AL MUHIBBAH OPEN UNIVERSITY (AOU), ABUJA

Admission and Enrollment Policy Manual

Ratified by the Senate of AOU

July, 2024

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INTRODUCTION

Al Muhibbah Open University (AOU) is dedicated to providing flexible, accessible, and high-quality education in line with Nigeria's educational standards and the regulations of the National Universities Commission (NUC). This policy outlines the detailed and comprehensive admission and enrollment process designed to accommodate the diverse needs of prospective students while ensuring compliance with national guidelines.

ENROLLMENT AND ADMISSION START DATES

Academic Calendar Alignment:

AOU follows a structured academic calendar, with enrollment and admission periods aligned as follows:

a. First Semester: Admissions open in January/February.
b. Second Semester: Admissions open in July/August.

These periods mark the beginning of our academic cycles, allowing new students to join at the start of each semester.

Flexibility in the Admission Process

a. *Rolling Admission:*
   AOU operates a rolling admission system, accepting applications throughout the year. This flexibility allows prospective students to apply at their convenience, without being confined to specific admission windows.
b. *Online Application Process*:
   The entire application process is conducted online, making it accessible to students worldwide. Applicants can complete their applications, submit required documents, and communicate with the admissions office digitally.
c. *Part-Time and Full-Time Study Options:*
   AOU offers both part-time and full-time study options to accommodate students' varying personal and professional commitments. This flexibility enables students to choose a study plan that best fits their schedules and life circumstances.
d. *Admission Requirements*
   ➢ Undergraduate Programs:
      i. General Admission Requirements: Candidates must possess a minimum of five (5) O'Level credit passes, including English Language and Mathematics, obtained in not more than two sittings in WAEC, NECO, or NABTEB examinations or any other relevant equivalent examination from any country in the world.
      ii. Candidates are required to submit a letter of motivation explaining their interest in the program and their long-term goals.
      iii. Specific Program Requirements: Some programs may have additional subject-specific requirements. Prospective students are advised to

check the specific requirements for their chosen programs on the AOU website.

- ➢ Postgraduate Programs:
    - i. Master's Degree:
        - A Bachelor's degree from a recognized university with a minimum of a second-class lower division.
        - Relevant work experience may be considered for some programs.
        - Candidates are required to submit a letter of motivation explaining their interest in the program and their long-term goals.
- ➢ Doctoral Degree:
    - A Master's degree in a relevant field from a recognized university.
    - Evidence of scholarly research and publications may be required.
    - Candidates are required to submit a letter of motivation detailing their research interests and objectives.

e. *Application Procedure*
- ➢ All applications must be submitted online through the AOU admission portal. Prospective students are required to create an account, fill out the application form, and upload the necessary documents, including academic transcripts, certificates, and identification.
- ➢ An application fee is required and must be paid online during the application process. The fee is non-refundable.
- ➢ Candidates must submit the following documents:
    - i. Academic transcripts and certificates.
    - ii. Birth certificate or declaration of age.
    - iii. Passport-sized photographs.
    - iv. Identification documents (e.g., national ID card, international passport).
    - v. Letter of motivation.

f. *Admission Process*
- ➢ The AOU admissions office will screen all applications to ensure they meet the minimum requirements. Eligible candidates may be invited for an interview if necessary for certain programs.
- ➢ Admission decisions are based on a holistic evaluation of the candidate's academic qualifications, performance in interviews (if applicable), and other relevant criteria. Successful candidates will receive an admission letter through their registered email and will be required to accept the offer within a specified period.

g. *Flexible Admission Policies*
- ➢ AOU operates a rolling admission system, allowing applications to be submitted throughout the year. This provides flexibility for students to apply at any time.

- ➢ AOU accepts credit transfers from accredited institutions. Students who have completed relevant courses elsewhere can apply for credit transfer to reduce the duration of their studies at AOU.
- ➢ AOU offers both part-time and full-time study options, allowing students to choose a schedule that fits their personal and professional commitments.
- ➢ AOU provides flexible payment plans, including installment options, to make education more affordable for all students.
- ➢ To ensure that no prospective student misses the opportunity to join AOU, we occasionally extend application and registration deadlines, especially when there are still available spots in our programs.

CORE CURRICULUM MINIMUM ACADEMIC STANDARD (CCMAS)

AOU adheres to the National Universities Commission (NUC) Core Curriculum Minimum Academic Standards (CCMAS) for all degree programs. These standards ensure that our programs meet national quality benchmarks and produce graduates who are well-prepared for the workforce.

CONCLUSION

Al Muhibbah Open University is committed to providing an inclusive, flexible, and accommodating admission process that aligns with national standards and meets the diverse needs of prospective students. We are dedicated to supporting our students throughout their academic journey, from application to graduation. For more information or assistance with the application process, prospective students can contact the AOU admissions office or visit our website.

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Prof. Ahmed Salisu Garba
Ag.VC, AOU, Abuja

APPENDIX A:

1. **Application Checklist**
   a. Create an account on the AOU admission portal.
   b. Fill out the application form.
   c. Upload academic transcripts and certificates.
   d. Upload birth certificate or declaration of age.
   e. Upload passport-sized photographs.
   f. Upload identification documents.
   g. Submit a letter of motivation.
   h. Pay the application fee.
2. **Application Form: Sample**

AL MUHIBBAH OPEN UNIVERSITY (AOU), ABUJA
Admission Application Form

PERSONAL INFORMATION

1. Full Name:
   a. First Name: _____
   b. Middle Name: _____
   c. Last Name: _____
2. Date of Birth: _____
3. Gender:
   - ☐ Male
   - ☐ Female
   - ☐ Other
4. Nationality: _____
5. Marital Status:
   - ☐ Single
   - ☐ Married
   - ☐ Other
6. Contact Information:
   - Address: _____
   - City: _____
   - State/Region: _____
   - Country: _____
   - Postal Code: _____
   - Phone Number: _____
   - Email Address: _____

EDUCATIONAL BACKGROUND

a. Previous Education:
   -Institution Name: _____
   -Address: _____
   -City: _____

-State/Region: _____

-Country: _____

-Dates Attended: _____

-Degree/Diploma Obtained: _____

-Field of Study: _____

b. Secondary School Education:

-School Name: _____

-Address: _____

-City: _____

-State/Region: _____

-Country: _____

- Dates Attended: _____

-Certificate Obtained: _____

c. O'Level Results:

- Subject: _____

-Grade: _____

- Examination Body: _____

-Year: _____

d. Program of Study

i. Program Applied For:

- ☐ Undergraduate

- ☐ Postgraduate

e. Faculty:

- ☐ Arts and Humanities

- ☐ Business and Social Sciences

- ☐ Education

- ☐ Science and Technology

f. Course of Study:

- First Choice: _____

- Second Choice: _____

g. Mode of Study:

- ☐ Full-Time

- ☐ Part-Time

h. Additional Information

i. Language Proficiency:

- Is English your first language?

☐ Yes

☐ No

-If no, please provide details of English proficiency tests taken:

Test Name: _____

- Score: _____

- If you studied in English Language, provide:

        i. Name of Institution

        ii. Year of Graduation

        ii.   Name of final examination taken

WORK EXPERIENCE (IF APPLICABLE):

    - Organization Name: _____

    - Position Held: _____

    - Duration: _____

    - Key Responsibilities: _____

SUPPORTING DOCUMENTS

a. Required Documents:

 - ☐ Academic Transcripts

- ☐ O'Level Result

- ☐ Birth Certificate or Declaration of Age

- ☐ Passport-Sized Photograph

 - ☐ Identification Document (e.g., National ID Card, International Passport)

- ☐ Letter of Motivation

DECLARATION AND SIGNATURE

Declaration:

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false information may result in the rejection of my application or termination of my enrollment.

 - Applicant's Signature: _____

- Date: _____

<div align="center">FOR OFFICIAL USE ONLY</div>

Application Received By:

- Name: _____

 - Signature: _____

- Date: _____

Comments: _____-

_____

_____

Al Muhibbah Open University (AOU), Abuja

www.aou.edu.ng

Email: admissions@aou.edu.ng

Phone:....................................

APPENDIX B:

3. Contact Information
   a. Admissions Office Email: admissions@aou.edu.ng
   b. Admissions Office Phone:..
   c. AOU Website: www.aou.edu.ng