



Al-Quds Open University (QOU)

International Program

Deanship of Admission, Registration and Examinations

Students' Manual

Bachelor Degree

2023-2024

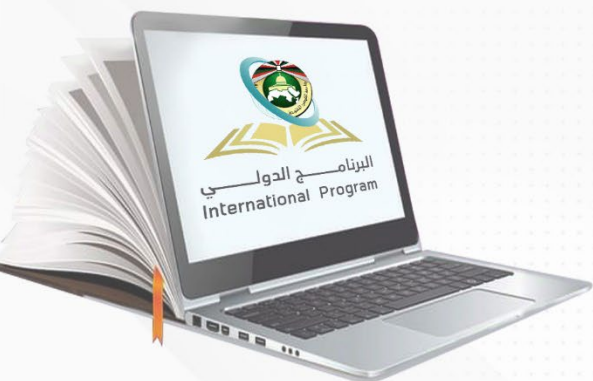


Al-Quds Open University
Palestine

Overview

Dear Student

The University, since its inception, set up in its developmental and strategic plan expanding its educational services to include programs and academic disciplines under the umbrella of the International Learning System, to realize its mission, objectives and achieving the concept of democratic education to Palestinians and Arabs in diaspora. Based on the distinctive level that the University has reached in offering its educational programs and applied experiences in employing the diverse and effective e-learning approaches, QOU was keen to extend its programs not only for Palestinians in Palestine but also to reach Palestinians abroad. International Program will provide opportunities for those who wish to continue their academic studies, and reduce the difficulties and challenges that impede their educational march, whether they were economic, geographic and social. The flexibility of the program will trespass the time limitations for employees and workers. The University is dedicated to extend its national responsibility towards the Arab and Islamic communities in different parts of the world, especially those who might face dire obstacles that hinder realizing academic education in light of the adverse economy conditions that some Arab and Islamic people suffer from.



Specializations

The University introduced six specializations that grant a bachelor degree as follows:



Study Plan

The study plan for any of the specializations includes:

- 1- University requirements: 27 credit hours, 24 compulsory, 3 electives.
- 2- Faculty requirements: The credit hours range from 15-18 depending on the specialization.
- 3- Compulsory courses: The credit hours range from 81-87 depending on the specialization.
- 4- Free courses: The credit hours range from 3-6 depending on the specialization. These free courses are not included in the student's study plan, provided that they are that courses that are registered as free courses.

The Academic Year

The academic year includes two semesters, the duration of each is 16 weeks and (8-12) weeks summer semester.

The Minimum and Maximum Level of Credit Hours

The maximum level of credit hours students have to register in one semester is 18 credit hours, 12 credit hours in the summer course and the minimum is 6 credit hours.

It is permissible for students to be graduated in the final semester, register 21 credit hours in maximum, and 15 credit hours in the summer course.

Fees /US Dollars

\$

&No Semester Fees'

Credit Hour

60\$

Enrollment Application Processing

100\$

(One Time Payment)

Admission Policy

- 1- Anyone who holds a Palestinian high school certificate or its equivalent, is admitted in all

the disciplines offered by the University, regardless of his average, year of graduation and age.

- 2- The University accepts students from other universities and community colleges. The number of the previous credit hours will be calculated for them as follows: A maximum of 62 credit hours, and in community colleges a maximum of 52 credit hours, according to the approved conditions in the mechanism of calculating the previous study.
- 3- Applicants who wish to enroll have to fill an online application through the link, [ilportal.qou.edu](http://portal.qou.edu).

Other Instructions

Coursework, Exams and Grades

1. Coursework is the work required of a student in a particular course, under direct supervision of the faculty member, and it consists of the following:
 - Attending the required number of lectures
 - Accomplishing the given assignments and activities
 - Accomplishing the required researches
 - Sitting for midterm exam
 - Sitting for the final exam
2. Students have to submit the given assignments and activities via the academic portal by himself within the deadline period.
3. Students have to sit for the midterm and final exams, submit the given assignments and activities of the course, and sit for a practical exam for the practical courses on their scheduled times.
4. The student re-studies the course in which he obtained a "fail" result, and the repetition is compulsory for the compulsory courses in

the study plan. In case the student fails in an elective course, he/she may either repeat that course, or study an alternative course.

5. The minimum level of success in the course is 50%, except in some courses with special conditions.

Registration, Add, Drop and Prerequisites

1 The student is allowed to register any course in case he/she took a prerequisite and succeeded/or failed in it, whether at the University, or at other universities, or if his graduation depends on the registration for this course and its prerequisite.

2 **A** The student is allowed to withdraw from the first or the 2nd semester or during the 3rd week of summer course.

B The student's grades will be transferred into a withdrawer if he/she does not sit for the midterm or final exam, or both.

C The student is allowed to add/drop a course or more courses during the add/drop period in the semester.

D In order to withdraw or add courses, it is required that the total number of credit hours in one semester remains within the limits of the permissible study load, i.e., 18 credit hours as a maximum and 6 credit hours as a minimum.

Warning and Academic Termination /Dismissal

- 1 **Every** student who obtains a cumulative average of less than 60% is warned after the total of the calculated hours and the hours he studied at the University reaches a total of 15 credit hours, and is placed under "academic probation".
- 2 **An initial** warning is given to every student who was alerted, placed under "academic probation" and failed to raise his cumulative average to 60% or above, in case the total of the calculated hours and the hours he studied at the University became a total of 30 credit hours, and remains under "academic probation."
- 3 **A final** warning is given to each student who was given an initial warning and was placed under academic probation, and failed to raise his cumulative average to 60% or above, after the total of the calculated hours and the hours he studied at the university became a total of 45 credit hours, and he remains under academic probation.
- 4 **Every** student who receives a final warning and fails to raise his cumulative average to 59% or above shall be dismissed from the major after the total number of credit hours and hours studied at the University reaches 60 credit hours.
- 5 **The student** will not be dismissed from the major if the total of the credit hours and the hours he has successfully completed at the University reaches 90 credit hours, provided that the credit

hours and the hours he studied are included in his study plan.

The academically dismissed student may transfer from the specialization he was dismissed from to another specialization, provided that the transfer times do not exceed twice during the study period at the University, taking into account the conditions for joining the new specialization at the time.

7 **The student** shall be dismissed from the University if the period spent at the University exceeds 12 semesters, and he did not obtain a bachelor's degree. In this case, he may be given a certificate of the courses he studied and the results he obtained in each course.

8 **A bachelor's degree** is not awarded to a student if his cumulative average is less than 60%.

9 **Despite** what is stated in No. 4 and 7, the student can re-enter the university "with a new enrollment application" according to the admission conditions approved at the time. In this case, the student is not allowed to return to a specialization he was previously dismissed from, and he can apply for calculating courses from his previous studies according to the rules.

Postponement of the Studying

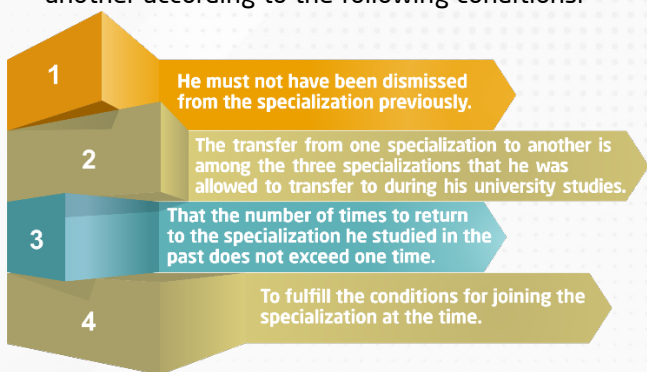
1. The student may postpone his studies, after completing at least three credit hours,
2. The student submits a request to postpone the studying to the International Program, a

month prior the beginning of the semester on the designated form,

3. Studying may not be postponed for more than 3 semesters,

Transfer from one specialization to another

Students can transfer from one specialization to another according to the following conditions:



The Delaying or Temporary Suspension of Studying



1 If the student is not registered as regular student and does not obtain a written approval from the International Program to postpone his studies for this period, he/she will lose his/her seat at the University and is considered as temporary suspension of the studying. In this case, he can submit a new application to enroll in the University. If admitted, he/she will maintain his/her entire academic record, if he/she so desires, given that he completes the graduation requirements in accordance with the study plan in force upon his/her return to the University. The study period and the temporary suspension of the studying are calculated for him/her within the maximum credit hours for graduation. In cases in which the student loses his seat due to not registering for courses or postponing for one or more semesters for a

compelling reason, he/she submits an application to the Director of International Program, to consider this period within the maximum level for the permissible postponement period.

2

If a student who suspended his/her study wishes to re-enroll in the University, then he/she has to submit a new application in accordance with the rules and regulations of the University. If the student is admitted then he/she will be given a new University ID. The student has the right to submit a request to calculate the courses that he/she passed in his previous semesters if they are required in the study plan of the new specialization and the calculation of the grades are not below 4. %.

3

The student who suspends his/her study will be charged 100 US Dollars fees for the first or second time of suspension while this amount will be increased by 50 US Dollars after the second time of suspension.

Filling an electronic application form

Dear student, you can fill an electronic application form, add/drop courses through the academic portal of the International Program via the link

ilportal.qou.edu



Al_Quds Open University
International Program



البرنامج الدولي
International Program

+970 2 2964571 Ext. 140 

+970592887887

+970593306331 

+970593306330

+972 2 2964570 

<https://wa.me/+970592887887>

<https://wa.me/+970593306331> 

<https://wa.me/+970593306330>

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ilp@qou.edu 

<https://ilp.qou.edu> 