



AOU
الجامعة العربية المفتوحة
Arab Open University
Bahrain

مملكة البحرين
Kingdom of Bahrain



**Admission Policy at Arab Open University -
Kingdom of Bahrain**



Document No. رقم الملف

AOUBH BC-001 eng

Issue No. رقم الإصدار

3

Valid From صالح من تاريخ

25th of November 2024

No of Pages عدد الصفحات

7

Next Review المراجعة القادمة

25th of November 2026

Stamp Here اختتم هنا

Table of Contents

Article (1):	Nomenclature	3
Article (2):	Definitions	3
Article (3):	Purpose of the Policy.....	3
Article (4):	Conditions for Students' Admission	3
1.	Undergraduate Programmes:	3
2.	Postgraduate Programme.....	4
Article (5):	Admission Mechanism.....	4
Article (6):	Admission Criteria	5
1.	Faculty of Business Studies:	5
2.	Faculty of Computer Studies:.....	5
3.	Faculty of Language Studies:.....	5
A.	Bachelor's Programme.....	5
B.	Postgraduate (MA in TEFL) Programme.....	6
Article (7):	Appeal.....	6
Article (8):	Membership of Admission Committee	6
Article (9):	Roles and Responsibilities of Admission Committee.....	6
Article (10):	General Provisions	7

Article (1): Nomenclature

This Policy is titled as the “Arab Open University, Kingdom of Bahrain Admission Policy.”

Article (2): Definitions

The following terms shall have the meanings indicated next to each of them, unless the context indicates otherwise:

AOU	Arab Open University
AOU – Bahrain	Arab Open University in the Kingdom of Bahrain
Academic Regulations	Academic regulations adopted by Arab Open University
Faculty	Faculty of the concerned Academic Program in the Kingdom of Bahrain

Article (3): Purpose of the Policy

This Policy sets out the principles and mechanism followed by the Arab Open University in the Kingdom of Bahrain to admit students.

Article (4): Conditions for Students’ Admission

1. Undergraduate Programmes:

The conditions for admission to Arab Open University – Kingdom of Bahrain’s undergraduate Programmes are as follows:

1. The applicant must possess a high school diploma or its equivalent, provided that the certificate is accredited by the Ministry of Education in the Kingdom of Bahrain.
2. The applicant must take the Arab Open University’s English language placement test, or submit evidence of passing one of the internationally accredited English language tests, in accordance with the following table:

Exam	Type	Minimum Score
TOEFL	Paper Exam	477
	Computer-based Exam	153
	Web-based Exam	53
IELTS	–	4.5

3. Applicants to the Faculty of Computer Studies (FCS) programmes must satisfy the following requirements:

- a. The applicants to the FCS programmes, except for the GMDT programme, must take the Arab Open University Math Placement Test or provide evidence of meeting one of the conditions listed in the table below.

Admission Requirement	Minimum Eligibility
SAT Math Section Score	60% or above (Minimum 480)
Completion of High School Calculus (Differentiation and Integration)	70% or Equivalent
Completion of University-Level Calculus (Differentiation and Integration)	Pass
Completion of AOU-FCS Math Courses (MST129, MT131, MT132)	Pass

- b. Applicants with high school diploma from the literary track cannot apply to the FCS programmes

2. Postgraduate Programme

The conditions for admission to Arab Open University – Kingdom of Bahrain MA in TEFL programme are as follows:

1. Have a BA degree in English Language and Literature, or a related specialization from the Arab Open University or another recognized university with a graduation rating of GOOD or higher (in light of local accreditation requirements – if any).
2. Achieve a score of 550 or more in the “Test of English as a Foreign Language” (TOEFL) (**Paper-Based Test**) or the equivalent score in the computer-Based Test; or achieve a score of 6 or higher in IELTS.

Article (5): Admission Mechanism

Students are admitted according to the admission cap set by the General Secretariat of the Higher Education Council in the Kingdom of Bahrain, as follows:

1. The specific admission cap for each Faculty is determined by the AOU-Bahrain Admission Committee.
2. Applications are reviewed according to the first preference of all applicants by the concerned Faculty, and then accepted students are determined according to the principles and criteria followed by each Faculty.

3. In the event that a Faculty does not meet the required number of candidates, the second preference of the rejected applications is considered, and then the accepted applications are determined according to the principles and criteria followed by each Faculty.
4. Accepted applications from all faculties are presented and discussed at a meeting of the admission committee, and then final decisions are issued.

Article (6): Admission Criteria

Students are admitted into AOU-Bahrain faculties based on the following criteria:

1. Priority in admission is given to students with special needs whose eligibility for admission to the University has been approved by the Committee for Special Needs.
2. The applicants who meet admission criteria and have not been accepted due to the admission cap have the priority of admission in the subsequent academic semester if they apply to the university once again.
3. The admission committee shall decide on the admission mechanism in the first meeting of the admission period.
4. If the number of applicants exceeds the specified admission cap in each programme, they are classified based on the criteria adopted in each faculty, which are as follows:

1. Faculty of Business Studies:

1. The percentage achieved by the student in the General Secondary Certificate or its equivalent.
2. The percentage achieved by the student in the English language placement test of Arab Open University or one of the internationally accredited English language exams.

2. Faculty of Computer Studies:

1. The percentage achieved by the student in the General Secondary Certificate or its equivalent.
2. The percentage achieved by the student in the English language placement test of Arab Open University or one of the internationally accredited English language exams.
3. The percentage achieved by the student in the mathematics courses of the General Secondary Certificate.
4. Priority for admission is granted to students from the high school scientific track.

3. Faculty of Language Studies:

A. Bachelor's Programme

1. The percentage achieved by the student in the General Secondary Certificate or its equivalent. This criterion is given 10% weight.

2. The percentage achieved by the student in the English language placement test of Arab Open University or one of the internationally accredited English language exams. This criterion is given 60% weight.
3. Passing the personal interview is given 30% weight.

B. Postgraduate (MA in TEFL) Programme

1. Passing the personal interview is given 25% weight.
2. Relevant work experience is given 25% weight.
3. Letters of recommendation is given 25% weight.
4. Statement of purpose is given 25% weight.

Article (7): Appeal

The applicants who have not been admitted to the university are entitled to apply for appeals to the "Head of Admission, Registration and Examinations" in the Kingdom of Bahrain, who will in turn deal with cases as agreed upon with the Admission Committee and submit them to the Committee when necessary to take the needed action.

Article (8): Membership of Admission Committee

The admission committee consists of the following membership:

Title	Membership
President – AOU Bahrain	Chair
Assistant President for Administrative and Financial Affairs	Member
Local Deans of Faculties	Member
Head of Student Counseling Unit	Member
Head of Admission, Registration & Examination Department	Member
Head of Quality Assurance and Accreditation Department	Member
Supervisor, Admission, Registration & Examination Department	Member

Article (9): Roles and Responsibilities of Admission Committee

The roles and responsibilities of the admission committee can be summarized as follows:

- 1- Establish and update admission criteria and procedures in alignment with the university's goals and regulations.
- 2- Evaluate and decide on student applications based on approved criteria.

- 3- Ensure the integrity, fairness, and compliance of the admission process with institutional and national regulations.
- 4- Review and decide on the admission of special cases such as international students, and exceptional circumstances.
- 5- Address and resolve appeals related to admission decisions.
- 6- Monitor admission process and outcome.
- 7- Ensure following HEC rules and regulation with regards to admission.
- 8- Rule on cases not explicitly covered by admission policies.

Article (10): General Provisions

1. This policy supersedes the previous regulations regarding “Students’ Admission to Arab Open University in the Kingdom of Bahrain”.
2. All concerned parties are responsible for implementing the provisions issued under this policy.
3. The Admission Committee decided on any exceptional cases not referred to in this policy.