



**Arab Open University**  
**Faculty of Computer Studies**

**B.Sc. Degree Programme in**  
**Graphic and Multimedia Design Technology**

**Graphic and Multimedia Design Technology**  
**Student Handbook**

**August, 2022**

*The BSc Programme in **Graphic and Multimedia Design Technology** [BSc (Hons) GMDT] has been developed and is delivered by the Arab Open University (AOU).*

## **Note**

**Please note that information in this handbook is subject to change and continuous updating. Please check for updates at our website:**

**<http://www.aou.edu.lb>**

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# Welcome and Introduction

## Welcome

We, at the Faculty of Computer Studies (FCS) at Arab Open University (AOU), are delighted to welcome you to study on our BSc (Hons) Graphic and Multimedia Design Technology Degree Programme. The AOU is a premier institution of higher education in MENA region and it is currently operating in 9 Arab countries including Kuwait, KSA, Oman, Bahrain, Jordan, Lebanon, Egypt, Sudan and Palestine with AOU headquarters in Kuwait. Students refer to their local country branch administrations for academic and administrative matters related to their local countries.

The AOU uses a Blended Mode of education consisting of at least 50% face to face tutorials and the remaining studies based on Independent Learning. The FCS is one of the major faculties of AOU in operation for the past about 18 years. The FCS offers majority of its programmes of study, including the BSc (Hons) Artificial Intelligence programme in partnership with the Open University (OU), UK. This partnership enables the FCS to offer quality programmes to its students which are well recognized locally as well as internationally. The graduates of this programme are entitled to receive a dual degree at the completion of their studies

The field of Graphic and Multimedia Design Technology is in great demand and you have made a wise decision to study this major.

The graduates of the Graphic and Multimedia Design Technology programme are expected to find jobs and build useful careers in wide variety of sectors in the industry such as audio-visual, motion graphics, filmmaking, photography, advertising, branding, 2D/3D Animation, and interactive design, etc. Along with building careers in the industry, we will encourage all our graduates to support their local communities by utilizing their skills and expertise to solve problems of the communities or enhancing existing solutions.

Throughout your studies and stay at FCS, it will be emphasized to you to always use ethical practices in life, education and subsequently in your careers. Adoption of ethical practices will aid in the development of respectable and noble personality traits that will be invaluable and priceless to you throughout your life.

At the end we encourage you to put in your best effort and study hard to develop yourself to the best of your potential. We wish you a very fruitful and productive study period at FCS.

Good luck.

**Prof. Omar Al Jarrah**  
**Dean, Faculty of Computer Studies**  
**Arab Open University**

## **1. Introduction**

Arab Open University is a university running in the MENA area including Kuwait, Saudi Arabia (KSA), Oman, Bahrain, Jordan, Lebanon, Egypt, Palestine and Sudan with its central Headquarters in Kuwait. The FCS Deanship at the Headquarters provides academic leadership to all 9 branches thus enabling them to act as one university in a unified manner. As an Open Education Institution, AOU adopts the Blended Mode of education, consisting of 50% face-to-face teaching and the remaining consists of independent learning on part of the students. By virtue of operating in 9 branches, offering a number of academic programmes and different requirements of the local accreditation bodies, the AOU's academic organization represents great deal of challenges and complexities.

The Faculty of Computer Studies (FCS) at AOU offers B.Sc. - Undergraduate Programme in Graphic and Multimedia Design Technology (GMDT) with a core of 360 Points (96 Credit Hours). This programme is offered by AOU to meet the needs of the modern society and the labour market.

### **Why Graphic and Multimedia Design Technology?**

Graphic and multimedia design plays an increasingly key role in the advertising and entertainment industries with an increasing corresponding demand for professionals with the skills and knowledge to develop appropriate solutions for the broad range of sectors. The prevalent use of interactive and visual graphics, multimedia and animations within education, e-commerce, promotion, digital marketing, TV production, mobile apps, games, websites and entertainment in general is increasing both in quantity and quality. It is also a critical reference point that the industry is composed of both large and small operators requiring graduates with both specialized and contextual knowledge.

This programme addresses these requirements by providing a structured curriculum that integrates and relates the key methodologies, techniques, and technologies of computer graphics, multimedia animation design, and digital production. The programme however underpins these with a solid grounding in the technical and practical underpinnings of the creative world as a discipline to enable graduates to continue to efficiently work within an ever

evolving, changing and complex sector both in terms of the technology as well as end-user/customer requirements.

The aim is to ensure that our graduates will be capable of designing and developing creative graphic and multimedia production/applications/solutions. To support this aim, the programme has been designed to ensure the following with considerable emphasis to practical applications and hands-on experience.

All our graduates have an appreciation and understanding of the fundamentals of the creative world;

Provide students with a reliable and appropriate set of intellectual, analytical and practical tools such that they can competently and professionally practice within the fields of graphic and multimedia design.

Provide the opportunity, through critical and cultural studies delivered as an integral part of studio projects, for students to develop critical insight into contemporary graphic and multimedia design practices and debates.

Students will be able to locate their own work within a wider cultural context, with a clear understanding of the cultural, aesthetic and professional forces that shape contemporary graphic and multimedia design and development, using them to reflect on their own practice;

Develop in students an ability to communicate effectively to a range of audiences, to work with others, to listen, discuss and negotiate and to develop self-reflective practices;

Enable students to develop a range of personal & entrepreneurial skills, which will equip them with the ability to respond to current and future career challenges.

Both the design of the curriculum and the teaching and learning strategies incorporate the need for a range of skills, and it is anticipated that students who progress through the course will improve their abilities in these areas, as well as in the subject specific skills.

## **Academic Calendar**

The FCS follows the general academic calendar of the AOU, which consists of two main academic semesters (Fall and Spring), each consists of 16 weeks, and additional (optional) summer semester of 10 weeks. The student can successfully complete his/her study within a period of average 4 year.

However, this duration can be shortened to 3.5 years if the student register in the summer semesters. It is important to note that for the main semesters (i.e., Fall and Spring), min (8) /max (21) credit hours should be registered by the student, and hence the overall study period may be expanded or compressed according to the student capability. With respect to the optional summer semester, the student can only register up to 12 credit hours. It also worth to mention that all the modules are continuously available in each semester. The Fall Academic Semester usually starts in October and ends in February whereas the Spring Academic Semester runs from March till July. The Summer Semester usually runs from July till September. The assessment dates are clearly listed in the Academic Calendar. Each module calendar is based on the Academic Calendar of the AOU. A representative Academic Calendar is given in link: <https://www.aou.edu.lb/students/pages/academic-calendar.aspx>

## **2. Teaching and Learning Methodology**

Knowledge and understanding are acquired from specially prepared teaching texts for majority of modules, supported by self-assessment and in-text questions, reference texts, multi-media packages, directed reading, computer mediated conferencing, web-based resources, and video and audio recordings. Students work independently with the teaching materials but they are encouraged to form self-help groups with other students, communicating face-to-face, by telephone, email and computer conferencing and through the Learning Management System (LMS). All modules are delivered based on a blended learning model, which consist of 50% face-to-face and 50% is self-learning. The 50% face-to-face consist of 2 hours per week for 4 CHs module, in addition to one office hour per 2 taught hours. On the other hand, the 50% self-learning depends on the students' self-study based on the teaching materials uploaded on the Central-LMS. Such materials are mainly PowerPoint slides, lectures note, activities, and other e-resources. Details about learning and Teaching Strategy at AOU is available in the following link <https://www.arabou.edu.kw/blended-learning/Pages/about.aspx>

### **3. List of Programme Director and Academic Staff, Their Contact Details and Availability Arrangements**

The programme team leader for the B.Sc. in Graphics and Multimedia Design Technology is Dr. Ahmed Gawish, the General Programme Coordinator (GPC), under the supervision of the Dean of FCS, Prof. Omar Al-Jarrah (dean.it@arabou.edu.kw). The lists of programme director at the AOU Headquarters and academic staff at the branches are available electronically on the AOU's website at <https://www.arabou.edu.kw/Pages/default.aspx>. The academic staff at the FCS is available to you during the 50% face-to-face tutorial sessions and also during the office hours.

### **4. List of Support Staff (Technical and Administrative)**

Support staff at the Headquarters and at the branches are ready to support you in your studies. Their contact details are available at branch websites <https://web.aou.edu.lb/about/Pages/contact-us.aspx>

### **5. Details of External Examiners**

Similar to other undergraduate and graduate programs in FCS, each course will have an External Examiner (EE). External Examiners are actively involved in the assessment process. Only the draft Midterm Assessments (MTAs) and final examinations are sent to the External Examiners for feedback and comment. Visits are arranged for the External Examiners and samples of TMAs, MTAs and Examinations are provided for their scrutiny and evaluation.

The External Examiners write reports and may highlight areas of concern for the faculty to consider and resolve. The faculty analyses their reports and takes appropriate action. The Faculty then prepares a response document to the report and sends a copy to the EE.

The FCS maintains contact with External Examiners throughout the semester, and informs them about any issues that arise concerning student assessment. The External Examiners are involved in establishing the quality of the academic delivery, academic material preparation, assessment and guidance throughout the semester.



All External Examiners are members of Course Assessment Committee and Faculty Examination Committee. The Chief External Examiner is also a member of Central Examination Committee.

## 6. Introduction to the programme

The Faculty of Computer Studies (FCS) starts offering Graphic and Multimedia Design Technology in September 2015. Graphic and Multimedia Design Technology is one of the trend programmes in high rank international universities and strongly, a required major in labour market.

FCS Deanship has collaborated with a local research team to conduct extensive surveys aiming to satisfying the requirements of local authorities, ministries and commissions along with the working alumni across AOU Country Campuses in addition to the market/industry needs. These researches have led to design and offer the programme of Graphic and Multimedia Design Technology.

### 6.1 Graphic and Multimedia Design Technology Programme

The Graphic and Multimedia Design Technology program is a unique program at the specialisation requirements level. However, the programme shares the University requirements (9 credits) and the Faculty Requirements (3 credits) both mandatory with the other programmes offered in the Faculty of Computer Studies. Graphical Presentation of the Programme

The following Table 6.1 shows the Programme Structure of Graphic and Multimedia Design Technology.

**Table 6.1**

No.	Category	Credit Hours
1	University Requirements/ Mandatory	<b>11</b>
2	Faculty Requirements/ Mandatory	<b>3</b>
3	Core Specialization/ Mandatory	<b>96</b>
<b>Total</b>		<b>110</b>

#### University Requirements / 11 Credit Hours | Mandatory

Code	Course Title	Credit Hours	Prerequisites
<b>GR101</b>	Self-Learning Skills	3	--
<b>GR77</b>	Skills for Success	1	EL111
<b>GR99</b>	Learning with Technology	1	EL099
<b>EL111</b>	English Communication Skills I	3	--
<b>EL112</b>	English Communication Skills II	3	EL111
<b>Total</b>		<b>11</b>	

#### Faculty Requirements / 3 Credit Hours | Mandatory

Code	Course Title	Credit Hours	Prerequisites
LM102	Mathematics for Graphic Design	3	EL111
<b>Total</b>		<b>3</b>	

**Core Specialization / 96 Credit Hours | Mandatory**

Code	Course Title	Credit	Prerequisites
<b>Level 1</b>			
GD111	Introduction to visual perception	4	
GD112	Design methodologies and creative process	4	
GD113	Fundamentals of design studio practices	4	
MT110	Software print design	4	
GD124	Digital photography I	4	
GD125	Typography I	4	
GD126	Introduction to Multimedia Design	4	
MT120	Software screen design	4	

<b>Level 2</b>			
GD211	Digital photography II	4	
GD212	Design: critical and contextual issues	4	
GD213	Typography II	4	
MT210	Mixed media production	4	
GD224	Branding	4	
GD225	Digital Media Design for web and mobile	4	
MT221	Cinema 4D	4	
MT222	Web & mobile application programming I	4	

<b>Level 3</b>			
MT310	Web & mobile application programming II	4	
MT311	3D modelling and animation techniques	4	
GD311	Art direction	4	
MT323	Design fabrication and materials	4	
GD322	Open Design studies	4	
GD323	Design innovation and entrepreneurship	4	
GM471 A/B	Graduation Project	8	
<b>Total</b>		<b>96</b>	

## Attendance Requirements

The FCS follows the hybrid model of open education (Blended Learning) at AOU which requires 50% face-to-face tutorial attendance in a classroom environment. The 50% face-to-face tutorial sessions are mandatory and if student fails to attend 3 consecutive tutorial sessions without due, causes student to be suspended from the module and student needs to retake the module. The 50% face-to-face tutorial sessions are clearly marked in individual module calendar using the guidelines illustrated in table 7.2.

**Table 6.2 Attendance Requirements**

<b>Number of Credit Hours</b>	<b>Points</b>	<b>No. Hours/Tutorial Sessions</b>
4	15	2-hour tutorial every week

## Employment Opportunities available to students on completion of the programme

Potential job opportunities are found in the professional sectors of image production, based on the execution of projects in the field of audiovisual, motion picture, television, photography, theater and multimedia.

- Advertising agencies
- Graphic design studios
- Printing houses
- Publishing houses
- Web design companies
- Freelance
- Teaching and research
- Television
- Animation studios
- Political communication offices
- Communications offices in major 'in house' commercial structures
- Illustration, storyboard and comics offices
- Film production companies
- Making of movies and documentaries
- Web design and 2D and 3D animation production companies
- Commercial photographic production companies
- Sales and business relations in the field of photography
- Career in film and digital laboratories
- Newspapers
- Television channels or subsidiary

## 7. Degree Plan

Semester 1 (Foundation)	Course Code	Course Title	Credit Hours	Pre-requisite
	GR101	Self-Learning Skills	3	
	EL111	English Communication Skills I	3	
	GR99	Learning with Technology	1	EL099
	LM102	Mathematics for Graphic Design	3	
	GD111	Introduction to visual perception	4	
	<b>Sub Total</b>		<b>14</b>	

Semester 2	Course Code	Course Title	Credit Hours	Pre-requisite
	EL112	English Communication Skills II	3	EL111
	GR77	Skills for Success	1	EL111
	GD112	Design methodologies and creative process	4	
	GD113	Fundamentals of design studio practices	4	
	MT110	Software print design	4	
<b>Sub Total</b>		<b>16</b>		

  

Semester 3	Course Code	Course Title	Credit Hours	Pre-requisite
	GD124	Digital photography I	4	
	GD125	Typography I	4	
	GD126	Introduction to Multi Media Design	4	
	MT120	Software screen design	4	
<b>Sub Total</b>		<b>16</b>		

Semester 4	Course Code	Course Title	Credit Hours	Pre-requisite
	GD211	Digital photography II	4	
	GD212	Design: critical and contextual issues	4	
	GD213	Typography II	4	
	MT210	Mixed media production	4	
<b>Sub Total</b>		<b>16</b>		

  

Semester 5	Course Code	Course Title	Credit Hours	Pre-requisite
	GD224	Branding	4	
	GD225	Digital Media Design for web and mobile	4	
	MT221	Cinema 4D	4	
	MT222	Web & mobile application programming I	4	
<b>Sub Total</b>		<b>16</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite
Semester 6	MT310	Web & mobile application programming II	4	
	MT311	3D modelling and animation techniques	4	
	GD311	Art direction	4	
	GM471 A	Graduation Project Phase I	4	
	<b>Sub Total</b>		<b>16</b>	
Semester 7	MT323	Design fabrication and materials	4	
	GD322	Open Design studies	4	
	GD323	Design innovation and entrepreneurship	4	
	GM471 B	Graduation Project Phase II	4	
	<b>Sub Total</b>		<b>16</b>	

For details refer to AOU Website at

<https://web.aou.edu.lb/faculties/gmdt/Pages/undergraduate-programs.aspx>

## 8. Module Specifications

For more details, please refer to the following AOU Website

<https://web.aou.edu.lb/faculties/gmdt/Pages/course-catalogue.aspx>

### 8.1 The minimum technical specifications requirements

The minimum specifications of laptop/PC and any software requirements for students enrolling on the GMDT programme are listed as follows:

- CPU: Core i7.
- RAM: 16 GB.
- Storage: 1 TB
- VGA: 4GB
- Broadband Internet connectivity

## 9. Student Support, Guidance and Advice

Good experienced tutors are available across AOU campuses to provide proper academic advice and guidance to students. Each student is assigned to a specific academic advisor to get the necessary academic advising and support. In general, there is an Academic Advising Unit at each branch to help all the students in their academic life and personal issues as well as providing advice regarding jobs and future career.

The contact information of those staff members is available at the local country

campuses. The following table 10.1 gives an overview about the available services and support to Artificial Intelligence students across various AOU campuses. students are encouraged to identify with guidance, to reflect on their own learning needs and are offered the following support as appropriate to those needs:

**Table 9.1 Details of Student support, guidance and advice**

Service	Detail
Student induction day	Student induction day that focuses on the requirements for the B.Sc.'s modules and graduation project.
Student handbook	AOU student handbook containing the main information related to the university, and the various programmes of study.
LMS	A virtual learning environment to support students remotely via teaching/learning material, supplementary material, frequently asked questions and collaborative tools and technologies.
Support/Teaching/Management Staff	Access to support, teaching and management staff.
Online Resources	Access to AOU resources e.g. physical library/digital library, eLearning materials – outside normal class times.
Appeals and Complaints System	Online access to student services through the Student Support System (SSS) at <a href="https://sisonline.arabou.edu.kw/">https://sisonline.arabou.edu.kw/</a>
Disability and Dyslexia Support Services (DDSS)	AOU provides all students the necessary services to enable them to fulfil the intended learning outcomes of their study in a friendly educational and social environment. Students with disabilities and learning difficulties are paid special attention. The services provided to our students are dealt with confidentially and are not disclosed to a third part without the student's written consent. This DDSS online system provides the students with all information about the services and facilities made available to them by AOU and is accessible at <a href="https://sisonline.arabou.edu.kw/">https://sisonline.arabou.edu.kw/</a>
Financial aids	Financial aid and advice are provided to our students
Learning support	Access to a large collection of reading material, simulations, Java applets, video clips, e-library, LMS and secrets of student success to enhance your study skills is made available to our students at <a href="https://arabou.edu.kw/">https://arabou.edu.kw/</a> .
Career Advice	A collection of video clips on choosing a career, writing a professional CV and preparation for interview is accessible at: <a href="#">Find job</a> <a href="#">How to prepare your CV</a>

	<p>Most in demand skills in 2021:  <a href="#">Most in demand skills - 2021</a></p> <p>Skills that can get you hired in 2021:  <a href="#">Skills that can get you hired</a></p>
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## 10. Opportunities for personal development planning

By virtue of being an Open Education institution, the AOU encourages students to prepare Personal Development Planning (PDP) for themselves. The PDP provides opportunity to students to plan their studies according to the goals and objectives that they want to achieve from their studies. It enables them to track their achievements and goals in a systematic manner. It provides a platform to them to reflect on their studies and measure their progress towards intended objectives that they want to achieve. The PDP is a valuable tool in Open Education since it supports the process of developing Independent Learning which is the key for success in open learning environment.

## 11. Opportunities and support for study abroad

The current B.Sc. programme requires the completion of all modules of the academic calendar at the FCS - AOU. In case student wishes to transfer to another institution, student would be required to inquire about the transfer of credits provisions at that institution.

## 12. Work placement information

The current study plan for the B.Sc. program includes a work placement requirement. The primary practical work is completed through the Portfolio/Internship course (GD322). Additionally, individual practical work is required for the Tutor Marked Assignment (TMA), which is an assessment component in each module, as well as for the Final Graduation Project (GM471).

### **13. Facilities and Services**

All branches enjoy adequate resources, especially in light of:

- Continuously updating and upgrading both the physical and electronic resources, including e-library, Learning Management System (LMS), Student Information System (SIS), etc. to support students. In addition, wide range of supplementary material and video recordings are offered through the LMS.
- AOU provides enough computer labs for its students equipped with hardware and software resources to support the curriculum of the cloud programmes.
- Specialized labs are provided at AOU country campuses. The new buildings offer seminar halls and dedicated spaces for libraries with at least one lab to access the e-library. It is interesting to point out that well-trained human resources are provided to help students, accessing either the physical or e-library. Regular workshops are held for students, especially new comers, to train them on how to use LMS and e-library, and to provide them with the fundamental background about good academic behaviour.
- The e-Library could be accessed at the AOU's website through the following link: <http://www.aou-elibrary.com/>
- Appeals and Complaints system is inside Student Information System (SIS) on the AOU website. The URL is: <https://sisonline.arabou.edu.kw/>
- Central LMS that can be navigated once student logs in to local LMS via link <https://mdl.arabou.edu.kw/>

### **14. Assessment and progression regulations**

AOU assessment strategy is based on general principles and procedures aiming to organize and monitor the examinations at all AOU branches. AOU regulations include validation (pre-assessment moderation) of examination questions and answer keys by external examiners (EE), audit tutors' marking, post-assessment moderation; and 4 tiers of examination committees which are:

- Branch Examination Committee (BEC)
- Module Assessment Committee (CAC)



- Faculty Examination Committee (FEC)
- Central Examination Committee (CEC)

### **14.1 Main Principles of Assessment at AOU**

AOU has explicit procedures for ensuring that student performance is properly judged and for evaluating how academic standards are maintained through assessment practice. The following are some of the procedures which FCS:

- All types of assessment aim to test the Learning Outcomes (LOs) matched with the module.
- The creation and administration of all types of assessment is a team work.
- All assessment components are reviewed and approved by EEs.
- Strict quality measures take place to guarantee fair/correct marking at all branches and across them through Cross branch marking (CBM)
- Sample of students' marked work/scripts from all the modules per branch as well as the CBM are review by EEs which is done at the end of each academic semester.
- There are four tiers of Examination Board structure to approve the final students' results at the end of each semester.

### **14.2 Assessment Components**

The assessments at AOU comprise of 3 components:

- Tutor Marked Assignment (TMA)

Students are provided detailed feedback on their TMA work and this is an essential part of learning policy at AOU. Feedback, which is usually an Excel sheet, provides clear distribution of grades, tutor comments for each question and students' strengths, weaknesses, and steps for improvement. Feedback is provided to students on LMS and can be discussed with students during in class face-to-face, laboratory, and office hours.
- Mid-Term Assessment (MTA)

- Final Exam

For more details about the assessment, [see section 17](#).

### Assessment of the Graduation Project

AOU students work on their graduation project normally during the final year of their studies. The assessment related to the graduation project follows the following structure:

<i>Graduation Project - Part I</i>			
1-	TMA 1 (10%)	This assignment is about identifying and scoping a specific project and producing a proposal. (Scoping exercise).	
2-	Presentation - Part I (10%)	Presenting the progress work in front of a Jury.	
<i>Graduation Project - Part II</i>			Continuous Assessment (50%)
3-	TMA 2 (20%)	Strategizing, executing, evaluating, and presenting	
4-	Presentation - Part 2 (10%)	Project defense in front of a Jury	
5-	Process Implementation (50%)	Deliverable of the project	Final Exam (50%)

### **14.3 Grade Point Average (GPA) and Equivalent Letter Grades:**

AOU follows the Grade Point Average (GPA) on a scale of 0 to 4 as shown in table

14.1.

**Table 14.1 GPA and Equivalent Letter Grades at AOU**

AOU		
Letter Grade	Range	Points
A	100 – 90	4.00
B+	89 – 82	3.50
B	81 – 74	3.00
C+	73 – 66	2.50
C	65 – 58	2.00
D	57 – 50	1.50
Fail	Below 50	0

On successful of student, his/her grade will be out of 4 as shown in table 14.2

**Table 14.2 Cumulative Average Grade**

Cumulative Average	Grade
3.67-4.00	Excellent
3.00-3.66	Very Good
2.33-2.99	Good
2.00-2.32	Pass

#### **14.4 Marking of Assessments:**

The GMDT programme adopts transparent and fair mechanisms for marking which is done by tutors and approved by EE. The process goes through several steps:

- **Marking:** done by tutors within the branch and monitored by BCC.

For more details, the assessment and progression regulations have been made available to students on the AOU's website at

<https://www.arabou.edu.kw/university/Pages/regulations.aspx> . In addition, assessment guides will be provided to students with the module material packages.

## **15. Graduation projects**

The module GM471 is the final component of the B.Sc. programme at FCS. Students undertake and complete the GM471 Project work on individual basis.

Topics of the final year project are chosen by students themselves or suggested ideas by their supervisor. In both cases, deep discussions take place between the student and the supervisor in order to select the suitable project topic. Then the student has to submit project proposal that explain the main outline of the project. During the academic semesters, student should show up and presents his/her progress in order to receive proper advice, feedback, and support by supervisor.

## **16. Determination of results**

For various modules, the assessment usually consists of 3 components; Tutor Marked Assignments (TMA), Midterm Assessment (MTA) and Final Examination. The weighting of the assessment components is as follow:

In the GMDT programme, the TMA is composed of multiple assignments to be delivered by the students through the semester. In week 10, all the assignments of the TMA are compiled by the student in a portfolio and submitted accordingly for grading. Then, the TMA grade is the grade allocated to the portfolio submitted by the student and it is allocated 40% of the total course grade.

The Mid Term Assessment (MTA) is an examinable assessment component and MTAs are held at AOU in the middle of the semester. MTA comprises a 20% of the total assessment mark.

The Final Exam is taken by the students at the end of the semester, and it is allocated a decent 40% form the final grade.

The MTA and Final examinations are composed of 20% for the theoretical component where applicable and an 80% on the practical component of the submitted deliverable. Please note that some courses do not require a 20% theoretical component and the total grade is put on the practical aspect and vice versa.

In summary, the weightage of the 3 assessment components are given below:

<i>Assessment Component</i>	<i>Weightages (%)</i>	
TMA	40%	Continuous Assessment (60%)
MTA	20%	
Final	40%	Final Exam (40%)

The results are processed centrally at the Headquarters, and communicated to student by domestic branch authorities after being approved by the Central Examination Committee (CEC) at the Headquarters. The FCS at AOU follows a tiered approach to examination boards and committees. The key role of these assessment boards is to ensure fairness and standardization of the assessment processes.

### **16.1 How Results Are Communicated**

Final module results are announced on the university website (<https://arabou.edu.kw/>), where students can check at their results by logging in to the Student\_Information\_System (SIS) with student's credentials. This link can be found under the student services menu. The following screens show the steps:

1. Login to the online Student Services with student number as a User ID and student's password and select the correct branch.
2. Once the student logs in, he/she can avail the benefits of the available services provided on the system.
3. The student will select the box titled Grades Box in the 2nd row in order to view his/her grades. By selecting Grades box, the grades details will appear on student' computer screen.

Note: Grades are not confirmed until they have been approved by External Examiners and ratified at Exam Boards.

## **17. Other Institutional Policies and Regulations**

Some of the information below may be given in the form of general brief statements that refer student to a separate generic institutional policy document.

- Disability statement
- Grounds and procedures for appeals

- Equal opportunities statement
- Data protection
- Health and safety issues

The AOU strongly believes in providing **equal opportunities** to all students studying at the university. It also makes efforts to provide a safe, secure, healthy and confidential environment to students

(<https://www.arabou.edu.kw/university/Documents/Regulations/aou/en/Equal%20Opportunity%20and%20Respect%20for%20Diversity.pdf>). students have the right to appeal to the branch authorities. Processes and procedures for your appeals / complaints and disability and dyslexia enquiries are contained in the rules and regulations of the AOU and are accessible to students through the University's website at (<https://sisonline.arabou.edu.kw/>).

1. Once student login to the online Student Services using the correct credential, the student select the Box titled "Student Support" in order to view his/her grades.
2. On selecting Student Support box, a screen consisting of Appeals and Complaints details will appear on student's computer screen.

## **18. Student Participation and Evaluation**

Students are strongly encouraged to participate in and evaluate the academic activities at AOU. Student feedback is solicited through various surveys such as students' views on modules, tutors, and facilities etc. Also, some students are members of the Student Staff Liaison Committee (SSLC). Students' views are considered as a very important instrument which is continuously solicited and used in enhancing Students learning experience at AOU.

AOU has finalized the bylaws of its Alumni association and it is expected that Students feedback will contribute in enhancing all FCS programmes.

Student feedback is an essential element of the Quality Assurance (QA) process at AOU. The QA department solicits feedback from students through a variety of

questionnaires and feedback forms, which are offered through the Learning Management System (LMS). The QA department has Branch QA Coordinators (BQACs) who are responsible for collecting student feedback at each Branch. The aforementioned feedback is subjected to detailed analysis by both the AOU\_QA Department as well as the Deanship in order to be included and concluded in the Annual Programme Evaluation.

The major areas on which student feedback is obtained include the following:

- Student evaluation of tutors
- Student evaluation of modules
- Student evaluation of branch resources and service

Student can also apply for appeals, which are dealt with through the online appeals and complaints system (part of the SIS-Student Information System).

The Arab Open University's Alumni Association (AOUAA) is an association that aims at maintaining relations between AOU and its former students and between graduates and their fellows. AOUAA is a forum for forming relationships between people of common interest. AOUAA is organized into 9 chapters at KSA, Kuwait, Bahrain, Oman, Egypt, Jordan, Lebanon, Sudan and West Bank. AOU Alumni Association Bylaws could be found on the university's website. FCS encourages students to register in the AOUAA.

## **19. General Reading List**

A general reading list (i.e. not module specific), including electronic resources) has been compiled by FCS staff. The list indicates some important books and journals. This list has been made available to students at the following link:

<https://www.arabou.edu.kw/faculties/computer/Pages/general-reading-list.aspx>

Electronic resources are available on the LMS at the AOU's website

(<http://www.arabou.edu.kw/>).

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End of Student Handbook