



King Abdul-Aziz University
Deanship of Admission & Registration

Admission Guide

2022

Preparatory Year



رؤية
VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

نعود بحذر



**Congratulations
to the accepted students**

I congratulate my sons and
daughters accepted for the
academic year 2022 and wish
them success in university
life at their university;
King Abdul-Aziz University



President
Prof. Dr. Abdulrahman Obaid Al-Youbi



5th
ENJAZ AWARDS 2018
#جائزة_انجاز_الخامسة

جائزة وزارة الاتصالات وتقنية المعلومات
لأفضل خدمة لأفراد المجتمع
لخدمة القبول الإلكتروني بجامعة الملك عبدالعزيز



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**Remarks of the Dean of Admission
& Registration****Dr. Abed bin Abdullah Al-Mashaikhi**

Praise be to Allah, Lord of the Worlds, and peace be upon our Prophet Muhammad, his family and all his companions, and those who followed his path until the Day of Judgment.

Deanship of Admission and Registration is the main gate through which students can join the university for the undergraduate stage, and their academic journey starts. The Deanship undertakes the task of providing all information about the university to high school students, while they are studying, so that they are fully aware of the university before enrolling in its programs.

Based on the responsibility of the Deanship, this simplified guide has been prepared to be best help students in the process of submitting an application to the university through the electronic system. This guide includes all the information of interest to the student, starting with announcing the availability of the electronic portal to submit an application for admission to the university. The guide ends with the electronic admission procedures to KAU, in addition to introducing the student to the study system, the available disciplines, the branches and courses that the student studies in the approved tracks at university, attendance, criteria of

placement in faculties after passing the preparatory year and the mechanism of postponement and deregistration from the university.

There is comprehensive information that students wishing to join the university can view through the website of the Deanship of Admission and Registration at the following URL (admission.kau.edu.sa).

Deanship of Admission and Registration hopes that this guide fulfills the aspirations of male and female students wishing to join KAU, and that its information meets their wishes and inquiries.

In conclusion, we would like to extend our sincere congratulations to our male and female students and welcome them to their university, King Abdul-Aziz University, praying to God Almighty to help them achieve their ambitions and hopes.



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Introductio

KAU considered multiple admission opportunities for male and female students through preparatory year in certain tracks of admission in the university.

All applicants compete on the available seats as per the balance marks in comparison among them



Preparatory Year for Scientific Discipline

The Faculties available for the preparatory year program for the scientific discipline are: Engineering - Science - Architecture and Planning - Computers and Information Technology – Human Sciences and Design – certain departments of the Faculty of Economics and Administration. He must select the preparatory year for the scientific discipline

For details, see page: 22

Targeted Class

Targeted class in the preparatory year is male and female students holders of high school certificates and the equivalent in 2022.



The student has to pass all courses of the preparatory year of all tracks to finish the preparatory year.



What is the Accumulative grade?

The Accumulative grade is the total of (high school + General Aptitude Test + Achievement Test) scores in certain rates according to the following figure:

Accumulative grade for the preparatory year, scientific discipline (male and female students)



%40

High school

%30

General Aptitude Test

%30

Achievement Test



Illustrative example: A student obtained 95% in high school of, an 80% of General Aptitude Test, and 85% of the achievement test. How is the balanced mark calculated?

Answer:

Accumulative grade

$:(95 \times 0.40) + (85 \times 0.30) + (80 \times 0.30) = 87.5\%$



Tuition Fees

Tuition fees for the preparatory year program have been approved in (16,000 SAR), excluding tax for the entire program



University Faculties and Majors

KAU Faculties (Al-Sulaimaniyah Campus)

Faculty of Economics & Administration



- Accounting
- Business Administration
- Finance
- Human Resource Management
- Management of Health Services and Hospitals
- Marketing
- Management information systems
- Economics (Money and Financial Institutions - Insurance - Business Economics) (female students only)

Faculty of Computers and Information Technology



- Computer Science
- Information Technology
- Information Systems

Faculty of Sciences



- Biochemistry
- Biology (Zoology - Microorganisms - Botany)
- Chemistry
- Mathematics
- Physics
- Statistics
- Astrophysics (male students)
- Astronomy Mathematics (male students)
- Medical physics

Faculty of Human Sciences & Design



- Food and Nutrition
- Clothing and Fabrics
- Interior Design and Furniture
- Family Sciences

Male and Female Students

Male Students Only

Female Students Only



University Faculties and Majors

KAU Faculties (Al-Sulaimaniyah Campus)

Faculty of Architecture & Planning



- architecture
- environment architecture
- urban and regional planning
- Geomatics

Faculty of Marine Studies



- Marine Survey
- Maritime Navigation
- Marine Supply Chain Management
- Marine Engineering

Faculty of Engineering



- Electrical engineering (power and machines - electronics and communications - computers (male and female students) - biomedical).
- Industrial Engineering (male and female)
- Mechanical Engineering (production and design of mechanical systems, thermal and water technology) (male students only)
- Mechanical Engineering (Aviation) (male students Only)
- Nuclear engineering (medical physics)
- Radiation Protection (male students only)
- Chemical Engineering (male students only)
- Civil Engineering (male students only)
- Mining Engineering (male students only)

Male and Female Students

Male Students Only

Female Students Only



General Conditions of Admission

- 1 The applicant is be a Saudi national, or of a Saudi mother or the mother of a Saudi son.
- 2 The applicant must have a high school certificate or its equivalent from inside or outside Saudi Arabia.
- 3 Submitting the approval from his employer to study if he works in any governmental or private entity.
- 4 The student must have passed the General Aptitude Test and achievement test.
- 5 The data entered electronically must be identical to the original attached documents.
- 6 The validity period for General Aptitude Test and achievement exam scores shall be as determined by the National Center for Measurement at the Ministry of Education.
- 7 The student must not have been dismissed from KAU or any other university for disciplinary reasons. If it becomes clear that he has already been dismissed, after the applicant's admission, the admission shall be null.
- 8 KAU shall not accept any high school certificate that is more than five years old. This means that the university accepts certificates from the academic year 2016/2017 and afterwards.
- 9 The student must successfully pass all the courses of the preparatory year with a GPA at least 7.0 out of 10 at the end of the preparatory year.
- 10 Study in the preparatory year program shall be in the evening shift
- 11 Students of the preparatory year are treated as regular students in terms of study and tests
- 12 The applicant should not be enrolled or studying at any university, college, institute or mission.



Financial Regulations

- 1 The candidate for admission has to pay within the time specified by KAU.
- 2 In case the student withdraws his file before the start of the program study, 10% of the tuition fee amount shall be deducted as an administrative fee.
- 3 In case the student withdraws his file during the first two weeks of the study start, 25% of the tuition fee is deducted
- 4 In case the student withdraws his file after two weeks of study start, 50% of the tuition fee is deducted.
- 5 In case the student withdraws his file after the end of the fourth week of starting the study, the student is not entitled to refund any of the tuition fees. The student has the right to refund the tuition fees in the event that he does not obtain a study schedule.



General Conditions of Admission

The documents required to be uploaded on the university's website for application:



- 1 Origin of high school certificate.
- 2 Origin of ID card.
- 3 Colored personal photos, size 4 x 6 cm, with a white background (with hijab for female students).
- 4 Employer's Approval (for employees).
- 5 Birth certificate, mother's ID and Saudi son's ID (for non-Saudi students of a Saudi mother and the student mother of a Saudi son)
- 6 A certified certificate stating the reason for withdrawal for the student withdrawing from any other educational institution.

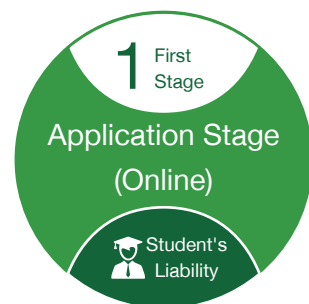


Students who have conditional admission must bring the documents requested from him in the review form at the specified time



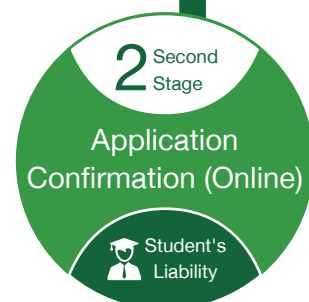


Admission Mechanism of KAU



Application Stage (Online)

- Applying within the stated period via the admission portal on the main website of the university www.kau.edu.sa
- The system will send you the password you entered to your mobile for reference. Don't disclose your password to others.
- The applicant must fill in all personal and academic data. In case of not obtaining a high school degree or measurement, you can bypass it, provided that it will be added to you as soon as it is obtained during the announced application period and before the application is confirmed.
- The applicant must arrange the admission wishes in order of priority.
- The applicant must clearly submit the original required documents (ID + high school certificate + personal photo .. etc.)
- It is not allowed to upload copies of documents instead of originals.



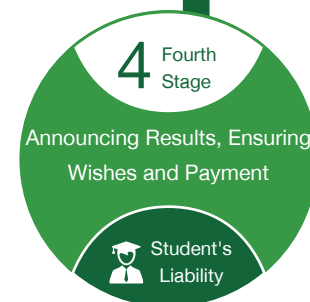
Application Confirmation (Online)

- Application Confirmation is very important to complete the admission procedures. After this confirmation, the student's file will be forwarded to the university electronically for revision.
- Confirmation of the application will not take place until after all the required data from the student is entered, and the data cannot be modified after confirming the request.
- Failure to confirm the application within the specified period means that the application for admission will be cancelled.
- The applicant must follow up his application through the follow-up page in the program «Aziz» and make sure that all stages are completed up to the stage of issuing the Academic number and the university card.



Final Admission and Issuing the University Card

- The applicant's acceptance is approved after matching his original documents and verifying the accuracy of his data. The electronic system issues an order to grant him a university card when meeting the admission requirements and according to the vacant seats.
- The university has the right to cancel the student's admission if it is found that he has not met the admission requirements even after the university card is issued.



Announcing Results, Ensuring Wishes and Payment

- After announcing the sorting results and nominating you for one of the university seats, you have to log immediately in the admission page to complete the procedures by approving the desire for which you were nominated during the systematic period.
- The admission program will allocate a limited time for you to confirm your acceptance of the desire and pay the tuition fees in order to reserve your academic seat and obtain the university number, and give you a specific period of time for that, otherwise your right to the seat will be forfeited.
- Failure to confirm the desire and pay the tuition fees for which you were nominated on time will forfeit your right to admission to the university.



Application Verification

- The results of the candidates will appear on the follow-up page and the student will be notified by text message (SMS) when applicable. The student must follow up on the result of the application on the date of announcing the results specified by the university.



Preparatory Year Admission for Scientific Discipline

What is Preparatory Year?

It is an academic year in which the student studies on a full-time basis in the evening period, and is required to attend daily according to the academic registered schedule. The preparatory year lasts for one academic year during which students study through it all the courses of the study plan for the scientific discipline.



Objectives of Preparatory Year

The preparatory year in university has many merits that can be summarized in the following:

- 1 Contributing to meet the society needs to absorb the increasing numbers of high school male and female graduates, whose numbers exceed the university's absorptive capacity.
- 2 Achieving the scientific inclinations of male and female students by enrolling them in the academic disciplines they desire.
- 3 Enabling those enrolled in the program to adapt to the undergraduate study system.
- 4 Providing the opportunity for male and female students who have successfully passed the program to complete their undergraduate studies in KAU faculties.



Preparatory Year

Study System of Preparatory Year

- 1 The student studies the courses of the Preparatory Year which are counted among the requirements for graduation from KAU.
- 2 The grades obtained by the student in the Preparatory Year are calculated within his academic record and affect his academic GPA at university.
- 3 Addition and deletion operations are not allowed. The schedule is considered fixed for the student throughout the study period in the Preparatory Year.
- 4 The registration process for courses is done automatically by the Deanship of Admission & Registration in accordance with the study plan established for the Preparatory Year.
- 5 All the Preparatory Year courses must be successfully passed during the first year. Only an additional semester with tuition fees is allowed for the defaulting student to complete the Preparatory Year requirements (on condition that the student's study does not exceed three semesters to complete the Preparatory Year Requirements).
- 6 The student is denied of entering the final exam due to absence if the percentage of his absence without an acceptable excuse exceeds 20% of the lectures and scientific lessons specified for each course during the semester, and a denied score (DN) is recorded in the academic transcript.
- 7 All courses of the Preparatory Year must be passed within the specified period as a prerequisite for admission to colleges. In addition, the student's GPA must not be less than (2.75 out of 5).
- 8 The student is not entitled to transfer from one track to another during the Preparatory Year.



- In case the student does not pass the Preparatory Year on time, he/she will be excluded from the program
- The Preparatory Year Study shall be in the evening.
- Periodic and final exams are held with regular students.
- Students of the Preparatory Year are subject to placement conditions that apply to regular students.





Tracks Available for Preparatory Year Male Students

Preparatory Year Male Students Tracks for Scientific Track



The tracks, their faculties and campuses that the male student can choose after passing the preparatory year for the scientific track



KAU Campus Faculties (Al-Sulaimaniyah)

Scientific Discipline

- 1 Faculty of Engineering
- 2 Faculty of Computing and Information Technology
- 3 Faculty of Science
- 4 Faculty of Architecture and Planning
- 6 Faculty of Maritime Studies

Al-Marjan – Ubhor

- 5
 - Faculty of Economics and Management; the following specializations only:
 - Business Management
 - Economy
 - Accounting
 - Management information systems
 - Administration of health services and hospitals
 - Finance
 - Marketing
 - Human Resource Management



Tracks available for Preparatory Year Female Students

Preparatory Year Female Students Tracks for Scientific Track



The tracks, their faculties and campuses that the female student can choose after passing the preparatory year for the scientific track



KAU Campus Faculties (Al-Sulaimaniyah)

Scientific Discipline

- 1 Faculty of Engineering the following majors only:
 - Electrical Engineering (Female Students)
 - Industrial Engineering
- 2 College of Computing and Information Technology
- 3 Faculty of Science
- 4 Faculty of Economics and Management the following specializations only:
 - Business Management
 - Economy
 - Accounting
 - Management information systems
 - Administration of health services and hospitals
 - Finance
 - Marketing
 - Human Resource Management

- 5 Faculty of Human Sciences and Design for the following majors only:
 - Food And Nutrition
 - Clothing and Fabric
 - Interior Design and Furniture
 - Family Sciences

Study Plan of Preparatory Year

Particulars of Study Plan of Preparatory Year,
Scientific Discipline



Courses Particulars Scientific Discipline

3 Hours COMM101	3 Hours CHEM110	3 Hours STAT110	3 Hours PHYS110
3 Hours CPIT110	3 Hours BIO110	3 Hours MATH110	0 ELIS101
2 Hours ELIS102	2 Hours ELIS103	2 Hours ELIS104	





Placement Mechanism in Faculties after the preparatory year

Placement in faculties after passing successfully the preparatory year:

Placement is the process of defining the college that the student wishes to specialize in based on the order of his desires, provided meeting the faculty standards he desires and availability of vacant seats are available in such faculty according to the result of the comparison among the beneficiaries of placement based on the accumulative average.

Mechanism of Placement in Faculties

- 1 The student applies within the specified period for placement during the study of the Preparatory Year to determine his / her desires through the ODUS PLUS electronic services system. The student is responsible for arranging his/ her desires according to his/ her priorities.
- 2 Arranging the requested desires, noting that in the case of choosing a desire, it cannot be changed after the results announcement.
- 3 Placement results are sorted after the end of the semester. Applications that do not meet the criteria are excluded (must pass all the courses of the Preparatory Year successfully, and the cumulative average is not less than 70 out of 100 to enter the comparison as well as meeting the faculty standards)
- 4 The comparison between applications is made according to the desires, the relative weighted rate of placement, and the capacity of each college criteria.

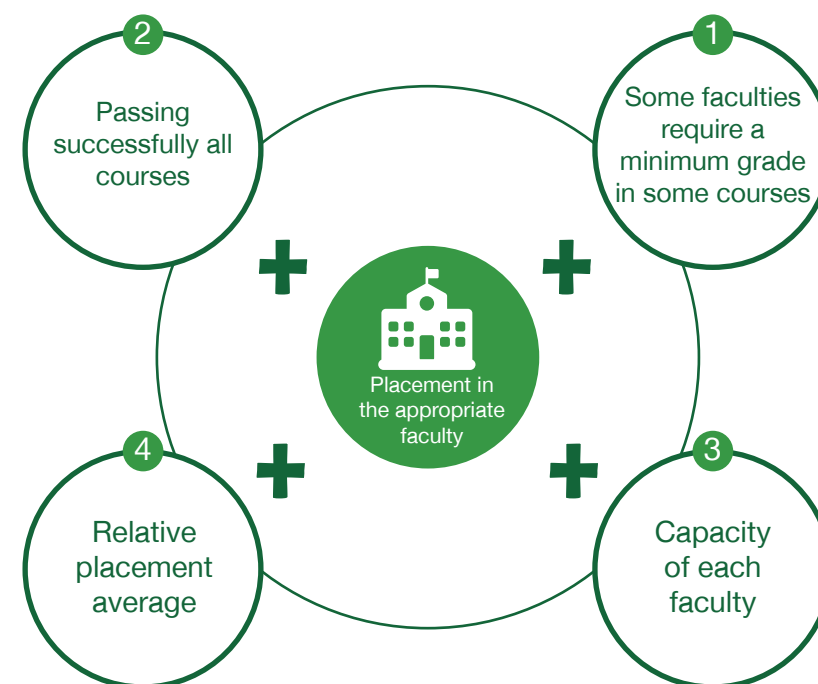


NB

The student is not allowed to change his desire and amend the faculty after the announcement of faculties results.

Placement Criteria after the Preparatory Year

The placement process in faculties after the preparatory year is governed by several criteria:



How to calculate the balanced average for placement?



* Student's total registered and acquired hours



Important Information



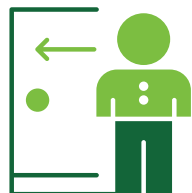
Attendance and withdrawal

- 1 The student shall not be permitted to withdraw from the semester study
- 2 In exceptional cases, the permanent committee reviews the withdrawal application cases on the ground that the permanent committee reckons the withdrawal period among the semesters the student can withdraw from.



Postponement

- 1 The study postponement shall not be permitted during the Preparatory year.
- 2 In exceptional cases, the student can submit the postponement application to the permanent committee of the admission and registration for reviewing the case and taking the appropriate decision according to the postponement nature and period.
- 3 The postponement period shall be calculated according to the regular postponement period for the student.



Enrolment Termination

- 1 In case the student doesn't pass the Preparatory year courses with success during the specific time periods (up to a maximum of three semesters).
- 2 In case the student obtains a GPA less than 2.75 at the end of the Preparatory year even if the student completes all the Preparatory year courses).
- 3 In case the student is stopped or suspended study.
- 4 In case of issuing an administrative resolution to cancel his enrollment



Appendices

Conditions for accepting British certificates (IGCSE) at the university

Tracks	Courses to pass in the two levels (O and A)		Courses to pass in the two levels (O and A)
	O-Level		A-Level *
Option 1	Passing 5 scientific courses Example: Mathematics, Chemistry, Physics, Biology, Statistics, Computer, Communication Skills, etc.		Passing 2 A-Level scientific courses 1. Chemistry 2. Physics 3. Biology 4. Mathematics
Option 2	Passing 6 scientific courses Example: Mathematics, Chemistry, Physics, Biology, Statistics, Computer, Communication Skills, etc. or, Communication Skills, etc.		Passing 3 A-Level scientific courses 1. Chemistry 2. Physics 3. Biology 4. Mathematics
Option 3	Passing 7 theoretical courses Example: Economics, Communication Skills, Arabic, History, Literature, Arts, Management		Passing 2 A-Level theoretical courses 1. Literature 2. Economics 3. Management, etc.

- Language and culture courses are not counted.

Grade Weight:: (A+) (A = 97) , (B = 85) , (C = 75) , (D = 65) , (F=55) , . . . etc.

$$\text{High school average} = \left(\frac{\text{Total scores for courses in high school}}{\text{Number of Courses}} \right) = \text{X}$$



Appendices

Conditions for accepting American diplomas at the universit

Requirements for accepting this type of certification are
the following

**The student must have passed levels
(10 - 11 - 12)**

High school average $\left(\frac{\text{Total scores for courses in high school}}{\text{Number of Courses}} = \right) \%$

Basic Science Courses

(Chemistry - Physics - Mathematics - Biology - English)



Important Note

One of the conditions for admission to the university is that the student must take Qiyas tests (aptitude - achievement) that are held by the National Center for Measurement and Evaluation in Education in the Kingdom of Saudi Arabia in either Arabic or English. The student must log in to the Center's website www.qiyas.org to check dates and to register.

The student can apply to the University before the high school results appear. In the event that the results appear later than the screening date, the student's nomination can be considered if a vacant seat is available for him/ her and the student meets the conditions and criteria for admission, provided that the results of high school appear before the start of study.



Appendices

Deanship of Students' Affairs

A Brief about what KAU presents to students through Deanship of Students' Affairs



Students Accommodation

There is students' accommodation for female students coming from out of Jeddah for facilitated fare. (only female students accepted in the main campus)



Transportation

There are fee buses between students accommodation and KAU from 07.00 am to 10.00 pm.



Catering

KAU provides equipped restaurants serving meals for reasonable prices under supervision of the Nutrition Management.

Playgrounds, swimming pools and sports courts



These facilities are available under the supervision of specialized trainers. In addition, there are reading rooms and an internet cafe.



Student Clubs

KAU has several student clubs, the most important of which are: Theater Club, Heritage Club, Arts and Hobbies Club, Arabic Calligraphy Club, Computer Club, and the Scientific Innovations Club.

Students' Affairs Deanship

Tel: : (012)6952859

Whatsapp: 0501111052

E-mail: fas@kau.edu.sa

website: fas.kau.edu.sa



st_affairs



st_affairs



st_affairs



Frequently Asked Questions

1

Is the preparatory year counted within the years of study the student spends at university?

Yes, it is considered with the graduation plan. In addition, the preparatory year GAP is counted and affects the students study level.

2

I am a student who has exhausted the specified period for the preparatory year, and I have not been successful. What is my situation?

If the student has exhausted the specified period of the qualifying year and one or more courses remain, or if he/she obtains an average of less than 2.75, his enrollment from the university will be terminated.

3

What are the university admission criteria?

Admission to KAU is done on the basis of comparison between applicants. Comparison is based on the GPA the source of the high school certificate, and based on the vacant seats.

4

If the required number is sufficient and a student I know is withdrawn, can I get his place?

No, if the student withdraws after acceptance is sufficient, the student who deserves the seat will be contacted according to the results of the comparison among the applicants.

5

What is the lowest GPA accepted by KAU?

There is no specific GPA, but rather a comparison according to the weighted degree and the vacant places for admission in KAU.



Frequently Asked Questions

6

I am a student obtained a bachelor's degree from the university. May I obtain another bachelor's degree with any program, whether regular, affiliation, or distance education?

No, the university does not grant another bachelor's degree to anyone who obtained it, whether inside or outside the university, according to the study regulations.

7

What is the preparatory year? How long is it?

The preparatory year at King Abdul-Aziz University is an academic year with tuition fees that the student must study. It is counted within the student's graduation plan. During the preparatory year the student studies basic and cognitive courses according to the scientific track plan.

8

What if the student fails in one of the preparatory year courses?

The preparatory year term is one academic year that the student has to pass all courses successfully. The defaulting student is entitled to study only one semester with tuition fees as a last chance to finish these courses in addition to the summer semester.

9

Can I withdraw my file from KAU and apply again?

Yes, for once. Provided that the date of withdrawing the file is 3 months from date of study start.



Ranked within the best one hundred universities to register patents all over the world, 2020

Valid Accreditations in King Abdul-Aziz University



Accreditations King Abdulaziz University



Green Metric	36
QS Ranking	109
US News Ranking	42
ARWU Ranking	101-150

مركز الاتصال الموحد
800-11-MyKau
800-11-6 9528
www.kau.edu.sa

E-mail

help@kau.edu.sa

National Center for
Assessment
e-services.qiyas.sa



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