

MINISTRY OF EDUCATION
IMAM ABDULRAMAN
BIN FAISAL UNIVERSTY
DEANSHIP OF PREPARATORY
YEAR&SUPPORTING STUDIES

وزارة التعليم
جامعة الإمام
عبدالرحمن بن فيصل
عمادة السنة التحضيرية
والدراسات المساندة



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

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 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 does English Placement Test mean? And is it included in GPA?

It is a test prepared by the Department of English Language (before the orientation week) for the PYP students to determine their levels in English language skills. The main aim is to categorize students into levels that match their abilities in order to make the most out of the Intensive English Program. The Placement Test (PT) is neither included in the students' assessment system nor in GPA. All students must sit for the PT and absentees will take full responsibility for missing it.

5- Why is the English Placement Test important for students?

Students are assigned to their appropriate levels based on the Placement Test. Therefore, students should answer the questions carefully and seriously in order to be placed in the right levels that match their language abilities.

6- What does the Math Placement Test mean? And is it included in GPA?

It is a test prepared by the Department of Basic Sciences which takes place before the orientation week for the PYD students enrolled in the following colleges: Science, Engineering, Architecture & Planning, Computer Science & Information Technology and Design (both Science and Literary streams) to determine their level in math skills and identify the areas that need to be improved more than others in order to derive the expected

benefits from taking the math course. All students must sit for the test, and absentees will take full responsibility of missing it.

7- Do students who have an IELTS certificate get exempted from studying ENGL 101 and ENGL 102?

Students are eligible for exemption (if they want to) only from ENGL 101 and ENGL 102 courses provided that:

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)

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)

- Please note that students who obtain an exemption, their GPA will be calculated without ENGL01/02

Students are required to submit the exemption application by the end of the first teaching week of the new academic year 2023-2024 online by using the line below:

<https://ud.questionpro.com/a/TakeSurvey?tt=nvILFMFFY2A%3D>

8- How do students register the classes they study at Prep Year?

Students register their courses through the Student Records 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. Students must obtain a username and password during the orientation week.

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

Prep Year program implements an annual academic system in which students must complete all courses in three academic terms. A summer term is offered for students who fail in no more than (3) courses and achieve a GPA of 3 or higher.

10- 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.

11- 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.

12- What is the cumulative GPA?

It is the result of dividing the total points obtained by the student in all the courses s/he has studied since joining the university by the total units prescribed for those courses. (Kindly see item 3-6 Calculating the semester and cumulative GPA, page 15 in the Student Guide).

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

The preparatory year program is applied to all students admitted to the health track and the following colleges: Public Health, Nursing, Architecture and Planning, Engineering, Design (Literary stream), Design (Science Stream), Science, Business Administration, Computer Science and Information Technology, Arts, and Science & Humanities in Jubail.

14- 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.

15- 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.

16- 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 28).

17- Are the warning and excessive absence hours different in the general English course according to proficiency levels?

Yes, they differ, as shown in the table below:

Course and Level	Early Warning	Excessive Absenteeism	
	10%	More than 15%	
ENG 101/102	Beginners	25 hours	38 hours
	Intermediate	20 hours	30 hours
	Advanced	15 hours	22 hours

Note: The warning and excessive absence hours are counted taking into consideration that the academic year lasts 30 weeks and ENG 101 is an annual course.

18- 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.

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

They are accepted only once a semester and they are subject to approval by the General Directorate of Health Affairs (see Question 28).

20- What is meant by the 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.

21- 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 succeed in all courses and the cumulative GPA should not be less than three out of five by the end of the Preparatory Year program.

22- When does the student retake the course(s) he failed?

If the student fails one course, he 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 student registers for the first course in the following term and for the second course in the summer school. 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. The same is true for Physics, Chemistry, and Biology courses for the health track as they are annual courses.

23- Will the grade of the course in which the student fails in be counted if he takes it again and succeeds in it?

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

24- 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 is not allowed to sit for a make-up test as long as he sat for the main one.

25- What is the procedure taken in case a student skips 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 to the Students' Supervisor of their tracks within seven days from the date of absence. The excuse should be submitted by the student himself or, in case he is not able to make it, by his legal guardian or an authorized person. Excuses are electronically submitted to the Excuse Acceptance Committee. In case of acceptance, Incomplete (IC) will be entered for the Final Exam and a make-up test will be arranged. As for the Mid-term Test, a make-up test is given within two weeks from the regular test. The student is informed of the date and timing of the make-up test and absence will not be accepted.

26- What are the excuses that can be accepted?

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

A- Medical excuses issued by the medical authorities competent to grant sick leave after performing a medical examination, namely:

- Hospitals and health centers affiliated to the Ministry of Health.
- Specialized government hospitals.
- Private hospitals, clinics, and medical centers authorized by the Ministry of Health.

B- Traffic accidents:

- The excuse is accepted on the basis of an accident report issued by 'Najm' company and certified by the Traffic Department. The report should contain the student's full name as well as the date and timing of the accident.

C- Death cases:

- Only first-degree kinship death excuses, namely for a father, mother, brother, sister, son, daughter, husband, wife, grandfather, and grandmother, are accepted. These excuses should be provided within three days. A death certificate, a burial permit, and a copy of the ID of the deceased are required.

27- What is the procedure to be followed if the student objects to the semester tests / final exam scores?

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 his 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 who will be 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 beginning of final exams for the following term.

28- 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.

29- What are the necessary procedures to withdraw from studies at IAU?

A student can withdraw from studies at IAU electronically by logging into his/her account in the Students Records 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.

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

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

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

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

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

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

33- 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 his 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.

34- 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.

35- What is E-learning?

E-learning stands for a method of learning that uses modern communication techniques through the computer, its network, and its multimedia such as audio, video, and electronic libraries. This method aims to deliver information to the learner swiftly, effortlessly, and usefully. The Deanship offers two e-learning platforms, namely Blackboard (for all courses).

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

Violations can be classified as follows:

A) Academic violations:

- 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:

- 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.
- 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.
- 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:

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

D) Regulatory violations:

- Organizing (or participating in) activities on campus, 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.
- Any other violation that the IAU or PYD considers as a breach to its regulations, instructions, and decisions.

37- What are the disciplinary penalties at IAU?

The IAU shall have the right to take appropriate disciplinary action students who violate the university's rules and regulations. Disciplinary penalties are classified as follows:

A) Essential Penalties:

- A warning is handed over to the student himself and sent to his 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 him 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 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 incurred in addition to the repair cost, installation, and the other consequences, (including private rights).

B) Alternative Penalties:

They consist of denying access to one or all university service(s)/privilege(s) for one (or more) academic term(s). These services/privileges are stated below:

- Book borrowing from the library.
- Access to the university housing.
- Students' trips and visits.
- Representing the university in student delegations.
- Access to the university internet network.

- Receiving subsidies and loans from the Students Fund (possible denial for no more than two terms).
- Registration in Student Employment Programs (possible denial for no more than two terms).
- Having travel ticket reductions (possible denial for no more than two terms).
- Having restaurant ticket reductions (possible denial for no more than one term).
- Access to the university's sports and leisure facilities (possible denial for no more than two terms).

38- 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/health 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 Section in the Admission and Registration Department via their official email address register@iau.edu.sa.

