

Academic Year 2025–2026

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 and Minerals (KFUPM)!

Welcome 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 PYP 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 PYP and that you will be well-prepared for the challenges of the KFUPM programs. I encourage you to take advantage of all that the PYP 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, Prep-Year Program
prepyear@kfupm.edu.sa | Bldg.57-403





Meet the **PYP Directors**



Mr. Uzair Ahmad

Prep-English Director
prep-english@kfupm.edu.sa
Bldg. 58-3006



Mr. Husam Sharqawi

Prep-Math Director
dir-mathprep@kfupm.edu.sa
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Dr. Tayseer Abu Alrub

Prep-Science & Engineering Director
pse-dir@kfupm.edu.sa | Bldg. 57-444



Discover more why you should be proud to be part of this university!



Scan this code to visit the official
Prep-Year Program website:
pyp.kfupm.edu.sa



Scan this code to learn more about **KFUPM** and
its achievements or visit the official website:
kfupm.edu.sa



prepyear@kfupm.edu.sa



013-860-1700 or 013-860-2839



Bldg. 57, Room 403



General Policies

Important

All students admitted into the PYP must **finish** the program within **one academic year**, including the **summer** term.

Skip-Prep

At the beginning of the **1st semester**, students are promoted to **freshman year** if they meet the English proficiency requirement (IELTS/TOEFL) and pass the Math002 Promotion Exam (see page 8). All PYP courses, including modular courses, will then be waived.

2nd Semester

At the **start of the 2nd semester**, students who have successfully completed **ENGL04** and **Math012** are promoted to **freshman year**. All remaining PYP courses, including the **two** modular courses for the 2nd semester, will be waived.

End of A.Y.

By the **end of the 2nd semester**, students are expected to complete **all PYP courses**, including **four modular courses**, to advance to freshman year.



Placement & Promotion Policies

Placement Week

During Orientation Week, all students will take **Placement tests** in **Math & English**. This is to determine the students' starting level in the first semester.

TOEFL Exam

Students' English level placement may be improved by taking the University TOEFL Exam, based on **TOEFL scores** that match the placement criteria. (*see pg.10*)

ENGL04 Students (2nd semester)

In the second semester, ENGL04 students who achieve a TOEFL score of ≥ 530 during Week 7 or 8 will be exempt from attending the remaining classes and taking the final exam. These students will automatically receive full credit for both the final exam and their TOEFL score.

End of 1st Sem: Promotion Exam

At the end of 1st term, **A+** students in **Math001** can take Math002 Promotion Exam. Similarly, students with an **A+ in two consecutive modules** in **ENGL01**, **ENGL02**, and **ENGL03** can take TOEFL Promotion Exam. These exams offer a chance to skip ahead in their English and/or math levels, based on specific criteria (*see pg. 6 & 7*)

Failed the Same Course Twice

Students have up to **two attempts** to pass any English and Math 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. 8*). 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

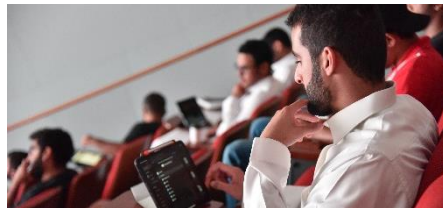
Students who do not complete ENGL04 and/or MATH002 by the end of the **2nd semester** **must take** a summer term course.

Failed ENGL04 Twice

Failing ENGL04 twice does not prevent completion of other PYP courses. Students may be readmitted to KFUPM if they submit a valid TOEFL or IELTS score (by January of the academic year following their original admission). All PMP & PSEP courses must be passed prior to submitting readmission scores.



IRSHAD System



What is IRSHAD?

The **IRSHAD System** is an in-house software solution developed to provide KFUPM students with free, comprehensive, and confidential support. This accessible platform offers a variety of resources and assistance designed to help students succeed throughout their academic journey.

If you or your peers face challenges in any of the following areas, use the IRSHAD System for support:



Academic Difficulties.

Struggling with class attendance, coursework, time management, or study skills.



Financial Concerns.

Experiencing difficulties with budgeting, funding, or unexpected expenses.



Personal Well-being.

Having a personal or behavioral issue or facing stress, anxiety, and other emotional concerns.



Medical needs.

Students are treated free of charge, and the University Clinic facilitates referrals to other government hospitals when necessary.



Social Adjustments.

Having trouble joining, making friends, or dealing with interpersonal conflicts.



All other types of consultations...



Scan this code to watch the video and learn more about the IRSHAD platform.

IRSHAD is also accessible thru **KFUPM Portal**:

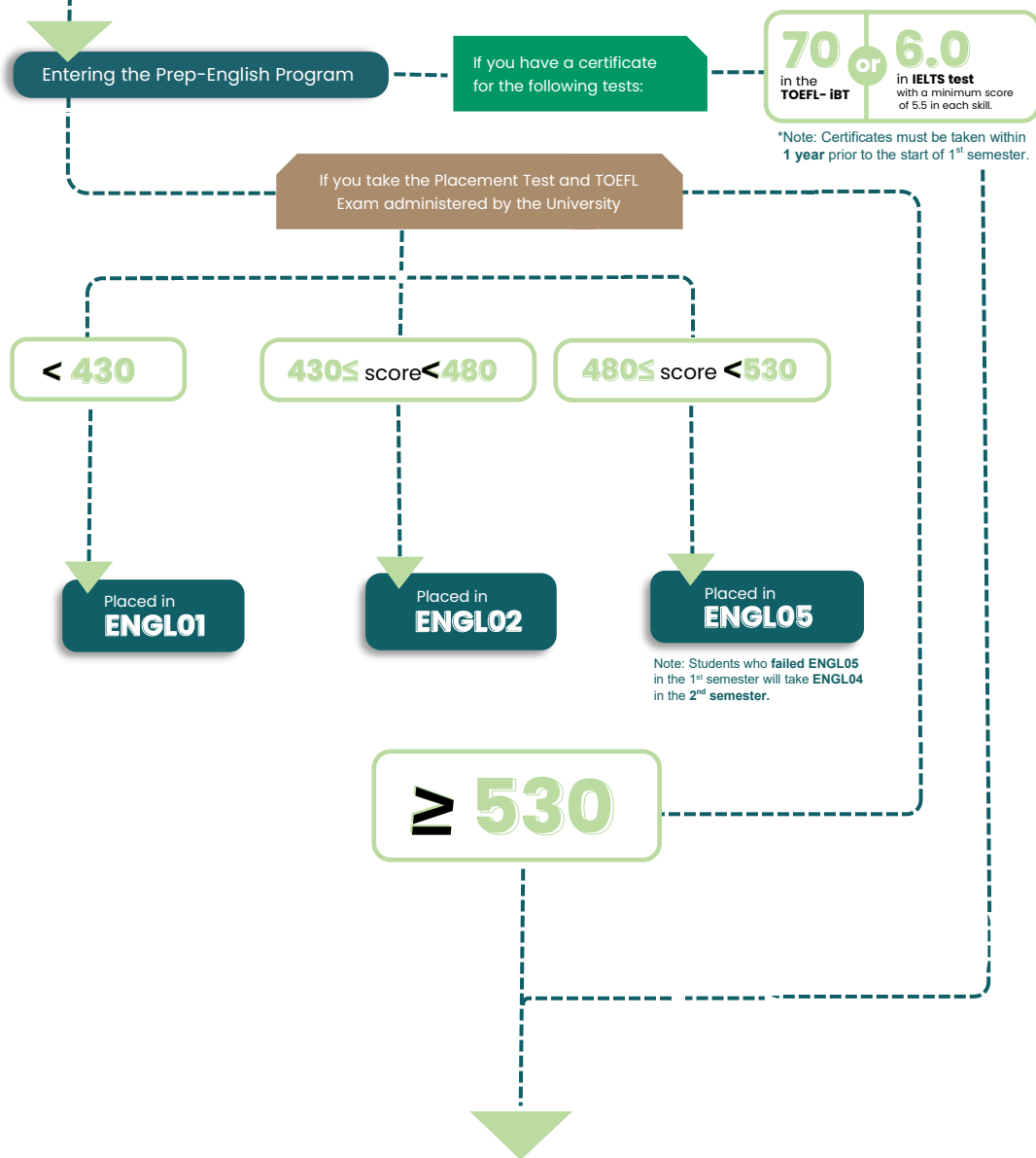


- Step 1.** Go to Portal and log-in
- Step 2.** Go to Services
- Step 3.** Click the IRSHAD icon.

For inquiries, send an e-mail to advising.ssc@kfupm.edu.sa



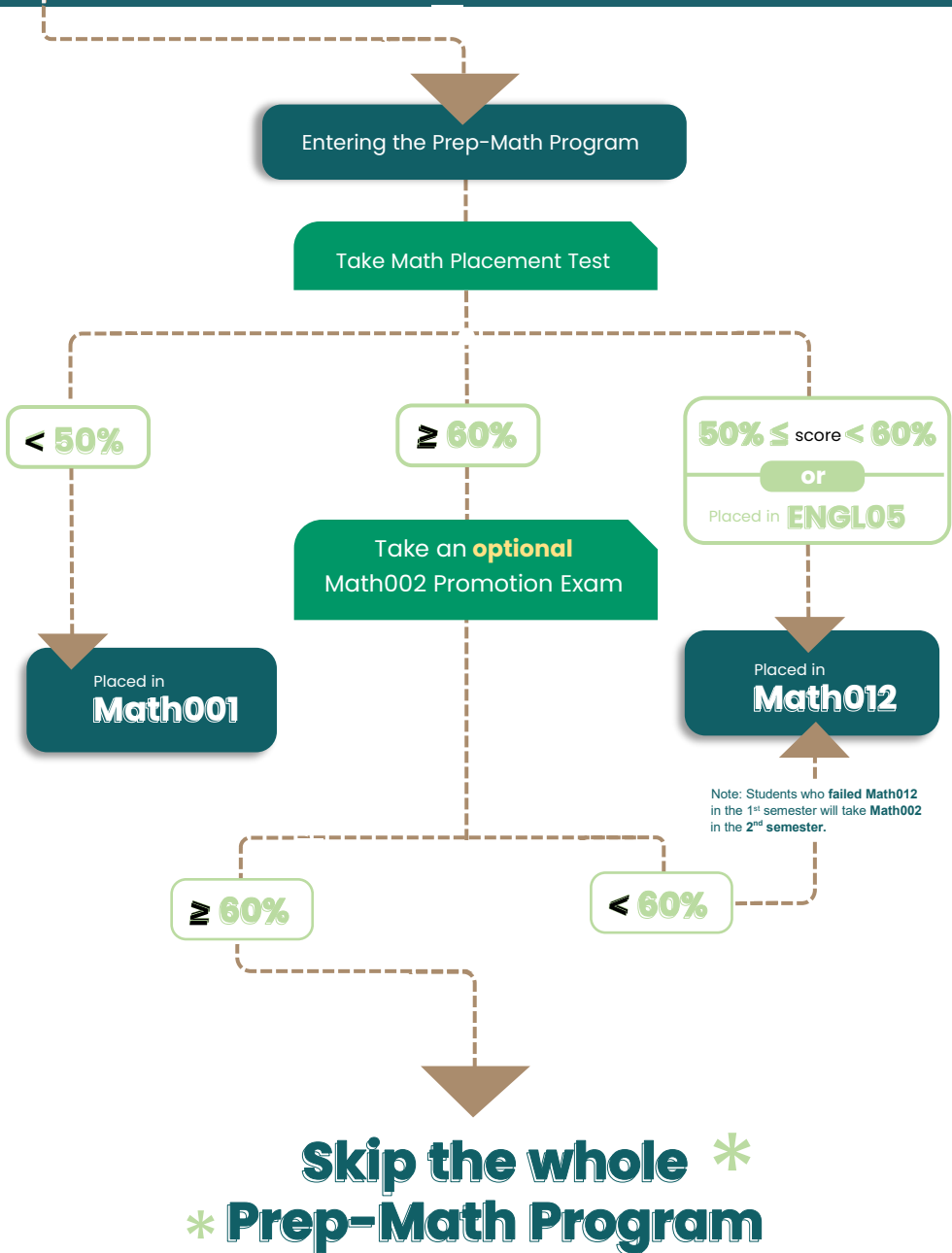
Prep-English Program Promotion Map



***Skip the whole
*Prep-English Program**



Prep-Math Program Promotion Map





Skip Prep

The **main objective** of this program is to ensure that **outstanding students** save their time and effort by skipping the Preparatory Year Program and **starting their major directly** at the **beginning of the academic year**.

Skiping Prep-English

If you have a certificate for the following English Tests:

70 in the **TOEFL- iBT** Examination

or

6.0 in the **IELTS** Examination

with a minimum score of **5.5** in each skill and it must be taken within **1 year** prior to the start of the **1st semester**.

or

If your **TOEFL-ITP** score from the PYP at the **start** of the **Academic Year** is:

≥ 530

on the **TOEFL-PBT** administered by the University during the **Orientation Week**.

Skiping Prep-Math

Students must meet the score requirements for both the **placement and promotion exams** to be able to skip the Prep-Math courses:

PMP Placement Exam

60%
or above



Math002 Promotion Exam

60%
or above

***Skip the whole
Prep-Year Program***

*Note: Partial completion of these requirements allows partial skipping of the Prep-Year Program.



University TOEFL Exam Score Bracket

ENGL01

<430



ENGL02

430 ≤ score < 480



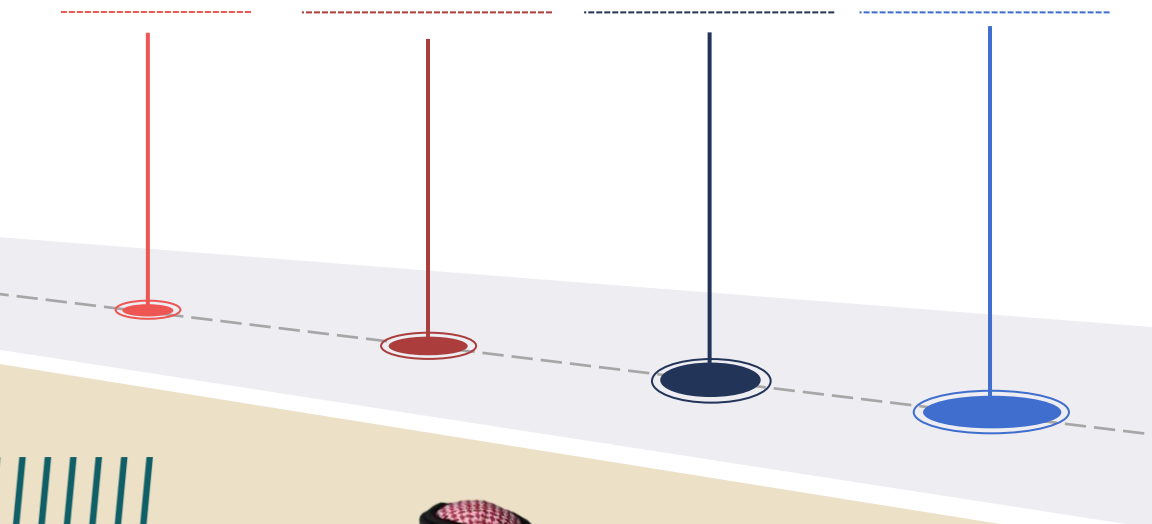
ENGL05

480 ≤ score < 530



Skip PEP

≥ 530



**Dream Big
& Accomplish**



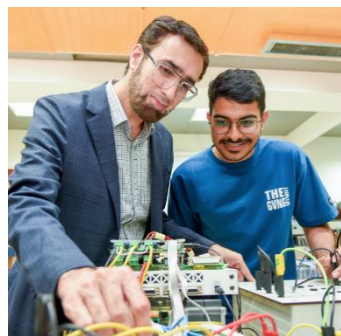
Bridging Program

What is this?

This is an initiative designed to allow **students who skipped Prep-English** to fast-track their PYP requirements while beginning to earn freshman-level credits.

Benefits

- 1 This can help students to begin their degree journey earlier and easing their eventual academic transition.
- 2 This promotes academic success and maintains student engagement by optimizing their class schedule.



General Freshman Courses

CHEM 101

Principles of Chemical Science 1

4 credit hours

ICS 104

Introduction to Programming in Python & C

3 credit hours

ECON 101

Principles of Microeconomics

3 credit hours

ACCT 110

Introduction to Financial Accounting

3 credit hours

One Semester Plan

As part of the Bridging Program, students scoring between **≥480 and <530** on the **University TOEFL exam** will enroll in **ENGL05, Math012**, and other PYP courses. This **15-week** integrated program is offered only in the **1st semester**.



If students fail **ENGL05** and/or **Math012** in the first semester, they will take **ENGL04** and/or **Math002** in the **second semester**.



Class Schedule Structure

PEP LEVEL	Required PYP Courses	Required Freshmen Courses	Total CR Hours
Skip PEP	Math012 (4cr) PE001 (1cr)	ENGL101 (3cr) General Course (3-4cr)	11-12
Scored between ≥480 and <530	ENGL05 (8cr) Math012 (4cr) PYP Modules (3cr) PE001 (1cr)	None	16

****Warning:** Dropping below 13 credit hours **might** affect your monthly stipend.





General Information: Modular Courses

All **9 modular courses** will be offered and implemented in the following aspects:

This means that students can complete one modular course in two months.

08

Weeks

Weekly
Class

01

Students will attend only one class per week, reducing their course load.

Two modular courses are paired per set. Students will focus on one course during the first module and the other during the second module.

02

Modular Courses
per semester

Credit
Hour

.50

Modular courses are 0.50 credit hours each, allowing students to earn a minimum of 2 credit hours per academic year.

Set One

PYP 011



General Safety

PYP 012



Automotive

PYP 013



Leadership

Set Two

PYP 021



Graphics

PYP 022



Self-Management

Set Three

PYP 031



Microsoft Office

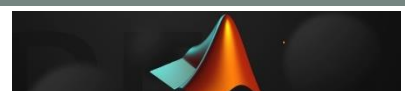
PYP 032



Arduino

Set Four

PYP 041



MATLAB

PYP 042



Critical Thinking



For more details about modular courses, please scan this code or visit PSEP official website:
<https://pyp.kfupm.edu.sa/psep/modular-course/intro>



Regular Student's: Program Plan

First Semester

Course	Title	LT	LB	CR
Prep-English Courses				
ENGL 01-xx	Prep-English I	15	5	4
ENGL 02-xx	Prep-English II			4
Prep-Math Courses				
Math 001	Prep. Math I	4	0	4
Math 012	Prep. Math III	3	2	4
Prep-Science & Engineering Courses				
PYP 001	Prep. Physical Science	0	2	1
Modular Courses				
PYP 011 or 013-xx	General Safety or Leadership	1	0	0.50
PYP 012-xx	Automotive Car System			0.50
PYP 031-xx	MS Office	1	0	0.50
PYP 032-xx	Arduino			0.50
Physical Education Courses				
PE 001	Prep. Health & Physical Education I	0	2	1
		20	11	15

Second Semester

Course	Title	LT	LB	CR
Prep-English Courses				
ENGL 03-xx	Prep-English III	15	5	4
ENGL 04-xx	Prep-English IV			4
Prep-Math Courses				
Math 0002	Prep. Math II	4	0	4
Prep-Science & Engineering Courses				
PYP 002	Introduction to Digital Technologies	0	2	1
Modular Courses				
PYP 021-xx	Basics of Graphics	1	0	0.50
PYP 022-xx	Self-Management			0.50
PYP 041-xx	MATLAB	1	0	0.50
PYP 042-xx	Critical Thinking			0.50
Physical Education Courses				
PE 002	Prep. Health & Physical Education II	0	2	1
		20	9	15

*Modular courses can alternate (xx = FH or SH)

Note: This is a sample degree plan for students who started from ENGL01. Students' degree plan may vary depending on the results of their placement tests and promotion examinations (PMP & PEP). In an academic semester, half of the students will be enrolled in PYP001, and the other half will be enrolled in PYP002.



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

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

Is the GPA counted for the Prep-Year?

No. However, it could be used for the selection of majors and for the selection of the TOP 10 Prep-Year Students award every semester.

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

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

Where can I get an official excuse for my absence?

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.

What are office hours?

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.

What is a “DN” Grade?

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

What are the consequences of cheating?

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.

Are the Placement tests mandatory?

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



Is the promotion exam of Math 002 mandatory?

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

If I am not able to pass ENGL05 and/or Math 012, will I repeat it?

No, you will study ENGL04 and/or Math 002 in the second term.

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

IELTS or TOEFL iBT scores must be submitted before the first day of classes via email at prep-english@kfupm.edu.sa.

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

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

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?

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

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

Students who fail an English course the first time must retake that course, if it is still within the same academic year.

Students who fail the same English course twice are dismissed from the university.



For a quick and easy way to find more answers to common questions, scan the QR code to access our FAQs. Available in both Arabic and English, this resource covers student life and university procedures.