

**Open University Malaysia  
Bahrain Regional Learning Centre (AOU Bahrain)  
Admission and Registration Department**

**Postgraduate Students Manual**

**I. Study Load**

1. The **minimum** study load for a student during any semester including summer semester = 3 credit hours
2. The **maximum** study load for a student during any semester including summer semester = 9 credit hours
3. The **maximum** allowed study load for a student in the graduation semester = 12 credit hours
4. If cumulative GPA (CGPA) is **less than 3.00**, the student is allowed to register total maximum of 9 credit hours, but will be assisted by an advisor who help the student register for new courses and repeat failed or weakly-graded courses (See items II.1 and VI for more details).

**II. Online Registration**

1. If a student's CGPA is less than 3.00, He/she will not be able to register online; the Registration Department shall register his/her courses based on recommendation of Student Care department once agreed with the respective student.
2. If a student has already paid the fees for a course and wants to drop it, he/she may not be able to drop the course online; the Registration Department has to approve the student request prior to any further action.

**III. Class Attendance**

1. When a student becomes absent for more than 25% of scheduled classes, he/she is not allowed to sit for the final exam for that particular course, and he/she is considered WITHDRAWN (W).

#### **IV. Final Examinations**

1. *If a student does not attend a scheduled final examination without a priorly accepted excuse, ZERO will be recorded for him/her in the final exam for that course.*
2. *If an absent student submits an accepted excuse within three days from the scheduled exam date*
  - He/she will be allowed to sit for the final exam the next time it is offered after he/she pays the designated fees.
  - A grade of (I: incomplete) will be recorded in his/her academic transcript.
  - The grade of (I) is changed to (F: Fail) when a student fails to sit for the final exam of a course the second time.
3. *If a student is found cheating in the final exam and his/her case is verified by specific AOU committee, he/she will get ZERO in the final exam.*

#### **V. Grading**

1. *Points and letter grades for each course are matched as follows:*

<b>Level</b>	<b>Points</b>	<b>Grade</b>
Outstanding	4.0	A
Very Good	3.67	A-
Good	3.33	B+
Pass	3.0	B
Marginal pass	2.67	B-
Marginal pass	2.33	C+
Marginal pass	2.0	C
Poor	1.67	C-
Poor	1.33	D+
Poor	1.0	D
Fail	0.0	F

2. *The minimum PASS grade for any course is (C).*

3. *The minimum GRADUATION CGPA is 3.00 out of 4.00.*

## **VI. Academic Warnings and Dismissal**

1. *A student shall receive a WARNING when his/her CGPA is below 3.0*
  - The student will be advised to register courses as in item (I.4).
2. *The third consecutive warning should be considered as a FINAL WARNING*
  - The student will exit the program with an Executive Diploma if he/she has recorded at least 6 courses with (C) grade or higher.

## **VII. Placement of an Appeal**

1. *A student is allowed to place an appeal within 10 days from the date of grades announcement*
2. *Only final exam will be re-assessed after he/she pays the appeal designated fees*

## **VIII. Course Repetition**

1. *If a student failed a COMPULSORY course*
  - He/she is required to repeat the same course, in the next semester or in a later one
  - The new grade will be calculated in his/her cumulative GPA
  - The student shall pay full course fees in this case
2. *If a student failed an ELECTIVE course*
  - He/she is allowed to repeat the same course or another elective course (depending on the pool of electives he/she prefers), in the next semester or in a later one
  - The new grade will be calculated in his/her cumulative GPA
  - The student shall pay full course fees in this case
3. *If a student, in any course, obtained a coursework mark of 40 out of 50 or more but failed the course*
  - He/she is allowed to repeat ONLY the final exam the next time it is offered
  - The previous coursework mark will be considered again in the total course mark calculation
  - He/she is required to pay 50% of the course fees in this case
4. *Refer to items (I.4 and VI) for other details*

## **IX. Credit Transfer of Courses**

1. *A student from another university who wishes to transfer to OUM program at AOU*
  - Should fulfill the entry requirements for the applicant's requested OUM academic program.
  - Approved transferred courses are only those which have equivalent contents with OUM corresponding courses.
  - Maximum of 15 credits is allowed to be transferred from another university to OUM program.
  - Approved transferred courses are only those with (B) grade or higher taken at the applicant's original university.
  - Project Works 1 and 2 (BMPP I & II) are compulsory for all students, including transferred students, and cannot be part of transferred credits.
  
2. *If a student with CGPA of 3.00 or higher stopped his/her enrollment*
  - He/she is allowed to re-enroll later into the same program.
  - All courses taken previously (with C grade or higher) are transferred to his/her new transcript keeping same grades obtained previously and calculated accordingly in the new CGPA.
  - Conditions in item (VI) apply here as well.

## **X. Programs Structure**

*Refer to the annexes of this manual for detailed curriculum of the following Masters programs offered by OUM in Bahrain Regional Learning Centre (AOU Bahrain):*

1. Master of Business Administration (MBA)
2. Master of Information Technology (MIT)

*In the case of MBA program, students should consider the following:*

1. Students are required to complete 8 core courses before they proceed to the elective courses.
2. Business Research Methods (BMBR5103) is a pre-requisite for Project Work 1 (BMPP-I); in exceptional cases, it can be taken as co-requisite.

3. Strategic Management (BMST5103) can be taken during one of the final two semesters as a capstone course; in exceptional cases, this rule may not apply.
4. Project Works 1 and 2 (BMPP-I and BMPP-II) should be registered respectively, one after the other, during the last two semesters.
5. A student who was not able to complete Project Work 2 (BMPP-II) during the designated semester can extend his/her work to one more semester, without any additional fees. If, again, he/she was not able to complete the work, a grade of (W) will be recorded in his/her transcript and he/she is required to register BMPP-II again and pay full course fees.
6. Grades for both, Project Works 1 and 2 (BMPP-I and BMPP-II) will be recorded only after completing Project Work 2 (i.e. completing the whole Master Project) and defending it in front of a committee which consists of one internal examiner and one external examiner.