain the student's full name as well as the date and timing of the accident.

Excuses for emergency cases shall be accepted, such as referring to the police and traffic departments in the event that the person making the excuse is a party to the case, provided that the excuse explains the time of the incident and the time of visiting the competent authority.

Third: Death Cases:

- Death of a first-degree family member (permission shall be granted for five days), provided that a copy of the death certificate is submitted to the College Vice Dean.
- Death of a second- and third-degree family member (permission shall be granted for only three days), provided that a copy of the death certificate is submitted to the College Vice Dean.

28- What is the procedure to be followed if the student objects to the scores of semester / final exams?

The executive rules of Articles 31 to 41 of IAU's study and examination regulations stipulate the following:

- Students must request a second correction from the Dean or the deputy within two weeks after results announcement.
- The approval of the College Council or its authorized deputy is required.
- The Council shall determine the faculty responsible for the second correction.
- Once the second correction is performed, the Council shall receive the result and announce its final decision.
- In case of error, the grade can be amended by the Deanship of Admissions and Registration before the beginning of final exams for the following term.

29- Which body is responsible for selecting students' specialization after graduating from the Preparatory Year?

The PYD is not responsible for selecting students' specialization. The Deanship of Admissions and Registration is responsible for admitting students in coordination with the target colleges.

30- What are the necessary procedures to withdraw from IAU?

A student can withdraw from studies at IAU electronically by logging into his/her account in the Students Information System and submitting a clearance request. Then, to finalize the withdrawal procedures, the student should contact all concerned entities, namely their College, the Security and Safety Department, the Deanship of Libraries, the Housing Department, the Deanship of Students Affairs, and the Deanship of Admissions and Registration.

31- How can a student monitor his/her course attendance?

A student can monitor his/her attendance and absence through the mobile applications that show their courses and percentage of absence. Students can also contact the Students Supervisor at the Deanship or their course teachers.

32- How can a student know his/her grades at the Preparatory Year?

Grades are instantaneously announced by teachers on Blackboard on the IAU official website.

33- How can a student get the textbooks at the Preparatory Year?

The student has to have all the required textbooks in order to take the courses regularly.

34- What is the Student Advisory Council?

The Student Advisory Council (SAC) consists of a group of elected students and is chaired by the Dean of the Preparatory Year or the deputy. The SAC represents a link between the students and the deanship and aims to give the students the opportunity to provide comments and suggestions about potential problems they might face to the Dean.

35- Are there any health services at the Preparatory Year?

Yes, there is a Family and Community Medicine Center on the Rakah Campus, as well as a health clinic on Rayyan campus serving female students in Rayyan.

36- What is E-learning?

E-learning is a method of learning that uses modern communication technologies using computers, networks, and multimedia such as audio, video, and online libraries. This method aims to deliver information to learners swiftly, effortlessly, and usefully. The Deanship offers the official E-learning platform, namely Blackboard (LMS).

37- What are the violations that entail a punishment at IAU?

Violations can be classified as follows:

A) Academic Violations, including:

- Exceeding the allowed percentage of absence, which is determined as 15%, without acceptable excuses.
- Obstructing lectures, laboratory sessions, or tests.
- All forms of cheating (or cheating attempts).
- Impersonating another student in one way or another in tests or in panel discussions.

B) Behavioral Violations, including:

- Offending religion, country or university by any means.
- Verbal or physical assaults against any of the IAU or Preparatory Year staff members.
- Smoking on campus or inside the Deanship.
- Improper appearance such as wearing improper clothes, necklaces, and bracelets as well as having long hair.
- Misusing or tampering with appliances and equipment on campus or inside the Deanship.
- Theft or attempted thefts.
- All forms of tribal or racial intolerance against students or IAU staff members.
- Forging university or Deanship documents, or attempting to do so, or using them for any illegal purposes.

C) Traffic Violations, including:

- Wrong parking or parking in reserved spaces.
- Violating the instructions of security officers.
- Tampering (or attempting to tamper) with other people's cars.

D) Regulatory Violations, including:

- Organizing or participating in activities on campus or at the Deanship, issuing or distributing publications, circulars, or posters, and raising funds, donations, or signatures without the consent of the official authorities at IAU.
- Violating the religious and social principles of the country; undermining national unity verbally or physically; advocating and promoting adherence to hostile

organizations or political and regional ideologies that undermine the nation on campus or at the Deanship.

- Any other violation that the IAU or PYD deems to constitute a violation of the regulations, instructions and decisions it issues and for which there is no text in this charter.

38- What are the disciplinary penalties at IAU?

The IAU shall have the right to take appropriate disciplinary action against violating students as follows:

A) Essential Disciplinary Penalties:

- A warning is handed to the student in person and a notification is sent to the guardian.
- Denying registration for a course (or courses) for one academic term.
- Denying sitting for the Final Exam or registration for all courses in a semester; or considering the student failed in all of them.
- Dismissal from university for one academic term.
- Cancelling a student's result in one or more courses (a maximum of 3) and considering him/her failed in all of them
- Dismissal from university for one (or more) academic term(s).
- Final dismissal from the university and his/her documents stamped with a (disciplinary dismissal) stamp.
- The student shall bear the cost of the damages he/she incurred in addition to the repair cost, installation, and the other consequences, including private rights.

B) Alternative Disciplinary Penalties:

Denying access to one or all university service(s)/privilege(s) for one (or more) academic term(s) as stated below:

- Denial of book borrowing from the library.
- Denial of access to the university housing.
- Denial of students' trips and visits as well as representing the university in student delegations.
- Denial of access to the university internet network.
- Denial of receiving subsidies and loans from the Students Fund for no more than two terms.

- Denial of registration in Student Employment Programs for no more than two terms.
- Denial of travel ticket discount card for no more than two terms.
- Denial of restaurant discount card for no less than one term.
- Denial of access to the university's sports and leisure facilities for no more than two terms.

39- Can I have a monthly allowance? If yes, how?

Yes, students can receive a monthly allowance which is set as 850 SR for the Humanities Track and 1000 SR for the science students. Ten riyals are deducted monthly to the Student Solidarity Fund (TAKAFUL). The allowance is given according to the criteria listed below:

- Regular attendance.
- Saudi citizenship (or being a descendant of a Saudi mother).
- Not being an employee.
- Having a valid bank account and providing the e-services with the necessary details.

For further information, please contact the Allowance Department at the Admission and Registration Department via the official email address register@iau.edu.sa.

