



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: December 2018

Supersedes: 5

Review Date: November 2023

No. of Pages: 3

1. **TITLE:** FEMALE ADMISSION POLICY
2. **PURPOSE:**
 - 2.1. To ensure that female students were educated in accordance with the principles of Islam as interpreted in the Kingdom.
 - 2.2. To hold equal opportunity between male students in areas related to human rights such as “right to have education”.
3. **DEFINITION:**
 - 3.1. Female admission - The process through which a Saudi female enters a tertiary education at universities and colleges.
 - 3.2. Accumulative Percentage - By dividing the cumulative frequency by the total number of observations (n), then multiplying the result by 100 (the final value will always be equal to 100%), the cumulative percentage is determined.
 - 3.3. Achievement test - processes what approach the applicant has learned over time and what the applicant has learned by assessing his present performance. It also measures how a person understands and masters a particular knowledge area at the present time.
 - 3.4. Aptitude test measures a person's proficiency in a particular skill or body of knowledge.
4. **POLICY:**
 - 4.1. The applicant must be a Saudi national.
 - 4.2. The applicant must hold a General Secondary Certificate.
 - 4.3. The applicant must have a good conduct or with pleasing personality.
 - 4.4. The applicant must pass the following:
 - 4.4.1. Written examination
 - 4.4.2. Personal Interview
 - 4.4.3. English Placement Test
 - 4.4.4. Medical Examination
 - 4.5. The applicant must be a candidate for preparatory year.
 - 4.6. The applicant must have a cumulative percentage of high school certificate grade 30%.
 - 4.7. The applicant must have an achievement test grade of 40%.



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- 4.8. The applicant must have an aptitude test grade of 30%.
- 4.9. The applicant must fill-up the application form which is available in the website.
- 4.10. The applicant must submit the required documents to complete the admission process.

5. PROCEDURES:

- 5.1. The candidates will be sorted into a database for updating and follow-up.
- 5.2. The candidates will received a message notification for a date of examination / placement test and interview.
- 5.3. The admissions office will compare the applicant's documentation to the information provided on the application.
- 5.4. The application should be forwarded to the Registrar's Office for the ID number activation following the applicant's documentation being verified.
- 5.5. Authentic records on the rapid flow are in item admin. Verification of data in both Arabic and English is required
- 5.6. The candidate takes the examinations, placement test and interview under the supervision of an Admission staff.
- 5.7. Candidates are excluded from taking the written and computer-based English Language test if they have submitted their IELTS or TOFEL test results.
- 5.8. The computer based test scores are printed and filed for each applicant.
- 5.9. Interview will be conducted by a committee, which is composed of a Admission Counselor and an English Language Counselor which is appointed by the Dean of Preparatory Program.
- 5.10. After the interview, all the applicants file will be returned to the Admission Office.
- 5.11. The total score (written exam) including all other factors (oral interview, English placement) The examiner delivers a signed score sheet to the admissions office. The Preparatory Program Chair approves the final placement sheet.
- 5.12. Based on the recommendations or decisions from the interviewing committee (either acceptance, conditional acceptance, or denial of admission), the score sheet is given to the Dean of Enrollment and Registration for a final review and decision on admission and placement, and an acceptance letter is generated accordingly. Admission Office contacts the accepted candidates.
- 5.13. The original high school diploma is a requirement for all accepted candidates and must be given to the admissions office. Students who fail to submit this paperwork for any reason whatsoever will have their admissions delayed.
- 5.14. Accepted applicants has to sign the original documents submission form and obtained a copy of it. Original form must be attached to the applicants file.



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك سعود التخصصي | King Fahd Hospital of the University

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5.15. Student's Record must be activated by the Admission Representative. All newly enrolled student files are reviewed by the admissions office before being transferred to the registrar's office in accordance with the transfer form. Any documents that are incomplete must be finished within the first three (3) weeks of class, and a record hold will be placed on the student account until all requirements have been met. The Acceptance/Conditional Acceptance Letter will be retrieved in the event that compliance is not maintained. The Dean of Enrollment & Registration or his designate has the authority to make extraordinary arrangements in unique circumstances.

6. RESPONSIBILITIES

- 6.1. Registrars
- 6.2. Admission Office.

7. ATTACHMENTS: N/A

8. DISTRIBUTIONS:

- 8.1. This policy shall be distributed university wide.
- 8.2. Signed original copy is maintained in IAU Documentation Department.
- 8.3. Available in IAU website.

9. REFERENCES: