



# KFUPM

PREP-YEAR PROGRAM

# PYP STUDENT HANDBOOK

UPDATED PLACEMENT & PROMOTION GUIDELINES

# *Message from the* **PYP CHAIRMAN**

Dear Prep Year Student,

**Congratulations on your admission to King Fahd University of Petroleum & Minerals (KFUPM)! I am writing to welcome you to the KFUPM community and to the Prep-Year Program (PYP).**

I know that you are probably feeling a mix of excitement and nervousness right now. You are excited about the opportunity to study at one of the top schools in the world, but you are also perhaps a little bit nervous about starting a new chapter in your life.

The Prep-Year Program is designed to help you transition smoothly from high school to university. You will take courses in English, Mathematics, Science, and Skills that will prepare you for the academic needs of the KFUPM programs. You will also have the opportunity to participate in extracurricular activities and to get to know your fellow students.

I am confident that you will thrive in the Prep-Year Program and that you will be well-prepared for the challenges of the KFUPM programs. I encourage you to take advantage of all that the Prep-Year Program has to offer. Get involved in extracurricular activities, make new friends, and learn as much as you can.

We are looking forward to meeting you and to helping you get started on your KFUPM journey.

Sincerely,



**DR. ABDULRAHMAN S. ALMERBATI**

**CHAIRMAN, PYP-CGS**

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Office: Bldg. 57-403



# MEET THE DIRECTORS



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# PYP GENERAL POLICY

IMPORTANT

All students admitted into the PYP must **FINISH** their program within **one academic year**, including the **SUMMER** term.

## SKIP-PREP

At the beginning of the **1st semester**, all students who submitted valid English Proficiency Exam (IELTS/TOEFL) or passed the University TOEFL Exam and the Math002 Promotion Exam are considered eligible to be promoted to **FRESHMAN YEAR**. It indicates that all PYP courses will be **WAIVED** including the **MODULAR COURSES**.

MODEL  
**1**

## SECOND SEMESTER

At the beginning of the **2nd semester**, all students who completed all Prep-English and Prep-Math courses are considered eligible to be promoted to **FRESHMAN YEAR**. It indicates that all PYP courses will be **WAIVED** including the **remaining two modular courses** they need to take for this semester.

MODEL  
**2**

## END OF THE ACADEMIC YEAR

By the end of 2<sup>nd</sup> semester, students are expected to complete all PYP courses including **4 modular courses**. Then, they are considered eligible to be promoted to **FRESHMAN YEAR**.

MODEL  
**3**

# PREPARATORY YEAR PROGRAM PLACEMENT & PROMOTION POLICY

## PLACEMENT WEEK

During Orientation Week, all students will take the **Placement test** and **TOEFL ITP exam** to determine their English level for the first module of the first semester.

## TOEFL EXAM

Student placement may be improved based on **TOEFL ITP scores** that match the placement criteria. (see pg. 12)

## ENGL04 STUDENTS

ENGL04 students who achieve a TOEFL score of 530 or higher during weeks 7 or 8 of the semester will be exempt from attending remaining classes and taking the final exam. They will automatically receive full credit for both the final exam and the TOEFL exam.

## MODULAR PROMOTION EXAM

At the end of each module, high-performing students (**A/A+**) in **ENGL01, ENGL02, or ENGL03** qualify to take a TOEFL Promotion Exam to potentially skip levels, based on the placement criteria (see pg. 12)

## FAILED SAME COURSE TWICE

Students have up to **two attempts** to pass any English course. Failing the same course **twice** leads to **Dismissal**. However, they can potentially stay at KFUPM by taking the optional TOEFL- ITP test and meeting the proficiency requirements (see pg. 12). Students who meet the proficiency criteria will receive a **passing grade**.

## FAILED THE CONDITIONAL TEST

Those who do not fulfill the proficiency criteria will be given the option of staying and studying the registered PYP courses until the end of the second semester of the academic year and will be **DISMISSED** from the University.

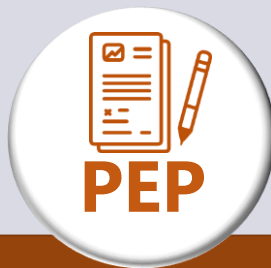
## SUMMER TERM

Students who do not complete ENGL04 and/or MATH002 by the end of the **2<sup>nd</sup>** semester **must take** a summer term course.

## FAILED ENGL04 TWICE

Failing ENGL04 twice will not prevent students from completing other PYP courses. Students can be readmitted to KFUPM if they submit a valid TOEFL or IELTS score (up to January of the following academic year from their original admission). Students must have already passed all PMP and PSEP courses upon submission of readmission scores.

# MAJOR PYP DEPARTMENTS



## PREP-ENGLISH PROGRAM

If KFUPM is a door to future success, the English language represents the hinges on which that door hangs. Sturdy hinges help the door swing wide open.

The Preparatory English Program is designed to help students achieve high English proficiency before beginning their Freshman year at KFUPM. Those students who arrive at KFUPM with proven high English proficiency as demonstrated with recent IELTS or TOEFL iBT test scores, gain exemption from PEP courses. All other students who join KFUPM are tested to measure their current level of English proficiency. Students with high proficiency in English may gain exemption from English courses through our internal testing process. All other students are placed into one of four courses designed to teach general English listening, reading, writing, and speaking skills.

PEP courses are designed on a continuum, ranging from pre-intermediate to upper-intermediate. The curriculum is designed to help students through the various stages of language learning necessary to reach the ultimate goal of language proficiency, regardless of the major they choose. The PEP is an intensive, dynamic, fast-paced English language program that will push all students toward excellence in English. Our mission is to teach English and help all students become lifelong language learners and eventually master English as their second language.

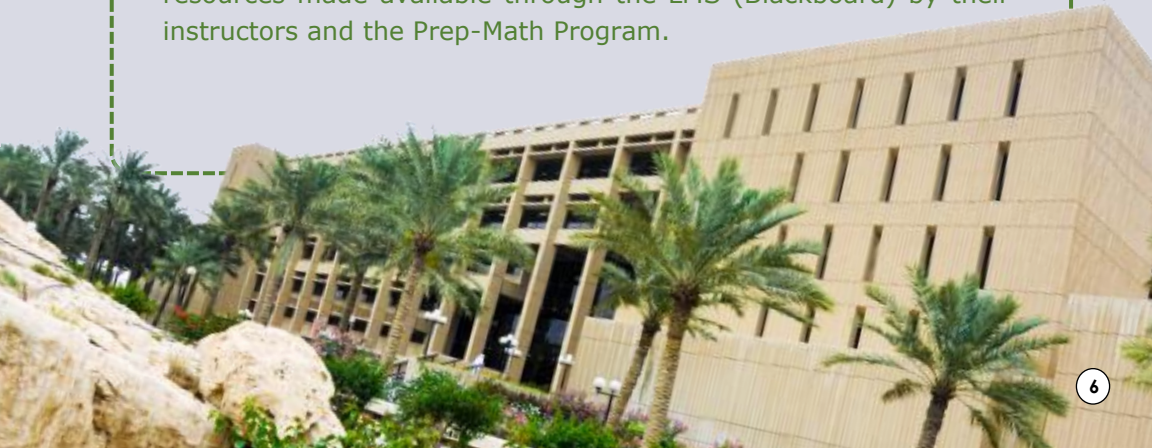
# MAJOR PYP DEPARTMENTS



## PREP-MATH PROGRAM

The Preparatory Year Math Program consists of three courses and one modular course. These are Math 001, Math 002, and Math 012. The one modular course is PYP041 (MATLAB). The program is designed so that students are continuously involved in lectures, class work, and self-learning activities, mainly solving problems during recitation classes and through weekly online assignments and knowledge tests to master course topics through a continuous cycle of mastery, knowledge retention, and positive feedback.

Peer tutoring is an essential component of the learning process, weekly training, in-person sessions, and online sessions are conducted in which students can enhance their knowledge and have the opportunity to share and exchange ideas with fellow students and their instructors. Moreover, students can benefit from resources made available through the LMS (Blackboard) by their instructors and the Prep-Math Program.



# MAJOR PYP DEPARTMENTS



## PREP-SCIENCE & ENGINEERING PROGRAM

The Preparatory Science and Engineering Program consists of two major courses and seven modular courses. Students are required to take two major courses plus four modular courses. The two major courses are PYP 001 (Preparatory Physical Science) and PYP 002 (Introduction to Digital Technologies). **PYP001 and PYP002** are lab-based courses with **2 credit hours** and **1 credit hour**, respectively.

The modular courses are PYP011 (General Safety), PYP012 (Automotive), PYP021 (Graphics), PYP022 (Self-Management), PYP032 (Arduino), PYP031 (MS Office), and PYP042 (Critical Thinking). Each modular course consists of eight contact hours and half credit hour.

Every semester, students will be registered for two modular courses that are combined in one set. By the end of the second semester of PYP, students are expected to complete four modular courses (two sets).







جامعة الملك فهد للبترول والمعادن  
King Fahd University of Petroleum & Minerals

# IF you are



a student who experiences any of the following

## OR



you notice your classmate or roommate is experiencing any of the following

- **Not attending classes**
- **Not performing well**
- **Having a personal or behavioral issue**

Refer yourself or him/her through

# IRSHAD



Accessible thru :

Portal → Services →



Irshad

[bit.ly/KFUPM-Irshad](https://bit.ly/KFUPM-Irshad)



For inquiries, please contact via: [advising.ssc@kfupm.edu.sa](mailto:advising.ssc@kfupm.edu.sa)



# PEP PROMOTION MAP

## ENTERING THE PEP

**TOEFL-iBT  $\geq$  70 or IELTS  $\geq$  6 (with no category less than 5.5)**

Note: TOEFL or IELTS must be taken within one year prior to the start of the academic year.

**YES**

**NO**

Take **Placement Test**  
and **TOEFL Exam**

**ENGL01**

Score  $<$  430

**ENGL02**

$430 \leq$  Score  $\leq$  467

**ENGL03**

$470 \leq$  Score  $\leq$  497

**ENGL04**

$500 \leq$  Score  $\leq$  527

**SKIP  
PREP-ENGLISH**

Score  $\geq$  530



# PMP PROMOTION MAP

ENTERING THE

MATH PLACEMENT TEST

<50%

≥60%

≥50% - 59%

MATH 001

MATH 002  
PROMOTION EXAM  
(OPTIONAL)

MATH 012

≥60%

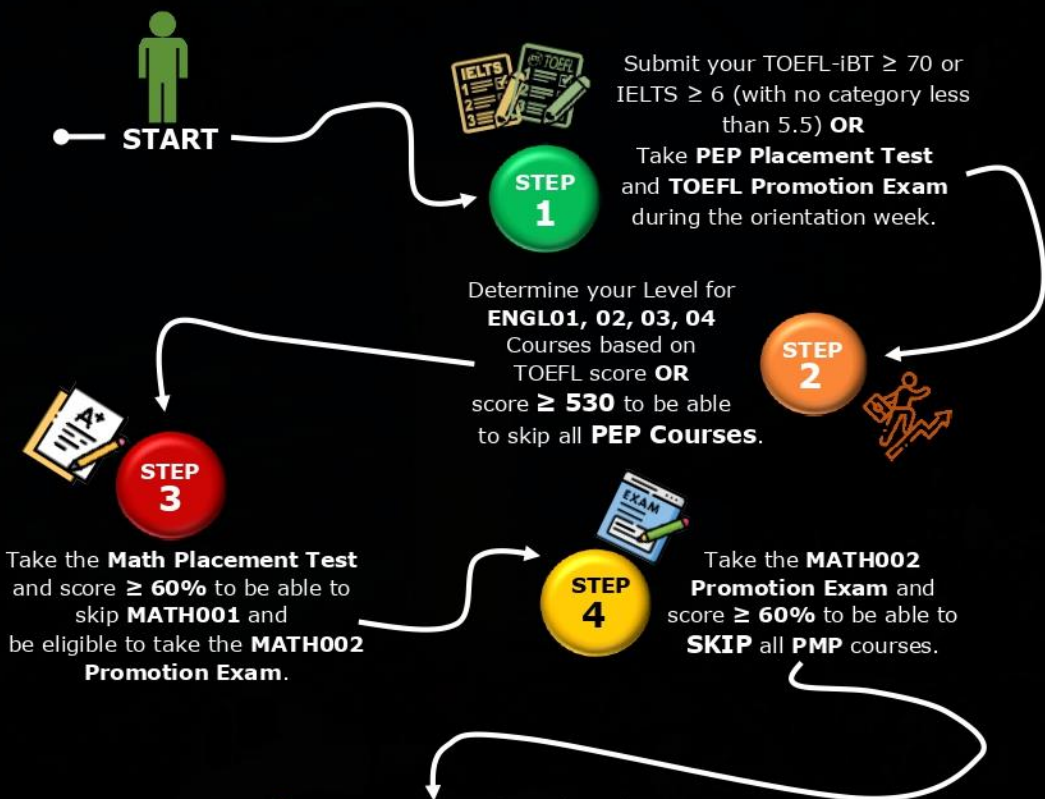
<60%



SKIP PREP-MATH

# HOW TO SKIP THE PYP?

During the summer period, the Preparatory Year Program conducts several courses in English and Math as part of the Skip Prep Program. This program is called **KFUPM-STARS**. The main objective of the program is to provide support to all students so they will be more confident in their studies at KFUPM and have a chance to skip the PYP program partially or completely.



## Congratulations!

If you passed both the promotion exams of PEP and PMP, then you are **ELIGIBLE** to **SKIP ALL PYP courses** and become **FRESHMAN STUDENT**.

# PREP-ENGLISH PLACEMENT CRITERIA TOEFL PROFICIENCY REQUIREMENTS

TAKE THE  
**TOEFL-ITP EXAM**

Score < 430  
**ENGL01**

$430 \leq \text{Score} \leq 467$   
**ENGL02**

$470 \leq \text{Score} \leq 497$   
**ENGL03**

$500 \leq \text{Score} \leq 527$   
**ENGL04**



Score  $\geq 530$   
**SKIP PEP**

# PSEP & PMP MODULAR COURSES

All 8 modular courses will be offered and implemented in the following aspects:

This means that students can complete one modular course in one module (two months)

**08 WEEKS**

**CLASS PER WEEK**

**01**

Students will only attend one class every week. Thus, it can reduce burden on the student.

Two modular courses together in one set. It means students will only focus on one course during the first module while the other one would be taken on the second module.

**02 PSEP MODULAR COURSES PER SEMESTER**

**CREDIT HOUR**

Each modular course will only have 0.50 credit hour. Hence, students can have a minimum of 2 credit hours in one academic year.

**.50**



# PSEP & PMP MODULAR COURSES

Every semester, students will study **TWO** modular courses that are combined in **ONE** set and between the following sets:

SET 1

PYP011:GENERAL SAFETY



PYP012:AUTOMOTIVE



SET 2

PYP021:GRAPHICS



PYP022:SELF-MANAGEMENT



SET 3

PYP031:MS OFFICE

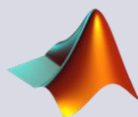


PYP032:ARDUINO



SET 4

PYP041:MATLAB



PYP042:CRITICAL THINKING



By the end of the second semester, students are expected to complete **4 modular courses** (2 sets). However, students would be given an option to add two more elective courses of their interest.

# SET 1: COURSE DESCRIPTION

## PYP011: GENERAL SAFETY



Understanding fundamental safety policies and practices as well as implementation plans is critical for community and workplace safety. Safely managing events, life, and property will ensure that accidents are avoided. A general understanding of safety will ensure that students are active implementors of best safety practices regardless of location or context.

### PYP011: LEARNING OUTCOMES

- Explain the concept of general safety
- Highlight issues in the safety culture
- Understand key health issues
- Define the concept of risk
- Examine the basics of safety and risk management
- Promote the safety culture

## PYP012: AUTOMOTIVE



Basic working principles of automotive car systems and their auxiliaries will give students information to help them learn the basic troubleshooting and technicalities of ignition circuits or electrical systems using essential workshop tools. Basic working principles of a 4-stroke car engine, transmission, braking, cooling, fuel, suspension, and electrical systems will complete the course.

### PYP012: LEARNING OUTCOMES

- Demonstrate an understanding of the working principle of the four-stroke petrol engine
- Demonstrate an ability to diagnose and troubleshoot the basic car ignition system
- Understand the car transmission system
- Define the car braking system and its life cycle
- Examine the basics of car safety management and learn wheel balancing
- Identify various part names of internal combustion engine and their functions
- Understand the law of energy conservation, how the chemical energy of a petrol engine is converted into mechanical energy and the electrical energy of a car



## SET 2: COURSE DESCRIPTION

### PYP021: GRAPHICS



An overview of all of the essential AutoCAD skills needed for general model descriptions, layout, and architecture. Foundational 3D Isometric drawing techniques will help with a student's complete understanding of graphics. Hands-on experience with various application tools that will help enhance understanding and use of graphics software.

### PYP021: LEARNING OUTCOMES

- Introduce the basic concepts of 2D drawings
- Learning the features of AutoCAD
- Understanding the workspace and its tools for drawing, editing, and dimensioning
- Provide the key skills required to learn 2D drawings, design, and drafting
- Use the functions and commands to create 3D modeling

### PYP022:SELF-MANAGEMENT



High achievers are those who are capable of managing their time, income, and emotions effectively, bridging gaps between goals and accomplishments. Students will learn needed skills such as time management, financial management, and emotional management.

### PYP022: LEARNING OUTCOMES

- Have a full understanding of the meaning of Self-management
- Being able to manage their time effectively
- Knowing common time-wasting habits, and how to overcome them
- Using their own skills to diversify their income
- Building a Personal Savings Culture
- Developing a solid Emotional Intelligence

## SET 3: COURSE DESCRIPTION

### PYP031: MS OFFICE



MS Office program's basic features and functions will be addressed, as well as more advanced features such as formatting, tables, charts, and functions. Students will learn how to create and edit documents, work with data using spreadsheets, and prepare professional presentations.

#### PYP031: LEARNING OUTCOMES

- Identify basic features and recognize the key concepts of Microsoft Office
- Use MS Word for professional document development
- Perform quantitative and textual data processing and analysis using Microsoft Excel
- Acquire skills for making slide-based presentations

### PYP032: ARDUINO



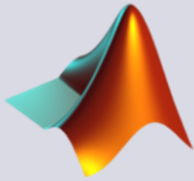
This short course is designed to provide students with a foundation in microcontroller programming and electronics using the Arduino platform. Students will learn how to write programs using the Arduino Integrated Development Environment (IDE) and how to control various electronic components such as LEDs, motors, and sensors.

#### PYP032: LEARNING OUTCOMES

- Explain the basics of Arduino programming and electronic devices
- Write programs using Arduino IDE to control different electronic devices
- Work effectively in a team to design, build, and program an Arduino-based project
- Analyze and troubleshoot problems in their Arduino programs and projects.

## SET 4: COURSE DESCRIPTION

### PYP041: MATLAB



MATLAB combines the ability to perform complex manipulations of mathematical matrices, plotting data and functions, handling algorithms, and interfacing with programs written in languages such as C, C++ and Java. Introduction to MATLAB course aims to give developers solid theoretical understanding, and hands-on experience with the MATLAB language.

### PYP042: CRITICAL THINKING



This short course is designed to train students' critical and innovative thinking styles with the aim of making the student better equipped to make decisions and solve problems, whether social or academic, in a creative and critical way to reach non-traditional solutions that contribute to raising the level of performance, self-confidence, and personal and interpersonal communications.

### PYP041: LEARNING OUTCOMES

- Recognize the main features of the MATLAB development environment
- Use MATLAB as a calculator effectively
- Design simple algorithms to solve basic problems

### PYP042: LEARNING OUTCOMES

- Identify the main features of creative and critical thinking
- Recognize the importance of decision-making skills
- Demonstrate ways to think out of the box wisely and effectively
- Combine existing ideas, images, or expertise in original ways

## PSEP & PMP MODULAR COURSES' GRADING POLICY

**ATTENDANCE**

**5%**

**QUIZZES/SHORT TESTS**

**20%**

**CLASS PARTICIPATION**

**25%**

**PROJECTS/ASSIGNMENTS**

**50%**

## PSEP & PMP MODULAR COURSES' ATTENDANCE POLICY

A student is registered ABSENT in a class if he/she joins after 10 minutes or DIDN'T attend.

A student is registered LATE in a class if he/she joins within 10 minutes of the START of the class time.

A student will be marked ABSENT if he/she is late for 3 classes.

A student will be awarded a DN grade if he/she reaches 2 unexcused absences.

A student will be awarded a DN grade if he/she reaches a total of 3 absences (both excused and unexcused)

A student will get a FULL MARK if he/she attended ALL classes without late records.

3 points will be deducted from the attendance grade for an unexcused absence.

1 point will be deducted for being LATE for 1 class (the maximum is being late for 2 classes because 3 late is converted to 1 absent.)

# REGULAR PROGRAM PLAN

## FIRST SEMESTER

COURSE	TITLE	LT	LB	CR
<b>PREP-ENGLISH COURSES</b>				
ENGL 01-xx	Prep. English I	15	5	4
ENGL 02-xx	Prep. English II			4
<b>PREP-MATH COURSES</b>				
MATH 001	Prep. Math I	4	0	4
MATH 012	Prep. Math III	3	2	4
<b>PREP-SCIENCE AND ENGINEERING COURSES</b>				
PYP 001	Prep. Physical Science	0	2	2
<b>MODULAR COURSES</b>				
PYP 011-xx	General Safety	1	0	0.5
PYP 012-xx	Automotive Car System			0.5
PYP 031-xx	MS Office	1	0	0.5
PYP 032-xx	Arduino			0.5
<b>PHYSICAL EDUCATION COURSES</b>				
PE 001	Prep. Health and Physical Educ. I	0	2	1
		<b>20</b>	<b>11</b>	<b>16</b>

## SECOND SEMESTER

COURSE	TITLE	LT	LB	CR
<b>PREP-ENGLISH COURSES</b>				
ENGL 03-xx	Prep. English III	15	5	4
ENGL 04-xx	Prep. English IV			4
<b>PREP-MATH COURSES</b>				
MATH 002	Prep. Math II	4	0	4
<b>PREP-SCIENCE AND ENGINEERING COURSES</b>				
PYP 002	Introduction to Digital Technologies	0	2	1
<b>MODULAR COURSES</b>				
PYP 021-xx	Basics of Graphics	1	0	0.5
PYP 022-xx	Self-Management			0.5
PYP 041-xx	MATLAB	1	0	0.5
PYP 042-xx	Critical Thinking			0.5
<b>PHYSICAL EDUCATION COURSES</b>				
PE 002	Prep. Health and Physical Educ. II	0	2	1
		<b>20</b>	<b>9</b>	<b>15</b>

# FAQs

• FREQUENTLY ASKED QUESTIONS •



**Q** What is the time frame for the completion of the PYP courses?

**A** All students are obliged to complete the PYP courses in one academic year (2 regular semesters and an additional summer term).

**Q** Is the GPA counted for the Prep-Year?

**A** No. But could be used for the selection of Majors as well as for the selection of the TOP 10 Prep-Year Students award every semester.

**Q** Can I register Freshman courses while I am a Prep-student?

**A** Yes. If you complete/bypass the PEP or PMP, you can register for freshman courses according to course registration regulations.

**Q** Where can I get an official excuse for my absence?

**A** You can apply for the official excuse through the **new Student Excuses system** at the student portal. Please visit Bldg. 57-437 (male) or 58-2006 (female) for further information.

**Q** What are office hours?

**A** There are certain hours specified by your teacher for you to discuss your difficulties on course material every day. If you did not find your teacher, there are several teachers to help you.

**Q** What is a "DN" Grade?

**A** DN stands for Denial Grade. With DN grade, you are out of the course.

**Q** What are the consequences of cheating?

**A** Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules as issued by the University Council. It may result in expulsion from KFUPM.

**Q Are the Placement tests mandatory?**

**A** Yes, the placement tests are mandatory for all newly joining students.

**Q Is the promotion exam of Math 002 mandatory?**

**A** No, if the student scores 60% or above on the placement test.

**Q If I am not able to pass Math 012, will I repeat it again?**

**A** No, you will study Math 002 in the next term.

**Q When is the deadline to submit my IELTS or TOEFL iBT scores to get an exemption from Prep-English?**

**A** IELTS or TOEFL iBT scores must be submitted before the first day of classes via email at [prep-english@kfupm.edu.sa](mailto:prep-english@kfupm.edu.sa).

**Q Do I need a computer or tablet for my courses at KFUPM?**

**A** Yes, all students are strongly encouraged to have their own device, either a laptop PC, a Macintosh laptop, or an iPad.

**Q Can I move down a level if I think the level I'm placed at is too hard? Or can I move up a level if I think the level I'm placed at is too easy?**

**A** No, it is not possible to move down a level or up a level once student placement is completed.

**Q What happens if I do not pass an English course once or twice?**

**A** Students who fail an English course the first time must retake that course, as long as it is still within the same academic year. Students who fail the same English course twice are dismissed from the university.

For more FAQs, check this link: <https://pyp.kfupm.edu.sa/academics/f-a-qs---pyp-general>