

Admission Policy

Policy #	AA-100	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

1. Purpose

FBSU seeks students with a sound academic record, good personal character, strong interest to serve their communities, and eagerness to serve as professionals in allied fields. Students with the most promising overall profile will be selected to join either the Foundation Year Program (FYP) or any of the academic programs offered in the Colleges of Computing, Science and Humanities, Business and Management, or Engineering based on their results of English, Math and IT placement tests.

2. Definitions

- 2.1. **Study Plan:** A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 2.2. **Academic Year:** Consists of two regular semesters (Fall and Spring) and an optional summer semester.
- 2.3. **Regular Semester / Semester:** A period of time not less than fifteen weeks, excluding the registration and final exams periods, in which academic courses are offered.
- 2.4. **Summer Semester:** A period of time that does not exceed eight weeks, excluding the registration and final exam periods, in which academic courses are offered. The lecture time during which is doubled to make-up for the reduced semester duration.

3. Policy

- 3.1. The University Council determines, based on the proposal of the College Councils and the Director of Admission and Registration, the number of students who can be accepted in the next academic year.
- 3.2. To accept a new student at the university, the following are required:
 - A) To hold a Saudi High School Certificate or its equivalent attained within the past five years, or a Diploma from the Technical College or Community College for applicants for the bridging program. Yet, the University Council may make an exception from this requirement if convincing reasons are available.
 - B) To successfully pass any test or personal interview that the University Council deems fit.
 - C) To be medically fit.
 - D) To be of good conduct.
 - E) To present a "No Objection" letter from the employer, if applicable.
 - F) Admission of students to the bridging program requires that the High School Certificate branch be suitable for the major in the college.

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- G) Students of the bridging program are accepted in the disciplines corresponding to their specializations in the diploma.
- H) The applicant must fulfill any other conditions approved by the university or college for which the application is submitted.

Students who meet these conditions must sit for placement tests in English, mathematics, and computers, and the student who fails these exams enrolls in the preparatory year program at the university.

- 3.3. All documents received by the Office of Admissions become the property of FBSU, and thus cannot be returned.
- 3.4. Admission of applicants who meet all the conditions is evaluated by the [Admission Committee](#) according to their high school grades, results in the aptitude and the achievement exams, the personal interview and the acceptance tests, if any.
- 3.5. Admitted students take placement tests in English language, information technology and mathematics to determine their level in these subjects. Then, the preparatory year students are classified according to the results of these tests in one of two levels in each of English language, information technology and mathematics.
 - A) The duration of the preparatory year program is an academic year, and a summer semester if necessary, during which English language, mathematics, information technology and any other courses are taught that the university deems to add.
 - B) The duration of each level is one semester consisting of 15 weeks, followed by aptitude tests, which are designed to measure students' abilities in the aforementioned courses at the end of each semester.
 - C) A student may be exempted from studying one or more of the preparatory year courses if s/he shows excellence in the placement examinations based on exemption rules determined by the University Council.
 - D) Preparatory year courses can be completed in one or two semesters, depending on the level in which the student is placed.
 - E) A student is promoted to academic level once s/he passes the English placement test or the FUP English courses. Yet, s/she may register for the Math and IT courses concurrently with the academic courses.
 - F) The grades obtained by the student in the preparatory year courses are included in his academic record, and these grades are not calculated in the GPA for university study.
 - G) The university has the right to dismiss the student if s/he is unable to finish the preparatory year courses within a maximum period of two academic years, and the University Council has the power to extend this period to another 2 years period.
 - H) Students who are accepted into the bridging program must sit for a placement test in the English language only, and based on the results of this exam, it is determined if the

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student shall to study bridging English courses or transfer directly to his/her academic major.

3.6. Bridging students equivalency evaluation:

- A) The Department Council in which the bridging student is accepted considers the equivalence of courses based on the description of the courses.
- B) The student's equivalent courses should not exceed, in all cases, 40% of the number of hours of his/her study plan at the university.

3.7. Applicants who are admitted to an academic program or to the Foundation Year Program at FBSU are officially notified between August 1 and August 15 for the first semester, and between January 1 and January 15 for the second semester.

3.8. Admitted students will be provided with a pamphlet containing all the necessary guidelines to proceed to the registration and payment processes, and attend the Orientation day and learn among other things about the registration requirements and registration schedule.

3.9. Students who have been informed of their initial acceptance but did not register during the registration period, their acceptance will be revoked unless the student requested deferred admission.

4. Related Documents

- 4.1. Admission of High School Students Procedure (AA-100-P1)
- 4.2. Admission of College Diploma Students (Bridging Program) Procedure (AA-100-P2)
- 4.3. Admission Application for Undergraduate Programs (AA-100-F1)
- 4.4. Admission Application for Graduate Programs (AA-100-F2)
- 4.5. Student's File Check List (AA-100-F3)
- 4.6. Courses Equivalency Form (AA-100-F4)