FACULTY OF LANGUAGE STUDIES

MA in English Literature

Student Handbook

Prepared by Dr. Maher Ben Moussa

(The parts on policies pertinent to all MA programmes which were collected by previous FLS deans were retained here)

(Revised by Prof. Aziz Thabit Saeed, Prof. Najib Al-Shehabi and Prof. Ghada Abdel Hafeez)

(Parts of this handbook draw on material prepared by the Open University-UK and licensed for use by the Arab Open University)

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Preface

Dear Student,

Thank you for choosing the MA in Literature Programme.

MA in Literature Student Handbook is a document that is meant to provide you with an overall view of the programme. It gives you specific details about the programme in terms of its objectives, learning outcomes, admission requirements, modules, types of assessment, length of study, etc. It is indispensable to you as it presents an overall view of the courses you will study. You should read The MA Student Handbook very carefully before you go to your first tutorial.

Some key elements that you should know before going to your first tutorial are the following:

- *programme requirements;*
- *programme aims;*
- *programme learning outcomes;*
- *programme structure/organization and assessment.*

Course attendance requirements: two hours each week per course. It is important that you attend the tutorials regularly. Each tutor will be available for further consultation in his/her office hours and through the email and the LMS. Do consult your tutor whenever you have any queries, or whenever you feel that you need help in preparing for TMAs and final exams.

It is vitally important that you read the actual textbooks as well as the assigned material. While the assigned material is sufficient for passing the examined modules, extra credit will be given to students' extracurricular knowledge and to their understanding of the concepts that the programme introduces. It is of utmost importance that you also read the **MA Award Bylaws (please check the University website)**, as they contain crucial details about assessment, GPA and progression.

One last important word is to let you know that if you pass this Programme, you will receive TWO MA certificates: one from the Arab Open University and the other from the Open University-UK.

We wish you the very best of luck.

Prof. Aziz Thabit Saeed,
Dean of the Faculty of Language Studies (FLS)

1. PROGRAMME DESCRIPTOR, DURATION OF STUDY AND ADMISSION REQUIREMENTS

Programme Descriptor: MA in English Literature

The degree comprises 48 credit hours which can be completed over a two-year period of full-time study. The breakdown of credit hours and courses needed to complete the programme are as follows:

	Category	Credit Hours
1	8 Compulsory Modules	32
2	Dissertation	16
TOTAL		**48**

This programme is based on the following OU modules:

- AA810: Postgraduate foundation module in literature
- A813: Literature in context
- A815: MA module
- A817: Dissertation module

They are mapped as follows:

OU Modules		AOU Modules		Credit Hours
AA810: Postgraduate Foundation Module in Literature	A801	Research in English Studies		4
	A802	Theories in Criticism		4
	A803	The English Novel		4
	A804	Cultural Studies		4
A815: MA Module Block 1 + Block 3	A805N	Dramatic Dialogues		4
A813: Literature in Context	A806	Studies in Poetry		4
	A807	Comparative Literature		4
	A808	Postcolonial Studies		4
A817: Dissertation Module	A817	Dissertation Module		16
Total				48

Admission Requirements

To be admitted to the programme, you need to:

A. Have a BA degree in English Language and Literature, or a related specialization from the Arab Open University or another recognized university with a graduation rating of *GOOD* or higher in light of local accreditation requirements in the branch countries.

B. Achieve Band 6 or higher in the **Academic Version** of the *'International English Language Testing System'* (IELTS) test,
   OR
   Achieve a score of 550 or more in the 'Test of English as a Foreign Language'(TOEFL) (**Paper-Based Test)** or the equivalent score in the Computer-Based Test.

C. Some branches require an interview and recommendation letters.

2. ACADEMIC STAFF, CONTACT DETAILS AND AVAILABILITY ARRANGEMENTS

External Examiner: James Procter	
Teaching staff associated with the module	
Tutor's name and contact details	
Prof. Tahrir Hamdi	t_hamdi@aou.edu.jo
Prof. Nedal Al Mousa	n_almosa@aou.edu.jo
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External Examiner: James Procter	
Teaching staff associated with the module	
Tutor's name and contact details	
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Dr. Veena Vijaya	drveena@arabou.edu.sa
Dr. Huda Khallaf	Hoda.khallaf@aou.org.bh
Dr. Sameh Galil	s.galil@arabou.edu.sa
Dr. Julie Prathibha	j.leo@arabou.edu.sa
Dr. Mohsen Kamal Abbas	m.kabbas@arabou.edu.sa
Dr. Shaimaa Elsamouly	shaimaelsamouly@yahoo.com

In AOU system, all tutors are available for contact not only in weekly tutorials but also during their office hours. Other arrangements can be made through the LMS system and direct phone calls.

SUPPORT STAFF
Please contact your tutor/supervisor for a list of support staff in your branch.

3. INTRODUCTION TO THE PROGRAMME

The MA Programme in English Literature is a full-time postgraduate programme of study comprising 8 taught modules and a research dissertation.

The Programme will be delivered through the open learning system, which – according to AOU regulations - is delivered through two complementary modes:
- face-to-face interactive tutorials, constituting a minimum of 50% of course credit hours, and;
- interactive distance learning delivered through specially-designed teaching and support materials that are conducive to self-learning, constituting a maximum of 50% of course credit hours.

The MA Programme in English Literature has been developed and is delivered by the Arab Open University. It has been validated through a process of external peer review by the Open University-UK as being of an appropriate standard and quality to lead to the Open University validated award of MA in English Literature (OUVA).

Possible Job Opportunities
This Programme opens up many gates of employment for you: the following are job areas which you will be suitable for:

Teaching at universities, community colleges, language centers, bilingual and monolingual schools teaching through the medium of English, working with international and regional publishers, translation centers, banks, firms, foreign embassies and international educational/cultural organizations/ agencies, government

departments/offices, national, regional and international newspapers, satellite stations, news agencies, etc.

The Programme also opens up an important gate for further/higher academic study (e.g. a PhD degree).

4. PROGRAMME SPECIFICATION

Duration of the programme	2 years
Dual accreditation	Open University-UK and the Ministry of Higher Education in the host country of the AOU Branch

The Programme consists of a total of 48 credit hours, 32 of them are compulsory taught modules, and 16 credit hours are for the dissertation.

A. Compulsory modules (32 credit hours)

The following are the compulsory modules of the programme:

Course No	Course Title	Credit Hours	Pre-requisite
A801	Research in English Studies	4	
A802	Theories in Criticism	4	
A803	The English Novel	4	A801 and A802
A804	Cultural Studies	4	A801 and A802
A805N	Dramatic Dialogues	4	A801 and A802
A806	Studies in Poetry	4	A801 and A802
A807	Comparative Literature	4	A801 and A802
A808	Postcolonial Studies	4	A801 and A802

B. Dissertation (16 credit hours)

Course Number	Course Title	Credit Hours	Pre-requisite
A817	Dissertation in English Literature	16	A801, A802, A803, A804, A805N, A806, A807, A808

Duration of Study: suggested graduation plan

It is a two-year programme as the following per-semester graduation plan indicates:

Semester I			
			Prerequisites
A801	Research in English Studies		None
A802	Theories in Criticism		None
Semester II			
A803	The English Novel		A801 & A802
A804	Cultural Studies		A801 & A802
Semester III			
A805N	Dramatic Dialogues		A801 & A802
A806	Studies in Poetry		A801 & A802
A817A	Dissertation module		
Semester IV			
A807	Comparative Literature		A801 & A802
A808	Postcolonial Studies		A801 & A802
A817B	Dissertation Module		

Students planning to finish in two years are expected during the first summer semester to have identified a topic of research for their dissertations, drafted and detailed proposals which must be approved by the end of December of the second year. The students are expected to defend and successfully pass their dissertations in the summer of the second year. Students may opt to take more time to finish their studies, but within a maximum of 8 semesters.

5. PROGRAMME EDUCATIONAL AIMS AND OBJECTIVES

This postgraduate programme in literature will:

- Build upon and develop your existing knowledge of, and interest in, the study of literature;

- Provide you with appropriate training in methods of research in literature at postgraduate level;
- Provide you with the opportunity to carry out a substantial piece of independent research, and write this up using the appropriate scholarly apparatus;
- Enable you to read, think, speak and write critically about literary texts, both in relation to other texts and in context.

The MA programme in Literature is in high demand in all Arab countries, particularly in view of the following facts:

1. Many Arab countries started teaching English in grade 1 instead of grade 4 or 6 as has been the case till very recently. This expansion in the teaching of English at school level requires teachers who are qualified both linguistically and professionally.

2. Public and private universities are being established in many Arab countries, and thus there is a great demand for qualified MA holders to teach introductory courses in English literature to first-year students.

3. In most Arab universities, there is a shortage of specialists in English literature. By providing an opportunity to Arab students to do their MA, AOU is enhancing the possibility of their continuing for the PhD degree and hence filling current teaching vacancies in local and regional universities.

4. International and regional businesses, international organizations, foreign missions, the mass media, publishers, and translation establishments require Arab personnel who are proficient in both English and Arabic.

5. International communication/dialogue requires Arab personnel who are not only proficient in English and Arabic, but who are also knowledgeable in international culture/thought and modes of thinking, and who can engage in cross-cultural studies and dialogue.

6. POSTGRADUATE EXIT AWARDS

This Programme has the advantage of offering 'exit awards.' An exit award is a grant which you may claim if, for one reason or another, you desire to exit (leave) the programme before you complete it towards the MA degree.

There are TWO exit awards:
1.   Postgraduate **Certificate** in English Literature
2.   Postgraduate **Diploma** in English Literature

1. Postgraduate Certificate in English Literature:

You can claim the Postgraduate **Certificate from OU** on successful completion of the following postgraduate modules from the MA Programme in English Literature:

Semester I		
		Prerequisites
A801	Research in English Studies	None
A802	Theories in Criticism	None
Semester II		
A803	The English Novel	A801 & A802
A804	Cultural Studies	A801 & A802

On successful completion of the 4 modules from the MA Programme in English Literature, you will be able to claim a **Postgraduate Certificate in English Literature from OU.**

2. Postgraduate Diploma in English Literature:

You can claim the Postgraduate **Diploma from OU** on successful completion of the following postgraduate modules from the MA Programme in English Literature:

Semester I		
		Prerequisites
A801	Research in English Studies	None
A802	Theories in Criticism	None
Semester II		
A803	The English Novel	A801 & A802
A804	Cultural Studies	A801 & A802
Semester III		
A805N	Dramatic Dialogues	A801 & A802
A806	Studies in Poetry	A801 & A802
Semester IV		
A807	Comparative Literature	A801 & A802
A808	Postcolonial Studies	A801 & A802

On successful completion of the 8 modules (32 credit hours) from the MA Programme in English Literature (A801, A802, A803, A804, A805N, A806, A807, A808), you will be able to claim a **Postgraduate Diploma in English Literature from Open University-UK.**

The postgraduate awards referred to above can only be awarded to students enrolled in the MA Programme in English Literature who are unable to complete the full programme. In other words, they are not free-standing awards.

Students should be aware of the fact that AOU bylaws allow a continuing student to register in the MA dissertation module (3rd & last module) only if his/her GPA is 3 points or above. Students whose GPA is less than 3 points may apply for an exit award.

Process

A student wishing to obtain an exit award should submit a signed letter to this effect to the Programme Coordinator of the AOU Branch where he/she is registered stating which exit award he/she is applying for and the MA course(s) he/she had completed successfully.

A meeting by the Branch Examination Committee (BEC) should be convened within a week. If the award is proposed by the BEC, it should be sent to the Deanship within the same period.

The English Literature Postgraduate Board (ELPB) at the Deanship will then decide on the proposal. Finally, the decision is tendered to the AOU Central Examination Committee (CEC) for a final decision.

7. PROGRAMME LEARNING OUTCOMES with CURRICULUM MAPS (MA, DIPLOMA & CERTIFICATE)

The term "learning outcomes" (LOs) represents a central concept. It simply refers to the objectives that you attain at the end of a particular learning/teaching activity or at the conclusion of a certain course or programme. LOs are characteristically divided into four categories:

(1) Knowledge and Understanding,
(2) Cognitive Skills,
(3) Practical and Professional Skills
(4) Key / Transferable Skills

1. Learning Outcomes of the MA Programme in Literature:
The intended learning outcomes of this programme are described in the four areas given below:

Area 1: Knowledge and Understanding
When you have completed this degree, you will develop:

A1. Knowledge of, and ability to use, a range of research tools and methods appropriate to postgraduate study in literature;

A2. Knowledge and understanding of the importance of textual and bibliographical study in postgraduate work in literature;

A3. Knowledge and understanding of how contemporary developments in critical theory bear upon the practice of literary research at postgraduate level;

A4. Knowledge and understanding of the three main literary genres: Poetry, Drama, and Fiction;

A5. Knowledge and understanding of a chosen a topic within a specialist area of literature.

Area 2: Cognitive Skills
When you have completed this degree, you will develop:

B1. An ability to engage critically with a range of literary texts and complex critical, theoretical and historical materials;

B2. An ability to contribute in an informed way to current debates about literature;

B3. An ability to identify a potential area for research in literature.

B4. An ability to write an extended research project using the research skills and literary theories you learnt in other modules.

Area 3: Practical and Professional Skills
When you have completed this degree, you will develop:

C1. An ability to construct and present sophisticated, coherent and persuasive written and oral arguments;

C2. An ability to collect, sift and organise substantial bodies of material, and evaluate their significance;

C3. An ability to use a research library and a range of electronic information resources.

C4. An ability to design independently a research proposal;

C5. An ability to plan and write a substantial piece of work, presented with appropriate scholarly apparatus and acknowledgement of the work of others;

Area 4: Key/Transferable Skills

When you have completed this degree, you will develop:

D1. An ability to communicate ideas effectively in the form of extended, postgraduate-level essays, presented in an appropriately academic manner;

D2. An ability to use ICT resources for postgraduate research;

D3. An ability to use feedback from the tutor, fellow students and other resources effectively to improve your performance;

D4. An ability to design a programme of independent research and writing;
D5. An ability to undertake academic tasks of increasing length and complexity;

2. Learning Outcomes of the Postgraduate Certificate in English literature
Students who opt to claim a Postgraduate Certificate in English Literature will achieve the following learning outcomes:

Level 7a	Study module/unit	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
	A801: Research in English Studies	✓	✓					✓			✓			✓	✓		✓		✓	✓			
	A802: Theories in Criticism	✓	✓	✓				✓			✓		✓	✓	✓		✓		✓	✓	✓		
	A803: The English Novel	✓	✓			✓		✓			✓		✓	✓	✓		✓		✓	✓	✓		
	A804: Cultural Studies	✓		✓	✓			✓		✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓

3. Learning Outcomes of the Postgraduate Diploma in English literature
Students who opt to claim a Postgraduate Certificate in English Literature will achieve the following learning outcomes:

Level 7a	Study module/unit	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
	A801: Research in English Studies	✓	✓					✓			✓			✓	✓		✓		✓	✓			
	A802: Theories in Criticism	✓	✓	✓				✓			✓		✓	✓	✓		✓		✓	✓	✓		
	A803: The English Novel	✓	✓			✓		✓			✓		✓	✓	✓		✓		✓	✓	✓		
	A804: Cultural Studies	✓		✓	✓			✓		✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓

Level 7b	Study module/unit	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
	A805N: Dramatic Dialogues	✓	✓		✓	✓		✓	✓	✓			✓		✓		✓		✓	✓			✓
	A806: Studies in Poetry	✓	✓		✓	✓		✓	✓	✓			✓		✓	✓	✓					✓	✓
	A807: Comparative Literature	✓		✓		✓		✓	✓	✓	✓		✓	✓		✓	✓		✓			✓	✓
	A808: Postcolonial Studies		✓	✓		✓		✓	✓	✓	✓		✓			✓	✓		✓				✓

8. PROGRAMME MAP

The following modules will help you achieve the following Learning outcomes in the programme:

Level 7a	Study module/unit	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
	A801: Research in English Studies	✓	✓					✓			✓			✓	✓		✓		✓	✓			
	A802: Theories in Criticism	✓	✓	✓				✓			✓		✓	✓	✓		✓		✓	✓	✓		
	A803: The English Novel	✓	✓			✓		✓			✓		✓	✓	✓		✓		✓	✓	✓		
	A804: Cultural Studies	✓		✓	✓			✓		✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓

Level 7b	Study module/unit	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
	A805N: Dramatic Dialogues	✓	✓		✓	✓		✓	✓	✓			✓		✓		✓		✓	✓			✓
	A806: Studies in Poetry	✓	✓		✓	✓		✓	✓	✓			✓			✓	✓		✓			✓	✓
	A807: Comparative Literature	✓		✓		✓		✓	✓	✓	✓		✓	✓		✓	✓		✓			✓	✓
	A808: Postcolonial Studies		✓	✓		✓		✓	✓	✓	✓		✓			✓	✓		✓				✓

Level 7c	Study module/unit	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
	A817: Dissertation Module	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓

9. DESCRIPTION OF PROGRAMME MODULES

The following is a brief catalogue description for each module in the Programme. For full description of the aims and learning outcomes of each module as well as information about module content, mark distribution, textbook and relevant supporting material, check the following link: www.arabou.edu.kw

A801: Research in English Studies

This module is considered a foundation module and is essential to all modules as these modules include writing TMAs (50% of the total assessment). The rationale for this module is that it prepares students for the methodologies and strategies of academic research writing, and this is directly related to the (A817) module (Dissertation) which requires students to be familiar with writing lengthy research papers. This module teaches students how to write research papers at postgraduate level, which is the main requirement of all the other modules the students will study afterwards. Students are introduced to different types of research sources, which are then evaluated according to their validity, reliability and respectability.

A802: Theories in Criticism

The rationale for this module is to introduce students to some of the most important schools of literary theory and criticism in the twentieth century, and how to use these theories in approaching a selected literary text, analysing it, and using different critical perspectives. In each lecture, students will be introduced to the theoretical framework of a particular literary school (or concept) and its main interpretative strategies with regards to a selected literary text(s). The course will broaden students' perspectives and help them delve deeper into any literary text, continuously de-constructing and re-constructing its meaning. This module helps

students enhance their analytical skills required for all the other modules in the MA programme. It also prepares them for the dissertation (A817), using the analytical techniques studied in this module.

A803: The English Novel

This module introduces students to English literature and the realities that it helped to create, especially in the 19th and 20th centuries. These realities not only shaped Britain itself, but also the rest of the world, a good part of which fell under the umbrella of the British Empire. The most powerful literary medium during that period is inevitably best represented by the English novel. The novel's characteristics, in both its realist and modernist forms, reveal its connection to state building and the expansion of the British Empire. This module represents a pivotal link with modules that students will study later in the programme, namely A806 Studies in Poetry, A807 Comparative Literature and A808 Postcolonial Studies; these three modules will also make use of material and concepts learnt in the A803 English novel course.

A804: Cultural Studies

The aim of this module is to introduce students to the nature of the discipline of cultural studies. The module will show the students how the developments in critical theories they studied in the A802 module (Theories in Criticism) are reflected in cultural studies. The students learn to employ critical thinking within an interdisciplinary framework, and to use theories of adaptation and expand the critical discourses they are engaged in. They can use the A802 module in analysing a wide range of cultural texts including films, graphic narratives, paintings, music and digital narratives. Students will depict the different manifestations of the critical perspectives in different media of narratives and cultures using logical arguments and supporting evidence. The module also highlights the importance of translation in an age of globalization. This module will prepare students for the (A807) Comparative Literature and the (A817) Dissertation modules as it familiarizes them with the strategies and practices of dealing with different cultural texts and the interaction between literature and other forms of art.

A805N: Dramatic Dialogues

The module is based on the key concept of intertextuality – the idea that dramatic texts need to be read in continuing dialogue with each other. Students will encounter theories of intertextuality as they work through the two blocks of the module and will be invited to comment on different kinds of relationships between texts. Students will study mainly four plays: *Antigone* by Sophocles, and its 1944 version by the French playwright Jean Anouilh; in addition, students will examine Shakespeare's play *Coriolanus* and its German version by Bertolt Brecht.

Students shall be looking at the social and political background to these four plays and examine how Antigone's myth and the story of Coriolanus develop and change in the context of different periods and cultures based on critical and cultural

perspectives they studied in (A802) Theories in Criticism and (A804) Cultural Studies such as intertextuality, adaptation and the feminist, psychoanalytical and historical approaches. This prepares students for the next modules of Comparative Literature (A807) and Postcolonial Studies (A808), and may trigger their interest in topics for writing their dissertations (A817).

A806: Studies in Poetry

This module is centred upon an in-depth comparative study of two great national poets, the Irish William Butler Yeats and the Palestinian Mahmoud Darwish. Both poets draw heavily on myth and history and emphasize the construction of a national identity through literature. The strong link between literature and nation is clear in the work of these two poets. Other poets that can be studied within this context include the great Tunisian poet, Abul-Qassim Al Shabbi, the Iraqi poets, Badr Shakir al-Sayyab and Nazik Al-Malaika, the Palestinian poet, Fadwa Tuqan and more modern poets, such as Suheir Hammad.

Students will continue to engage critically with these poets using the critical perspectives they studied in the A802 module such as the feminist, post-colonial, psychoanalytical and post-structural approaches. This prepares them for the next module of Comparative Literature (A807). Students learn in this module how to contribute in an informed way to current debates about poetry.

A807: Comparative Literature

The rationale for this module is to encourage students to engage with different cultures through the study of literature. This course aims to introduce students to the various strategies, methodologies and areas of comparative literary theory, especially as students will be expected to engage with texts from all over the world (British, Arabic, Indian and African texts). This module will specifically provide students with a comprehensive knowledge of comparative literary theory, starting with the antecedents to formal comparative literary theory, especially the work of Johann Wolfgang von Goethe and his concept of world literature. Students will then study the traditional approaches of comparative literary theory, such as those of Francois Jost and Robert Clements and the more recent methods of Charles Bernheimer and Edward Said on comparative studies. Students will be equipped with the knowledge and methodologies required to compare literary texts that will potentially inform their MA dissertations. Comparative literary strategies form the backbone of the A806 Studies in Poetry and A808 Postcolonial Studies modules. This course will encourage MA students to compare different cultures, literatures, histories and ideologies with the hope of allowing students to better understand other cultures and experiences.

A808: Postcolonial Studies

The aim of this module is to engage students with literary, theoretical and historical topics that are relevant to their current circumstances of living in an Arab world that is deeply shaped by Western colonialism in one way or another. This module aims to introduce students to the various theories, strategies and themes in postcolonial studies, especially as students will be expected to engage with texts from all over the

world (British, Arabic, Indian and African texts). This module will provide students with the knowledge and strategies required to closely examine literary texts from a postcolonial perspective that will potentially inform their MA dissertations. The module picks up on some of the debates introduced in (A802) Theories in Criticism, (A803) The English Novel, (A806) Studies in Poetry and (A807) Comparative Literature in order to explore them in a more detailed and extensive manner. This course will encourage MA students to examine literary works related to past and ongoing anti-colonial struggles, whereby themes such as national culture and identity, exile, cultural resistance, and revolutionary struggle are highlighted.

A817: MA Dissertation

This dissertation (12,000-15,000 words) is the culmination of the MA in English Literature and tests the student's ability to present a sustained academic argument in clear, logical prose. Within the rules of the MA, students have considerable freedom in their choice of topic. Students are not required to make an original contribution to scholarly knowledge, but they must demonstrate a reasonable grasp of works done in the subject area. They must also analyse, synthesize, evaluate, and apply information about the selected topic and use primary and secondary sources appropriately to conduct research and construct valid arguments. Supervisors help students decide on the focus of their dissertation, approve their research proposals and comment on draft sections of their work through the year.

10. TEACHING AND LEARNING METHODS

Knowledge and understanding are gained and developed through the study of the programme-required modules as well as the final dissertation. Learning outcomes are assessed primarily by means of tutor-marked assignments (TMAs). For the dissertation, you will choose a topic within an area studied earlier in the programme and write this up in 12,000 to 15,000 words. Tutors provide ungraded feedback on draft chapters, but the dissertation itself forms the examined component of this final module.

Cognitive skills are developed and practiced through study of the course materials, and you will also have the opportunity to learn and practice these through group or individual tutorial work. They are assessed in TMAs throughout the Programme and in the foundation module's final examination; assessment will also include your ability to recognize a potential area for research in literature which will be specifically assessed in the dissertation which forms the final component of the degree.

Practical and professional skills are taught cumulatively throughout the programme. The foundation module introduces basic postgraduate research skills and methods, including the use of libraries and the internet. Subject modules require longer pieces of writing, all designed to prepare you to undertake a final dissertation. You are assessed on these skills through a practice research proposal

in the foundation module, extended TMAs in the foundation and subject modules, and the final dissertation.

Key skills are taught by a combination of published teaching materials, textbooks, detailed tutor feedback on written work, and participation in tutorials. This happens throughout the programme, although there is increasing emphasis on independent work towards the end. Essay-type TMAs particularly assess your ability to communicate effectively your knowledge and understanding of the subject matter of foundation and subject modules, and the full range of key skills are assessed in the dissertation module.

In general, MA teaching at AOU includes attendance of weekly classes (2 hrs. per week), meeting with tutors in their office hours (1 hr. a week per module), in addition to student-tutor contacts through the LMS, mobile calls and WhatsApp messages.

11. PROGRAMME KEY READINGS

Refer to Module Specifications – check the following link: www.arabou.edu.kw (will be updated).

12. GCCs & STAFF ASSOCIATED WITH THE PROGRAMME MODULES

If you have any questions regarding the modules, contact the following GCCs and BCCs:

Tutor's name and contact details	
Prof. Tahrir Hamdi	t_hamdi@aou.edu.jo
Prof. Nedal Al Mousa	n_almosa@aou.edu.jo
Prof. Sherine Mazloum	sherinmazloum@gmail.com
Prof. Ghada Abdel Hafeez	ghada.abdelhafeez@aou.org.bh
Dr. Dalia Saad	dalia.saad@aou.edu.eg
Dr. Maher Ben Moussa	m.benmoussa@arabou.edu.kw

13. ASSESSMENT METHODS

AOU has explicit procedures for ensuring that student performance is properly judged, and academic standards are maintained through assessment practice to promote effective learning. All AOU assessments are conducted with rigour and fairness and with due regard for anonymity.
The following are some of the procedures which FLS implements:

- To guarantee objectivity in marking, students' names and registration numbers are covered on final examination scripts. Furthermore, in courses taught by more than one tutor, the principle of 'group marking' is applied in the marking of all scripts;

- FLS adopts transparent and fair mechanisms for marking and for moderating marks. All tutors responsible for marking are provided by the concerned GCC with model answers (approved by external examiners) to the questions they will be marking. In addition, grades given by branch tutors are centrally processed and moderated by relevant committees to ensure objectivity.

- FLS also ensures that faculty members involved in the assessment of students are competent to undertake their roles and responsibilities. This is done through training, directives and memos sent from AOU HQ as well as through posting relevant information on AOU website (e.g. *Assessment Booklet*).

MA MODULES ASSESSMENT:

Module assessment is based on two main types of written works and one in-class presentation:
(i)   Tutor-Marked Assignments (TMAs)
(ii)   Final Exams (FEs)
(iii)   In-class presentation

Students' module results will depend upon their achievements across the different components of assessment:

Continuous Assessment: This comprises the course TMAs, which represents 50% of the Overall Assessment Score (OAS) + the in-class presentation, which represents 10%.

Final Assessment: This consists of: ONE FINAL EXAM which represents 40% of the overall assessment score.

To pass a course, a student should obtain a minimum grade of C+, obtaining a minimum numerical score of 70 out of 100.

Students should pass all examined courses/modules with an accumulative average of not less than 3 points – i.e. an overall GPA of no less than B. *For more details see MA Award Bylaws.*

In the case of MA dissertation module, AOU MA bylaws state that students are required to present a dissertation acceptable to a board of examiners. This board of examiners will consist of the student's supervisor (head of committee), one faculty member and an external examiner.

For more details, see the MA Award Bylaws.

How to Pass the Module?

In order to pass the course/module, a student must obtain:
- An average of at least 60% across in each of the two main components of assessment (i.e. Continuous Assessment and Final Assessment), obtaining a numerical grade of no less than 70 out of 100.
- In all these assessment components, students will be assessed according to criteria which are based on learning outcomes.

Allocation of Marks:
Students are required to do the following tasks for each MA module:
- (i)   Prepare the required TMA
- (ii)   Prepare a class presentation about the TMA
- (iii)   Sit for one final exam

The following table shows the distribution of marks for the various types of course assessment in the MA modules.

Components		Total Mark
CONTINUOUS ASSESSMENT	TMAs	50
	IN-CLASS PRESENTATION	10
FINAL ASSESSMENT	FINAL EXAM	40
TOTAL		100

NOTES ON TMAs & FINAL EXAMS

Tutor-Marked Assignments (TMAs)
These assignments are spread out over the duration of course delivery. In addition to gauging student progress of study, they serve to invoke and develop investigative and research skills. TMAs carry 60% of the overall grade of the course.

Final Exams (FEs)
Final exams are typically of the essay type and are divided into two Sections/Parts, each covering one or two blocks/themes of the course as in the table below: Students will be required to answer 3 questions in 3 hours.

Part	Questions	Notes
A	2	The first part of the final exam is made up of two questions from which students answer one question. This part of the exam tends to be more theoretically oriented. The question typically deals with a very important/central topic.
B	3 & 4 & 5	This part consists of 3 questions and the questions tend to be more about application than theory. Students will have to answer

		two questions only. Each question is meant to test a certain block/theme

Marking Descriptor for all MA Modules:

GRADE	CONTENT	LANGUAGE & ORGANIZATION
A	Excellent answers showing confident and wide-ranging knowledge of core material, good understanding of any relevant theory, and a capacity to address the question in a structured, direct and effective way, thoughtfully and with insight. Creativity of thought or ideas from outside the course are an added asset. Examples are to the point.	- Has an introduction, defining plan of the essay. - Body divided into several paragraphs / sections. - Conclusion that directly relates arguments to topic. - Evidence that it has been edited. - Error-free grammar & register. - Wide range of specialized terminology.
B+	Very good answers showing very good knowledge of course material. Adopting an analytical approach and providing relevant discussion covering most of the key issues. Distinguished from A answers by being less insightful or by showing less comprehensive knowledge of the course.	- First four criteria above maintained. - Demonstrates extensive grammar control. - Terminology specialized but less varied
B	Quite good answers showing good knowledge of course material and concepts. Adopting a less robust analytical approach and providing relevant discussion covering many of the key issues. The reasons given to support ideas are clear but slightly weaker than in B+ above. Theoretical and /or practical implications are explained, but not as clearly as is the case in A and B+	- Demonstrates good grammar and organization control. - Terminology specialized but less varied than in B+. - Evidence of editing.

C+	Competent answers reflecting adequate knowledge of the more directly relevant course material and concepts, with reasonable structure and adequate coherence related to the question set.	- Introduction and /or conclusion short but still satisfactory. - Evidence of editing - Less grammar control than above - Good range of specialized terminology.
C	Fail answers which attempt to draw upon relevant material but do not reflect sufficient knowledge of the course and/or neglect the focus required by the question, and/or are incomplete in some important aspects whilst being acceptable in others.	- No / poor introduction and /or no / poor conclusion. - Body badly organized or irrelevant. - Poor grammar control (extremely limited range of grammar & register). - Limited or not specialized range of terminology.

- "C+" is a passing mark, but if a student gets a "C+" average two semesters in a row, the student will be disqualified from the programme.
- All awards recommended by The Arab Open University Examination Boards are ratified by The Open University's Module Results Approval and Qualifications Classification Panel (MRAQCP). This panel has the authority of the OU Senate to ratify the recommendations of all Examination Award Boards (EAB) after satisfying itself that the recommendations have been determined with due regard to the approved regulations, that the correct procedures have been followed, and that the appropriate academic standards have been upheld.

Once the Examination Board has taken place, The Arab Open University sends documentation to the OUVP via secure electronic transfer. Once documentation is complete, it is submitted to the MRAQCP. Once confirmed, The Arab Open University is informed, and if conferred, results can be released to students as final.

Student Complaints and Appeals

AOU has an online complaint system which allows students to complain through the Examinations Department. The Branch Examinations Committee (BEC) considers these complaints and the student is informed of its decision within one week. Students who do not wish to use the online system of complaints and appeal can file a complaint in person. The same committee considers appeals by students and it must respond within the same time frame.

14. GENERAL GUIDANCE ON WRITING ASSIGNMENTS

14.1 General Guidance on Completing Assignments

Presenting your work
Assignments should be word processed with double spacing. If you use a word processor, ensure that the printer has a good ribbon or cartridge: the process used to monitor standards requires us to be able to make clear photocopies of your work. The dissertation also must be word-processed. Make sure that you use the cover page posted by your tutor.

Using other materials and sources
For satisfactory completion of TMAs in postgraduate studies, you are encouraged to go beyond the readings provided. Occasionally, you may feel the need to draw upon sources other than those provided in the module – for example, from other books or academic journals and other sources. Wherever you cite such sources you must give a full reference that would allow someone else to find and verify your use of the work. Use the referencing conventions provided by your tutor.

14.2 Assessment Criteria for Assignments

The University Scale

FLS MA courses use a standard scale of performance as follows:

Letter Grade	Grades Range	Points
A	90 and above	4
B+	85 – 89	3.5
B	75-84	3
C+	70-74	2.5
C	60-69	fail

In interpreting scores for individual assignments, remember that the final result status for the course depends on both continuous assessment and the final examination.

14.3 Structuring and Drafting Your Assignments

The student notes appended to the TMAs provide guidance on how to approach each assignment. However, it is still important that you draft your work carefully before committing to the final text. Most writers change things as they write.

You need to pay particular attention to the development of your argument – perhaps drawing on what you have learnt about academic writing from your reading of each course material. Some people find it easier to write the introduction last of all, when they know what they are introducing. Others prefer to write the introduction first, outlining what they are going to do, and then refer back to it when writing the rest of their answer. In either case, reread the introduction when you have finished writing the assignment to make sure that it does indeed outline the work that you have written.

Structure the main body of your answer carefully, developing ideas and arguments systematically. Try to include 'signposts' to help your reader. For example, draw points together at the end of a section, and then indicate how you are going to follow on from these in the next section. Do not be afraid to use headings and subheadings in your draft if you want to. Headings can help you to structure your argument and to see more clearly where you are in danger of including irrelevant material. Finally, remember not to introduce new points in your conclusion.

14.4 Writing Your Assignments

You are expected to write your assignments in standard English reflecting postgraduate scholarship. Your mark will be affected if your TMA is not written in good English grammar, vocabulary, spelling, writing techniques, etc. Indeed, the overall standard of your English should be high.

When you have finished your assignment, read it through carefully. Check that it is clear and provides a full answer to the question. If you are unsure about your writing style, you could ask a friend or colleague to read through a draft and tell you of any points that are unclear. At this point you should also check aspects of presentation (spelling, punctuation, verb concord, etc.).

If you feel that you need additional support with academic writing, or if you have any specific difficulties, you should discuss this with your tutor early on in the course and try to work out a way of minimising any problems. You may also wish to visit the writing center in your branch for more assistance with your writing.

14.5 Plagiarism: AOU Policy and Procedure:

The Oxford English Dictionary defines plagiarism as "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary musical, artistic, etc.) of another." The following are considered acts of plagiarism:

- Verbatim copying of printed or internet material including tables and graphics and submitting them as part of TMAs and dissertations without proper academic acknowledgement and documentation.
- Copying other students' notes or reports.
- Using paid or unpaid material prepared for the student by individuals or institutions, i.e. material which is not the student's own work.
- Using or attempting to use prohibited materials or tools in examinations.

To address this issue of plagiarism, Arab Open University has put in place an action plan that details the role of all key players:

1. **Plagiarism Detection Software:** The University is currently using Turnitin across all the University branches for all taught programmes. The Turnitin software enables the module tutors to generate similarity reports highlighting the degree of similarity in student work. Then the module tutors use their academic judgment to verify the nature of the similarity detected by Turnitin as this software does not always produce accurate results. Once the tutors are convinced that the similarities highlighted in the Turnitin similarity reports indeed constitute plagiarism, then tutors bring such cases to the attention of the module BCC and the PC to ensure that they are informed of these cases and to allow for these cases to be documented by the PC. This is a precautionary measure against any further dispute.

2. **Raising Students' Awareness**: Branches hold seminars informing students as to what constitutes plagiarism. Students are also made aware of the penalties they face if they plagiarize.

3. **Training Tutors**: Newly-appointed academic staff are properly inducted through the preparatory induction workshops they attend, which develop their skills in using Turnitin Software and dealing with plagiarism.

4. **Improving Monitoring Processes**: BCCs monitor tutors' feedback on TMAs rigorously, and ensure that no instance of plagiarism, which can be detected by a tutor, is overlooked.

5. **Using Plagiarism Form**: All TMAs contain a standard cover sheet that inform the students about plagiarism and its penalties; and that all TMAs are subjected to plagiarism detection devices. In addition, students must sign a declaration form stating that their TMAs are not plagiarized.

6. **Penalty on Plagiarism**: The following are the standard plagiarism penalties applied across branches:

- Awarding Zero Mark in the assignment as per the *Plagiarism Scheme of Penalties.*
- Failure in the academic course.
- Dismissal from the University for one semester being subsequent to the semester during which the violation has occurred.
- Dismissal from the University for more than one semester.
- Definitive dismissal from the University.

The attributed penalty may be imposed on case-to-case basis without necessarily adhering to the sequence mentioned earlier.

Procedure:
As one of AOU good practices, the tutors always discuss with their BCCs and the PC during their meetings all issues that are related to teaching, assessment and all sorts of students' issues including that of the plagiarism cases. When the plagiarism case is proved, then they implement the penalties according to AOU Plagiarism policy and regulations. However, the student has the formal channel to file an appeal or complaint against the decision taken using the online appeal and complaint system.

14.6 Completing and Submitting Your Assignments

You should hand in your TMA to your tutor by the cut-off date identified in the Assignment Booklet. A standard TMA Cover Form is posted on LMS. Attach one of these to each TMA you submit. Please ensure that you complete the TMA Cover Form correctly. We recommend that you keep a copy of each assignment for reference and as a safeguard against the unlikely event that your submitted TMA is lost**.**

If you think you may be late in submitting an assignment, consult your tutor as soon as you can (and, in any case, *before* the submission date).

14.7 Marking and Grading

Generic marking criteria for assignments and examination:

In all the **assignments, and in the examination**, your work will be assessed according to the following **generic marking criteria,** which are based on the Learning Outcomes described above:

- the relevance of your answer to the specific question set
- the extent to which you display knowledge and understanding of the course material
- the extent to which you demonstrate the skills of analysis and description

- the extent to which you demonstrate critical interpretation and evaluation of evidence
- the extent to which you construct a persuasive academic argument, well supported by evidence
- the clarity of your expression and your use of academic conventions
- the extent to which you demonstrate the skills of independent study (particularly in the case of the dissertation you are required to do).

14.8 Marking Criteria for the Dissertation

Students who had passed the ten required modules with a GPA not less than 3 points will proceed to register in (A817), the dissertation module. Once their work is done, the supervisor will assess their dissertation in accordance with the following criteria:

Assessment and Grading Criteria for the Dissertation (Adapted from the "**Criteria for Honors Dissertations, University of Queensland, Australia. English, Media Studies and Art History.**")

The Dissertation should demonstrate the student's critical capacities, intellectual initiative, and writing skills, and show an ability to develop a consistent, coherent, and independent response to the Dissertation topic.

The Dissertation is normally assessed according to the following six marking criteria:

- Ability to Articulate and Explain the Dissertation Topic
- Quality of Scholarship and Research
- Ability to Use Appropriate Theoretical and/or Methodological Concepts and Terminology
- Quality of Argument
- Quality of Structure and Organization
- Standard of Presentation

How well a Dissertation satisfies the criteria determines the result it receives. A Dissertation is normally expected to meet the requirements of all the criteria equally. The criteria are not listed in any order of priority since each Dissertation, within the general standard required, pursues its own topic and hence needs to meet its own intellectual requirements.

The criteria should form the basis of ongoing discussions between the student and the supervisor, as part of the assistance and feedback provided to students seeking to achieve excellence.

Points to Consider in Ensuring the Dissertation Satisfies the Criteria:

The following points are intended to assist you to ensure that the Dissertation will satisfy the criteria and assist the examiners in determining the mark and grade awarded. However not all the following points may be relevant or equally important, for all Dissertations.

Ability to Articulate and Explain the Dissertation Topic

- Does the Dissertation clearly articulate and explain the research question or scholarly problem that it considers?
- Are all keywords and key concepts carefully and clearly explained?

Quality of Scholarship and Research

- Have previous scholarly analysis, criticism, and research relevant to this topic been identified and considered?
- Is this previous scholarly material incorporated competently (e.g. by quotation, paraphrase, and/or commentary) and meticulously acknowledged by citation?
- Does the Dissertation demonstrate competence in understanding and evaluating this material?
- Have any similarities and/or differences between this Dissertation and previous investigations been clearly indicated?
- Has there been a rigorous regard to accuracy, thoroughness, and the ethical issues associated with the particular field of enquiry?

Ability to Use Appropriate Theoretical and/or Methodological Concepts

- Does the Dissertation show evidence that appropriate theoretical and/or methodological texts have been read, and relevant concepts understood?
- Does the Dissertation engage in an informed and confident way with these concepts?
- Does the Dissertation make its own theoretical and/or methodological approach clear and justify that approach?

Quality of the Argument

- Does the Dissertation formulate a coherent and developing argument?
- Does it address the topic, explore its parameters, and draw in materials relevant to the argument?
- Does it lead to a well-formed, conclusive statement incorporating the major findings?

Quality of Structure and Organisation

- Does the Dissertation have a logical structure given its course matter and overall approach?
- Is there an appropriate form of introduction and conclusion either as separate sections or as parts of the first and last sections respectively?
- Does this structure distinguish major from minor points and apportion its word allocation accordingly?
- Is there an excessive reliance on quotation, paraphrase, or other primary or secondary material?
- Does it conform to the word-length requirement for 12,000-15.000 words?

Standard of Presentation

- Is the standard of written expression acceptable?
- Does it correctly cite and reference all source materials used in the project, normally using as a style guide the current edition of the MLA Handbook for Writers of Research Papers (or the Linguistics Style Guide) or Harvard style?
- Has it been carefully proofread to ensure the accuracy of spelling, grammar and punctuation, quotations and references, including cross-references and clarity of expression? Is all of the material accurately paginated and sequenced?
- Has an abstract been provided?
- Has a statement of authenticity been provided and signed on all copies submitted? The following statement of authenticity has to be signed by the student,

    This is to certify that the content of this dissertation is, to the best of my knowledge, my own work. This dissertation, in whole or in part, has not been submitted for any degree or other purposes. I certify that the intellectual content of this dissertation is the product of my own work and that all the assistance received in preparing this dissertation and sources have been acknowledged.

- The cover and title page should clearly state the candidate's name, the full title of the dissertation, the degree for which it is submitted, the year as well as the AOU branch name. In addition, it should also identify the supervisor, and contain the following statement: 'A dissertation presented in partial fulfilment of the requirements of the degree of MA.'

GRADING OF DISSERTATIONS

As stated in the AOU MA Award Bylaws, students will be subjected to a viva by a committee consisting of:

    A. The Supervisor (chairman)
    B. A faculty (FLS) member (member)
    C. An external examiner (member)

This committee will be formed by the Faculty Council upon a recommendation by the MA in Literature Postgraduate Board. The result of the viva will be one of the following:

    1. Pass
    2. Fail
    3. Referred

A referred student is given a maximum of four months to re-submit his / her dissertation. A failed student will get another chance. If s/he fails again, s/he is not allowed a second re-submit. In such a case, s/he may apply for an exit award (a diploma) which would be granted by the Open University-UK only in accordance with programme regulations and AOU Master's Bylaws. According to the said bylaws, a failed student is barred from registering again in the same Masters' Programme.

15. AOU Pastoral Student Support & Extenuating Circumstances

15.1 AOU Pastoral Student Support: Pastoral student services refer to services, guidance, and advising AOU gives to its students to effectively meet their academic, personal, and social needs.

Formal and informal arrangements for student support are branch-based activities. Support and guidance, academic advising, induction, special needs support, financial support, health care, on-campus activities are all provided through branch facilities according to the branch resources that go in line with AOU policies and regulations.

Support and Guidance

In each AOU Branch, there is a well-established Student Affairs Office, which represents the main link between students and the University. They are empowered with highly qualified and well-trained staff to offer extensive support and guidance services to students in all aspects of their experience including

social and personal problems/ issues. They also support students and organize academic, social, and cultural events. Career guidance is provided through Student Affairs Offices.

Academic Advising

FLS, like other AOU faculties, provides its students with very good academic advising services. Each new postgraduate student is assigned an academic advisor who is from the faculty in which the student is enrolled. The academic advisor takes the initiative to:

1. Provide timely and accurate advising on academic matters;
2. Clarify information on academic requirements, policies, and procedures;
3. Assist the students in identifying and pursuing realistic educational goals and objectives;
4. Offer advice on how to maximize the learning, how to enhance performance, how to conduct assignments properly, how to guard against plagiarism, how to enable excelling students to progress and excel further, … etc.;
5. Be sensitive to issues related to students' retention;
6. Monitor students designated educational transactions (e.g. course registration and graduation requirement).

Induction Arrangements

Induction is provided to newly admitted students at the very outset of every semester. It acts as the navigation map thus reducing a considerable amount of their stress and building their expectations towards learning at AOU. The branches – in close coordination with the FLS Deanship – take several important measures to help the newly admitted students cope with and proceed well in their studies.

During the induction session, students are:

- Introduced to AOU vision, mission, objectives and culture;
- Familiarized with the characteristics of AOU system of learning;
- Provided with information about the courses they should take;
- Advised on how to organize their time and whom to contact for advice;
- Provided with information on campus resources and support services;

- Familiarized with Student Information System (SIS), E-Library, Learning Management System (LMS) and the physical surroundings of the campus;
- Informed about their rights and responsibilities as members of AOU community;

As for second-year students, they are provided with induction training on how to write up their proposals and dissertations. The aim of this induction training is to have them pay attention to this matter as early as possible so that when they start writing their proposals and then the dissertations, they are fully ready.

Special Needs Support

AOU is highly conscientious about providing the best care and support to any student challenged with a physical, mental, or emotional disability that hinders his/her academic journey. AOU enables this through disability service support which includes physical aids on campus as ramps, railing support, special computers and software, and assistance during exams … etc.

Testing Students with Special Needs

There are measures undertaken in order to provide a comfortable atmosphere for students with special needs to help them pass the exams successfully which include:

- A person assigned by the University to assist students with special needs in their exams (under the supervision of the Examination Department).
- A special hall allocated for students who have health problems (under the supervision of the Examinations Department).

With reference to Article 11(E) "Continuous Assessment" and Article 12 (C) "Final Examination" from the Master Degree Award Requirements Bylaws, special-needs students whose health situation has a negative effect on their performance in TMAs, other continuous assessment tasks, and the final should present proof to this effect to the Branch Programme Coordinator who shall refer their case to the Branch Rector to take a proper decision.

Financial Support
The University has a fund called "AOU student fund" for the purpose of financially supporting the students in need as well as honouring the distinguished students by giving them grants and subsidies.

All AOU branches give financial aid to students in need who meet special conditions. Announcements are published on the Branch University Website clarifying the procedures and deadlines for accepting applications which are evaluated by the University Administration. Financial support is routed through the Student Affairs Department.

Equal Opportunities

All students are treated equally as AOU ensures that students are appropriately taken care of and not disadvantaged throughout their period of study at the University. The Equal Opportunity and Respect for Diversity Policy prohibits any discrimination, harassment or victimization against any student or staff.

Health and Safety

Health and safety measures are implemented in all AOU branches. Health and Safety policies are in place to provide students and staff with a sense of security. In each AOU campus, there is well established infirmary to provide clinical services to students.

15.2 Extenuating Circumstances

AOU has well established policies and procedures for handling students' extenuating circumstances and providing them with maximum flexibility in terms of the mode of study, selection of tutorial timings etc. The students may even defer their studies if necessary against a genuine request as will be highlighted in the Procedure section.

Extenuating circumstances are defined as circumstances beyond the student's control which have an impact on student's course attendance or preventing the student from submitting the TMA by the deadline or not being able to attend the Final Examination or submit a dissertation. In general, extenuating circumstances are of a medical or personal nature affecting the student for a certain period of time specific to the day of the examination, or immediately preceding the time of the course work submission deadline.

AOU classifies the following as extenuating circumstances:

- Serious accident
- Severe illness
- Death or severe illness of an immediate kin that includes spouse, children, parents

- Sudden onset of mental / physical health problem
- Natural disaster or political turmoil

AOU categorically stipulates circumstances that it does not consider as extenuating:

- Work based obligation
- Family functions and rituals, such as weddings and 'rites of passage'. However, students who have caring responsibilities are given special allowances in terms of meeting deadlines and taking examinations provided that they submit evidence to the PC maximum of seven days after the submission examination date is due.
- Job Interview
- Minor illness as cough, cold, fever etc.
- Religious festival
- Social and/or family obligation
- Ignorance of University rules and regulations

Procedure:
    With reference to The Master Degree Award Requirements Bylaw at Arab Open University Articles 8(B), 11(F) and 12(E), students with extenuating circumstances or "force majeure" are requested to do the following:

- If a student fails to register in a certain semester within the dropout periods announced by the University, he/she shall be considered a dropout unless the student submits "a force majeure excuse" to the PC during a specified period within the dropped out semester. If the excuse is approved, the student shall be considered deferred instead of dropped out. The period shall be counted as part of the allowed deferral period. (Article 8B)

- If a student fails to submit his/her TMA on the specified date and time, the zero mark shall be given to him/her unless the student submits a force majeure excuse not later than seven days after the TMA submission deadline. In such cases the student can be given a grace period of up to seven days or till the end of the special circumstances, such as sickness, travel, … etc. (Article 11F)

- If a student is absent from the Final Examinations, he/she shall earn a zero mark unless he/she submits a force majeure excuse within seven days after the Final Examinations convening date. In case the excuse is accepted, letter (I) – symbol for Incomplete – shall be entered onto his academic record if he/she had not failed in the continuous assessment. (Article 12E)

Important Contact Information for the services mentioned above:

A. Jordan Branch Contact Information

Contacts		
Programme Coordinator	Email:	t_hamdi@aou.edu.jo
	Office Phone Number	Extension: 2301
	Mobile Number:	0799608112
Student Affairs Office	Email:	n_abuloghod@aou.edu.jo
	Office Phone Number	Extension: 2112
	Mobile Number	0795445095
Department Secretary	Email:	eng_secretary@aou.edu.jo
	Office Phone Number:	Extension: 2300
	Mobile Number:	0790249414
Admission, Registration and Examination Department	Email:	m_maraga@aou.edu.jo
	Office Phone Number:	Extension: 5901
	Mobile Number:	0795190004
Health Clinic	Email:	wafashtaiwi@yahoo.com
	Office Phone Number:	Extension: 5803
	Mobile Number:	0796495298
Student counseling Unit	Email:	m_kamour@aou.edu.jo
	Office Phone Number:	Extension: 2412
	Mobile Number:	0795657474
Learning Resource Center / Library	Email:	o_ibrahim@aou.edu.jo
	Office Phone Number:	Extension: 6001
	Mobile Number:	0795009444

B. Egypt Branch Contact Information

Contacts		
Programme Coordinator	Email:	dalia.saad@aou.edu.eg
	Office Phone Number	Hotline: 19268 - Ext 2303 Landline: +(2)268 90 500
	Mobile Number	NA
Department Secretary	Email:	Doha@aou.edu.eg
	Office phone number	Hotline: 1926 Extension: 2305
	Mobile Number	01093837639
	Email:	shany@aou.edu.eg

Admission, Registration and Examination Department	Office Phone Number:	Hotline: 19268- Extension: 5900
	Mobile Number:	NA
Health Clinic	Email:	clinic@aou.edu.eg
	Office Phone Number:	Hotline: 19268- Extension: 8106
	Mobile Number:	NA
Learning Resource Center / Library	Email:	nurhan@aou.edu.eg
	Office Phone Number:	Tel:+ (202) 19268 Ext. 5805 Fax:+ (202) 26890590

16. SCHEDULE FOR THE AWARD REGULATIONS

(Adapted from Open University-UK regulations)

You may not submit material which you have included in a previous submission for a higher degree or other academic award of this or any other awarding body. You may refer to this material in your dissertation as long as you say so in the dissertation and the accompanying statement.

DISSERTATION DEADLINE
If you need to do a dissertation for a degree, you must submit it by the date given for the particular programme. It must meet the following regulations in this schedule.

DOCUMENTS NEEDED
You must submit:
(a) two copies of the work, including supporting material (for example, diagrams and other resources);
(b) four copies of a summary of 200 to 400 words (one of these copies should appear at the beginning of each copy of the dissertation); and
(c) a statement as to what part, if any, of the material you have previously used for another degree or other qualification of this or any other university or institution.

DEPOSITION
Both copies of the dissertation and any supporting material will become AOU property.

TEXT FORMAT
The text of the work must be either typewritten or printed in letter-quality or near–letter-quality print on international A4 (297 millimeter x 210 millimeter) paper of

good quality. It may be typewritten or printed on both sides of the paper. The minimum widths of the margins (to allow for comments) should be as follows.

- Inside margin 40 millimeters
- Top and outside margins 15 millimeters
- Bottom margin 20 millimeters

You should number the pages and include a table of contents. You must provide a list of illustrations (if any) and a list of all the separate items you have attached (for example, maps, plans, slides, tapes and films). The title page and front cover must include:

(a) your full name and degree;
(b) your personal reference number (Univ. ID);
(c) the title of the dissertation;
(d) the degree that it is for (MA in English Literature); and
(e) the date you are submitting it.

BINDING
The papers should be secured so that they will stay firmly in place when the volume is opened fully, for example, stapling, ring-binding or spine binding.

OTHER MATERIAL
You can submit diagrams, maps and similar documents in a folder of any size, which has the same details on it.

Work presented in other forms (for example, on film, slides or audio tapes) should be recorded by a suitable process on good-quality material. The item should last for a long time and be able to be viewed on our equipment.
You should put the item in an appropriate container, which has the same details on it.

LANGUAGE
The work must be written in English. Brief quotations in foreign languages are allowed.

17. MA English Literature Post-Graduate Board

English Literature Post-Graduate Board	
Chair	Professor Aziz Thabit Saeed, Dean of FLS

Members	Professor Najib Al-Shehabi, Head of ELU
	Professor Tahrir Hamdi, Jordan Branch PC
	Dr. Dalia Saad, Egypt Branch PC
	Dr. Omyma Karrar, Head of QAD

18. PROGRAMME CALENDARS

Information about the Programme calendar for each module will be posted on LMS at the beginning of the semester in which a module is offered.

We wish you the very best of luck!

June 2020