

رؤية  
VISION 2030

المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA

Princess Nourah bint  
Abdulrahman University



# Induction guide Arabic teaching institute for Non-Arabic speakers



Arabic teaching institute  
for Non-Arabic speakers  
Distinction and difference



**2030** vision is a milestone  
in the future of Kingdom  
of Saudi Arabia. It is a roadmap  
for an honorable future full  
of optimism.

His Highness the Crown Prince:  
Mohammed bin Salman bin  
Abdulaziz - May Allah protect him -







# Over view of the Institute

## Establishment

The Arabic Teaching Institute for Non-Arabic speakers was established on November 3, 2012 at Princess Noura Bint Abdulrahman University. It was established with the consent of the Custodian of the Two Holy Mosques King Abdullah bin Abdulaziz Al Saud -may Allah have mercy on him -, and since that time the institute was keen to complete the vision and the necessary preparations to be a distinctive scientific edifice in teaching Arabic language for Non-Arabic speakers.



## The Institute Vision

Excellence in teaching Arabic  
Language to Non-Arabic speakers.

## The Institute Mission

Teaching Arabic as a Second Language  
by providing academic programs and  
training besides specialized research  
to serve the community internationally  
in an interesting scientific environment  
within the Arabic culture.

# The Institute Goals

Contributing to the achievement of the vision of the Kingdom of Saudi Arabia 2030 by serving the Arabic language and spreading it regionally and internationally.

Establishing effective local and international partnerships in teaching Arabic as a second language and scientific research.

Supporting diversity and cultural dialogue through knowledge exchange between the institute's students and the university's community.

Providing learners with Arabic language skills.

Developing the scientific and personal abilities of the learners through supporting programs and courses.

Contributing to academic community service by offering specialized programs pioneering in teaching Arabic language to Non-Arabic speakers.





It is the only female institute in the world that teaches Arabic to Non-Arabic speakers.



All faculty members at the Institute are specialized in teaching Arabic as a Second Language.



The Institute applies an educational program for the diploma based on international standards in Second Language teaching.



The Institute implements informative programs to exchange cultures and promote civilizational dialogue among students.



## The Institute Features



The Institute has a well-trained administrative staff in carrying out its work.



Receiving delegations from outside the Kingdom of Saudi Arabia and providing educational and cultural programs as needed.



The Institute has ambassadors of excellence in teaching and learning, they are trained on international standards and criterion in the field.



Providing training programs for Arabic and Islamic studies instructors based on high-level standards in training and specialization.



## The Institute Students' Nationalities

The Institute is considered as an international cultural gate in Saudi Arabia since its students form cultural variety because of the geographical diversity, as the institute includes various nationalities distributed among the countries of Asia, Africa, Europe and North America. This diversity has made the institute a cultural forum rich in a variety of cultures of the world.







# The Institute Programs

# The Institute Programs

Training Program



Professional Development  
Courses for Arabic Language  
Teachers as a Second  
Language.

Educational Programs



Diploma

Diploma with Fees

Educational Courses  
to Teach Arabic  
for General Purposes



## About

**Diploma**  
(Teaching Arabic for  
Non-Arabic Speakers  
for Academic  
Purposes).

It is an intensive program to teach Arabic to Non-Arabic speakers, in order to qualify the student linguistically, so she can study at Arab universities. After studying the program, the student obtains a diploma in Arabic for Non-Arabic speakers.

## Program's Goals



- Providing graduates with eloquent Arabic language skills and its elements in the four skills: listening, speaking, reading and writing.
- Enabling graduates to practice correct language skills in different situations.
- Enabling graduates to employ modern technology means and their various skills in teaching the Arabic language.
- Introducing graduates to the Arabic culture within human values.



# Program's Features

The new program has adopted the two-level system in its design. it is a registration system where levels are divided into 9+2. this system is internationally established for teaching foreign languages, and at the same time it takes into account the practiced levels at Princess Noura Bint Abdulrahman University (four levels).

It is designed in accordance with both international standards for teaching foreign languages, (CEFR) European standard and (ACTFL) American Standard.

The new program is not limited to only combining the previous standards, but it adopted them in order to fit the characteristics of Arabic language teaching in their Arabic environment.

The new program has adopted the communicative method in teaching foreign languages.

Providing graduates with eloquent Arabic language skills and its elements in listening, speaking, reading and writing.

Enabling graduates to practice correct language skills in different situations.

Enabling graduates to employ modern technology means and their various skills in teaching the Arabic language.

Introducing graduates to the Arabic culture within human values.

The new program developed a linguistic map for Arabic language skills and its elements distributed on the linguistic levels.

The new program developed linguistic matrices distributed to courses at the four levels.

The new program is based on modern theories in the growth of linguistic structures in classifying educational contents into levels, taking into account the gradation provided by these theories in acquiring a second or foreign language.



Pronounce the Arabic sounds correctly from their correct place of articulation.

Express herself, situations, and opinions orally or written at an advanced level in the Arabic language and with proper standards.

Identify the important aspects of the Arabic and Islamic cultures especially the main events in the Islamic world.

Apply the four Arabic language skills strategies.

Apply the basic grammar, syntax and structures of the Arabic language.

Apply the rules of intonation (Tajweed) and recitation of the Holy Qur'an.

Deduce direct and embedded meanings in books, research, references and sources in a variety of contexts.

Integrate with the Arab and Muslim community by participating in various communication groups, parties held, and the various events in the community.

Utilize modern and appropriate computer technologies in her academic learning and linguistic development as well as research and communication.







### Degrees Offered:

Certificate of diploma in Arabic language for Non-Arabic speakers.



### Academic System:

Diploma studying system:  
Semester system.



### Study Duration:

Four levels, each level represents a semester.



### Total Number of Credit Hours to Complete the Program:

60 credit hours, (15 credit hours per semester).



## Program Enrollment Mechanism

A student can join the program by applying for a scholarship, which is divided into TWO categories:

Internal scholarships:  
for students  
residing  
in the Kingdom  
of Saudi Arabia.

External scholarships:  
for students  
residing outside  
the Kingdom  
of Saudi Arabia.



# Admission Requirements



A general high school certificate or an equivalent certificate translated into Arabic and accredited and the date of graduation should not exceed five years.



The age of applicant must be between (17-25) years old.



The applicant must be in a good health.



The general estimate of the applicant should not be less than "Very Good", and all applicants will be subject to selection for final nomination.



The applicant should have a valid passport.



The applicant should provide a criminal record declaration certificate from her country to verify that she does not have any criminal records.



Bring a valid residence permit (for internal scholarships)

Applying for external and internal scholarships should be through the university's website

[pnu.edu.sa](http://pnu.edu.sa)



## Diploma with Fees.

Introducing the Studying System Program:

Providing an opportunity to learn Arabic Language to Non-Arab applicants who are not included in the external or internal scholarship system, by paying specific fees.

### Admission Requirements:



The applicant must have a high school certificate or its equivalent from inside or outside the Kingdom.



The applicant should have a valid residence permit.



The student's age should not be under 17 years old.



## Required Documents for Admission:



A copy of the high school certificate and transcript translated into Arabic, degree equivalency should be provided.



A copy of the applicant's valid residency.



A copy of the applicant's valid passport.





## Program Registration Mechanism:

1

Register for the diploma with fees by attending the institute and submitting the required documents and payment receipts.

2

Fill out the application form and issue a temporary university card until a university number is issued for new students.

3

Submit the required documents if accepted.

4

Pay the registration fees through the institute official bank account with the necessity to print the receipt.



## Program Registration Mechanism:



5

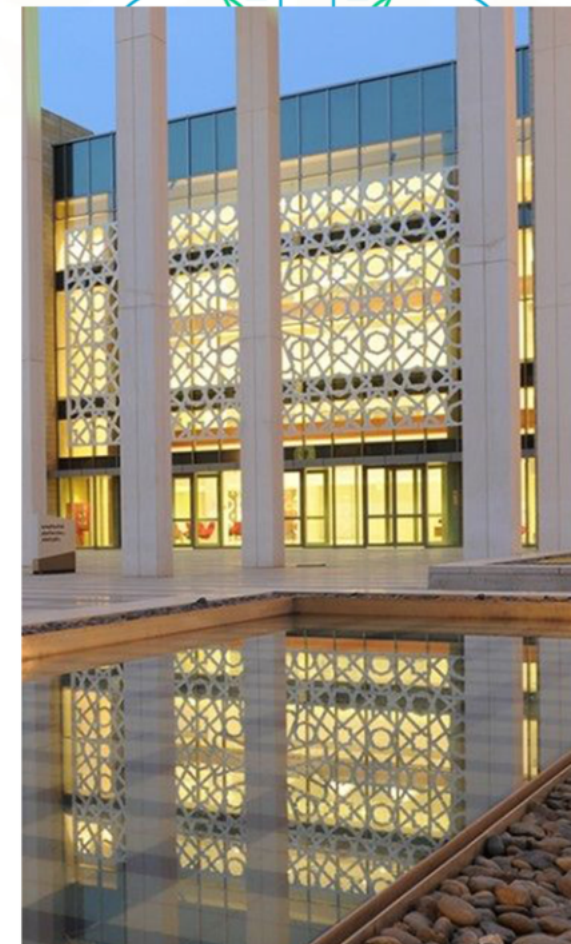
After checking and matching the high school certificate and the required official papers, the student is given a university card and then she is directed to the Educational Affairs at the institute for a placement test.

6

The student is informed of the test result.

7

The semester fees are paid through the institute official bank account with the necessity to print the receipt and complete the required documents to obtain the final admission.



Contact  
Information:

Registration Unit: Tel:  
118236686

E-mail:  
[Inst-non-arabic-osa@pnu.edu.sa](mailto:Inst-non-arabic-osa@pnu.edu.sa)





## Educational Courses to Teach Arabic for General Purposes.

It aims to enable those enrolled in the program to communicate with the Arab environment in general and Saudi Arabia in particular. It is directed to: official external foreign delegations, internal foreign institutions, and Non-Arab residents. There is a fee for the program.

### Language Used:

Modern Standard Arabic

### Course Certificate:

At the end of each level, students are given a certificate that declares their passing of the Arabic language for the general purposes course stating the level they passed.

# Program's Goals:

Providing specialized Arabic courses for Non- Arabic speakers that meet the learners' needs to learn the Arabic language.

Teaching students the essential four language skills to help them communicate with native speakers.

Enabling students to practice the Arabic language through using the most modern teaching methods.

Providing gradual courses concerning the language proficiency that meet the needs of Non-Arabic speakers.

Teaching Arabic in an Arabic and Saudi cultural settings.

Contributing to the process of introducing second language learners to Arabic native speakers according to the content of the educational courses.

## Conditions to Obtain Course Certificate:

1

Attending 75% of the total number of hours.

2

Payment of the course fees two weeks prior the start of the session. Fees cannot be refunded after the first week of the course.

3

Completing the required documents for registration (valid residence permit, complete the registration form and the application form, and passport copy).

4

Commitment and seriousness in completing requirements in the study session.

6

Obtaining 60% in tests approved by the Institute.



# 1

## Arabic Language for General Purposes:



**54** hours per course (9 hours weekly).

**6** Levels.

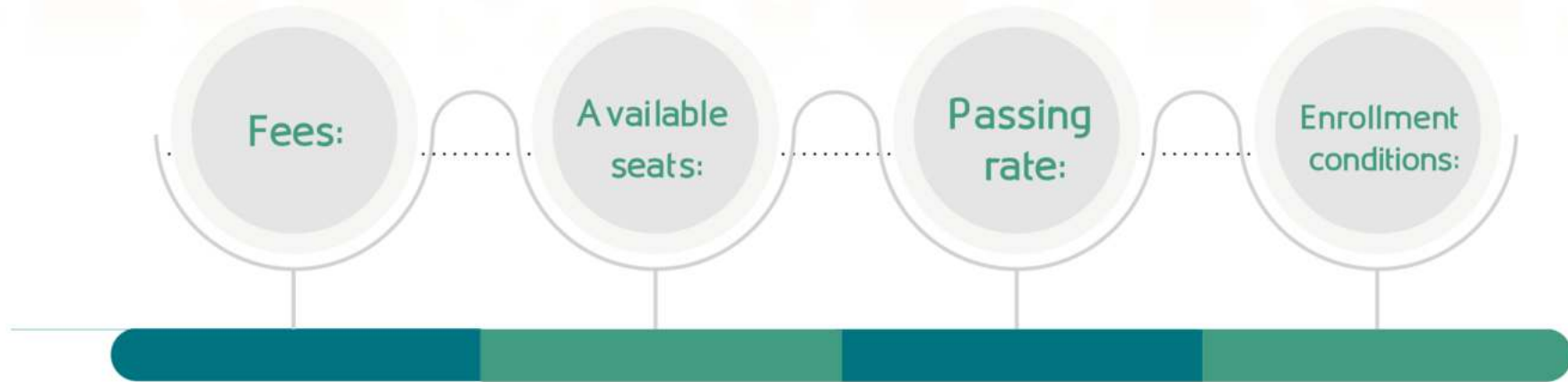
Educational courses targeting those who want to learn Arabic for daily communication, based on the practical side in mastering Arabic language skills. It is offered in six levels according to ACTFL standards, ranging from the lower beginner level to the upper intermediate level. These courses take into account the appropriate times for the student, whether morning or afternoon classes, It is given in-person at the institute, or online (distance teaching).

Morning or afternoon.

Studying periods (Five periods to be announced).

1

## Arabic Language for General Purposes:



**1500** Riyals per course  
+  
**100** Riyals for  
registration  
and placement test.

**4-12**  
per course.

**% 60**

- The age of applicant should be 17 and older.
- The applicant should have a valid ID or residence permit.
- Holding a placement test for new students.
- Paying the course's fees.

## 2

# Arabic Language for Special Purposes:



**54** hours per course  
(**9** hours weekly)  
or according  
to the need  
of the student.

**3** Levels or  
according to  
the need of  
the student.

Educational courses  
targeting those who work  
in the health, commercial,  
and diplomatic fields.  
Offering educational  
materials, in addition to  
work sheets and activities  
supported by positions related  
to the needs of the learners  
besides trips, practices  
and realistic tasks.

Morning  
or afternoon.



## 2

# Arabic Language for Special Purposes:

Educational system:

Fees:

Available seats:

Passing rate:

Enrollment conditions:

Studying periods  
(Four periods to  
be announced).

**1500** Riyals  
per course  
+  
100 Riyals for  
registration and  
placement test.  
Price may vary  
according to  
the required period.

**5-12**  
per course.

**% 60**

- The age of applicant should be 17 and older.
- The applicant should have a valid ID or residence permit.
- Holding a placement test for new students.
- Paying the course's fees.



### 3

## Private Lessons:



Decided according to the initial interview.

All language levels are taught.

They are private individual lessons designed according to the learner's request, and their educational materials are set according to the goals and objectives of the learner.

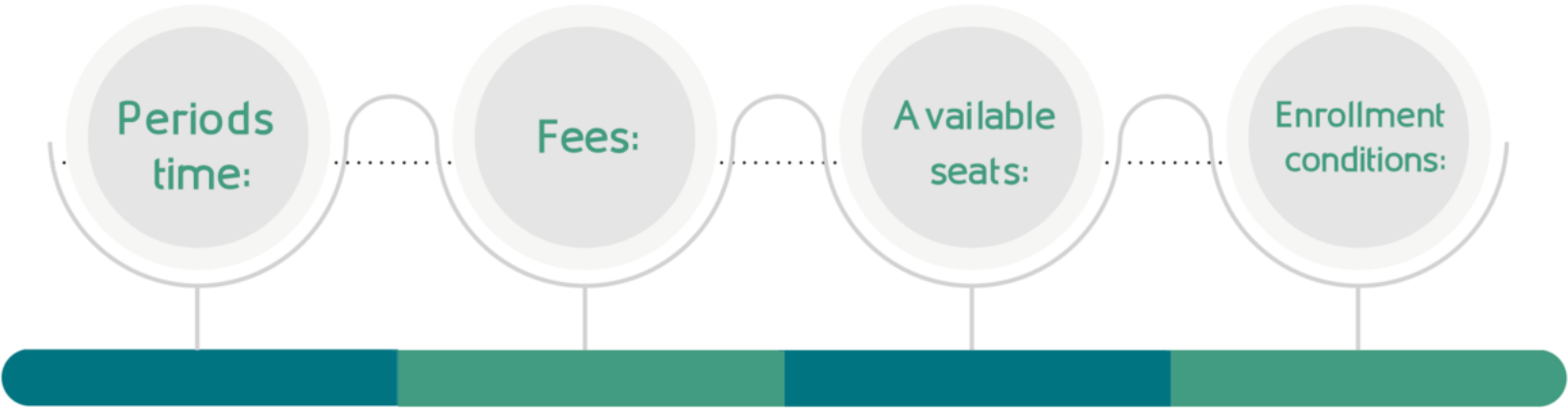
Morning or afternoon.

Individual lessons.



### 3

## Private Lessons:



Available throughout the year and the availability of the instructor.

**150** Riyals per hour.

**1-2** maximum.

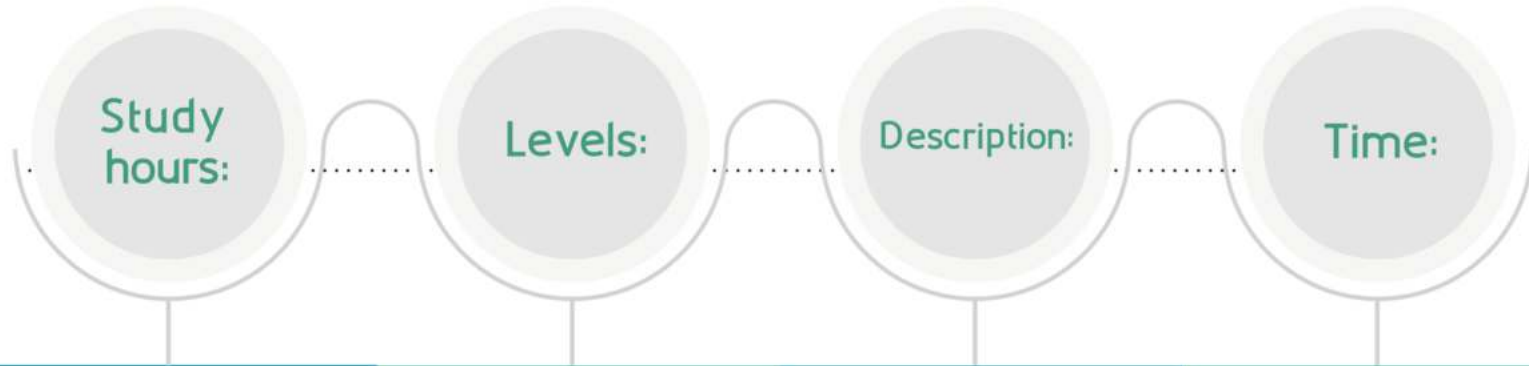
- The applicant should have a valid ID or residence permit.
- Attending the initial interview with the assigned instructor.
- Paying the tuition fees.





# 4

## Arabic for Delegations:



Decided according to need.

All language levels are taught.

They are courses for foreign delegations visiting the Kingdom of Saudi Arabia, designed according to an agreement between both sides.

Morning or afternoon.



## 4 Arabic for Delegations:



Courses are designed according to the need of delegations.

Available throughout the year.

Free of charge.

Unspecified.

## 5

## Arabic for Children:

Study  
hours:

Levels:

Description:

**50** hours.**Beginner (Basic)**  
language levels  
are taught.

These courses target children from 6-12 years (female) and 6-10 (male) students who are not Arabic speakers. The courses teach children and teenagers the basics of the Arabic language and enhance their confidence to communicate with others.

An educational material is designed to adapt to children's psychological and linguistic needs based on songs, plays, dialogues and interactive activities. In order to introduce them to the linguistic system of the Arabic language (letters and sounds), vocabulary, and common social expressions to develop children's basic abilities to communicate in Arabic with others in different places and various situations to achieve the pleasure of learning and aspire them to explore.







5

## Arabic for Children:

Time:

Morning  
or afternoon.

Educational  
system:

Summer  
courses.

Periods  
time:

In summer.

Fees:

**1500** Riyals  
per course.

# 5

## Arabic for Children:

Available seats:

Enrollment conditions:

1-2 minimum.

- The applicant should have a valid ID or residence permit.
- Attending the initial interview with the assigned instructor.
- Paying the tuition fees.

To apply for courses:

Email:  
[Inst-non-arabic-ecta@pnu.edu.sa](mailto:Inst-non-arabic-ecta@pnu.edu.sa)

Tel:  
00966118242769







## About:

Training program for both Arabic language and Islamic studies teachers who teach Non-Arabic speakers.

## Professional Development Courses for Arabic Language Teachers as a Second Language.

## Program's Goals:



At the end of the training program trainees will be able to:

- Use effective methods in teaching Arabic language that commensurate with the level and background of the learner.
- Deal effectively with the problems facing Arabic language learner.
- Design exercises and choose activities from a variety of sources to facilitate the presentation and understanding of the lesson's content.
- Apply standards for developing various test questions to assess the learner's performance.





## Professional Development Courses for Arabic Language Teachers as a Second Language.

## Professional Development courses for Arabic Language Teachers as a Second Language.

Study hours:

Description:

Time:

**30** hours.

A program targeting both Arabic language and Islamic studies teachers who teach Arabic language to Non-Arabic speakers from the age of 15 and older for beginner and intermediate levels. Such as international schools' teachers, teachers of institutes for teaching Arabic language, teachers of courses and programs affiliated to advocacy offices, and graduates of the Arabic Language Department who are students of external scholarships.

Morning or afternoon.



## Professional Development courses for Arabic Language Teachers as a Second Language.



Training courses.

**1-2**  
minimum.

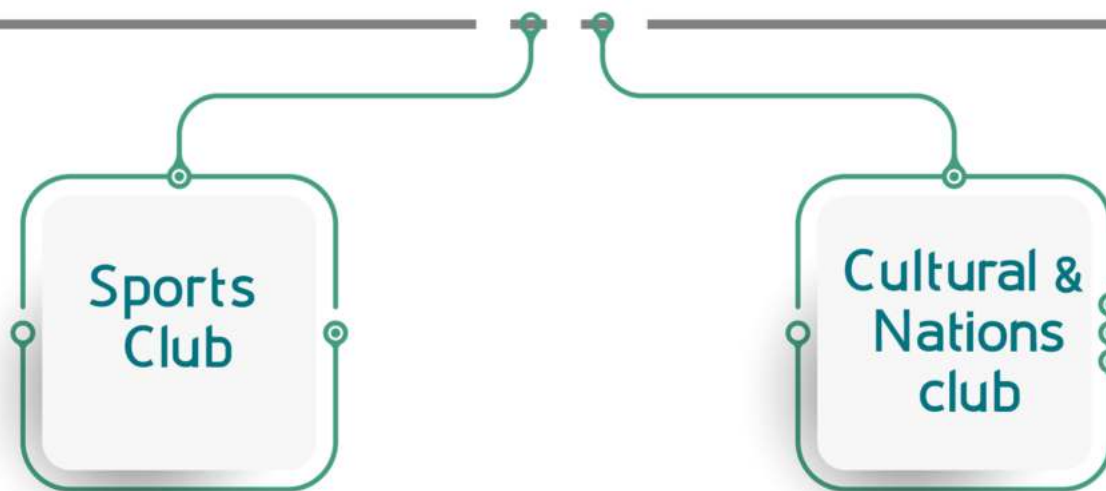
- The applicant should have a valid ID or residence permit.
- Advanced level in Arabic language (adequacy test "Kefayah")
- High school certificate or an equivalent.



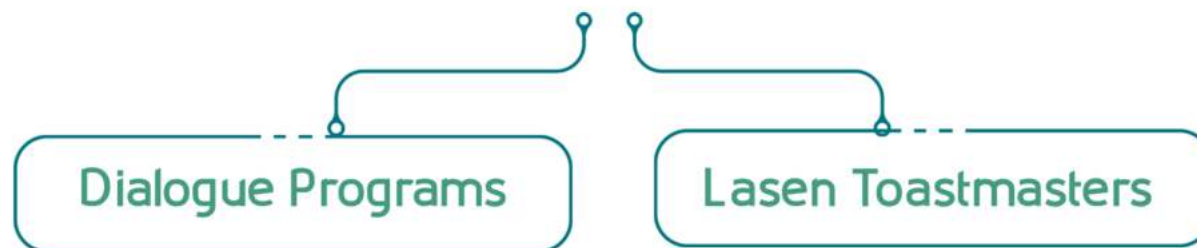


# Student Clubs

The institute has TWO clubs



which consists of two tracks:



## Cultural and Nations Club

It consists of two tracks:

### a. Dialogue Programs

The Institute always seeks to support teaching Arabic language with enrichment programs that contribute to the integration of Non-Arabic speaking student into the university community, as well as acquiring linguistic expertise along with cultural, civilizational and social experiences. Consequently, the language will be entrenched and linked to the material and moral human values, through multiple dialogue programs.



Asma ALJaber



## Student Clubs



### a. Dialogue Programs

These programs include:





1

## Language Exchange

### About the program:

It is a program that serves the university's students to provide them with linguistic supportive partner to teach a second language. It aims to provide students the ability to communicate well in Arabic, besides teaching Arab students other languages. In addition to knowing the aspects of cultures in general and the Saudi culture in particular.

### Program's Goals:

- Introducing students to (Arabic and various cultures).
- Enhancing language skills through practicing the language with native speakers within the environment.
- Contributing to community service programs provided by the university within the framework of specialization within the institute.

1

## Language Exchange

### Time:

One semester, starting from week three until week ten, with a minimum of three hours per week.

### Place:

Arabic Teaching Institute for Non-Arabic speakers at Princess Noura Bint Abdulrahman University

### Program Enrollment Conditions:

- The participant must undertake commitment and seriousness and submits follow-up forms to the program official.
- Program exchange hours should not be less than 10 hours in order for the student to be awarded the certificate.
- Speaking standard Arabic.
- The participant's role should include assisting and developing the language not doing assignments and paper work.

## Ambassador of Civilized Dialogue Program

### About the Program:

(Ambassador of Civilized Dialogue program) relies on holding dialogue meetings between the students of the institute with their counterparts of Saudi students from Princess Noura bint Abdulrahman University. The meetings address a number of topics to learn about the culture of the Saudi society, civilization, customs and traditions. In addition to learning about participating students' communities. These meetings are managed by the teaching members at the Arabic Teaching Institute For Non-Arabic Speakers, who are trained for the implementation of this program by King AbdulAziz Center for National Dialogue.

### Program's Goals:

- Promote respect for individual cultures and civilizations and promote common values among participants by cultural exchange and constructive dialogue.
- Spreading the culture of dialogue and cultural exchanges between the institute students and Saudi students.



2

Ambassador of Civilized Dialogue Program

Place:

World Female Ambassadors Hall – Station A4 Students Services Center.



## Peer Support Program

### About the program:

It relies on two types of support:

**First, Academic Support:** involving a task for students to educate each other, to permit the opportunity for students to teach and learn to support and complement the educational process at the institute under the supervision of the course instructor.

**Second, Psychological Support:** through the involvement of students with their colleagues at the institute to discuss their experiences with the supervision of the academic counselor

### Strategic Goal of the Program:

Improving educational outcomes at the institute by employing peer in building the institute scholarship students' capacity and skills.

## Peer Support Program

### Time:

The scheduled lecture that is coordinated by the instructor or the academic counselor.

### Place:

Arabic Teaching Institute for Non-Arabic Speakers classrooms.

### Program Mechanism:

- Choosing Arab students (university students) who will participate in the educational process.
- Choosing Non-Arab students (the institute's graduates) in order to support their colleagues psychologically to overcome obstacles during the educational process.
- Coordinating with instructors and counselors to schedule the lectures that will apply Peers Support Strategy.



## Cultural and Nations Club

It consists of two tracks:

### B- Lasen Toastmasters Track

It is a club that belongs to the international and well-known organization: [Toastmasters](#). It is a non-profit educational organization that organizes clubs around the world to help people communicate and speak in front of the public, besides teaching them leadership skills. The club was formed in the first semester of the academic year on September 18, 2018.



## Lasen Toastmasters Track

Program's goals:

Number of members:

**20**

members  
per semester.

Training and evaluating the members performance in a constructive way to motivate them in enhancing their public speaking and diction skills.

Training on improvisation and recalling all phrases and examples in a fast, smooth and simple way.

Knowing the tips of influencing and persuading others by using body language, intonation, and others.

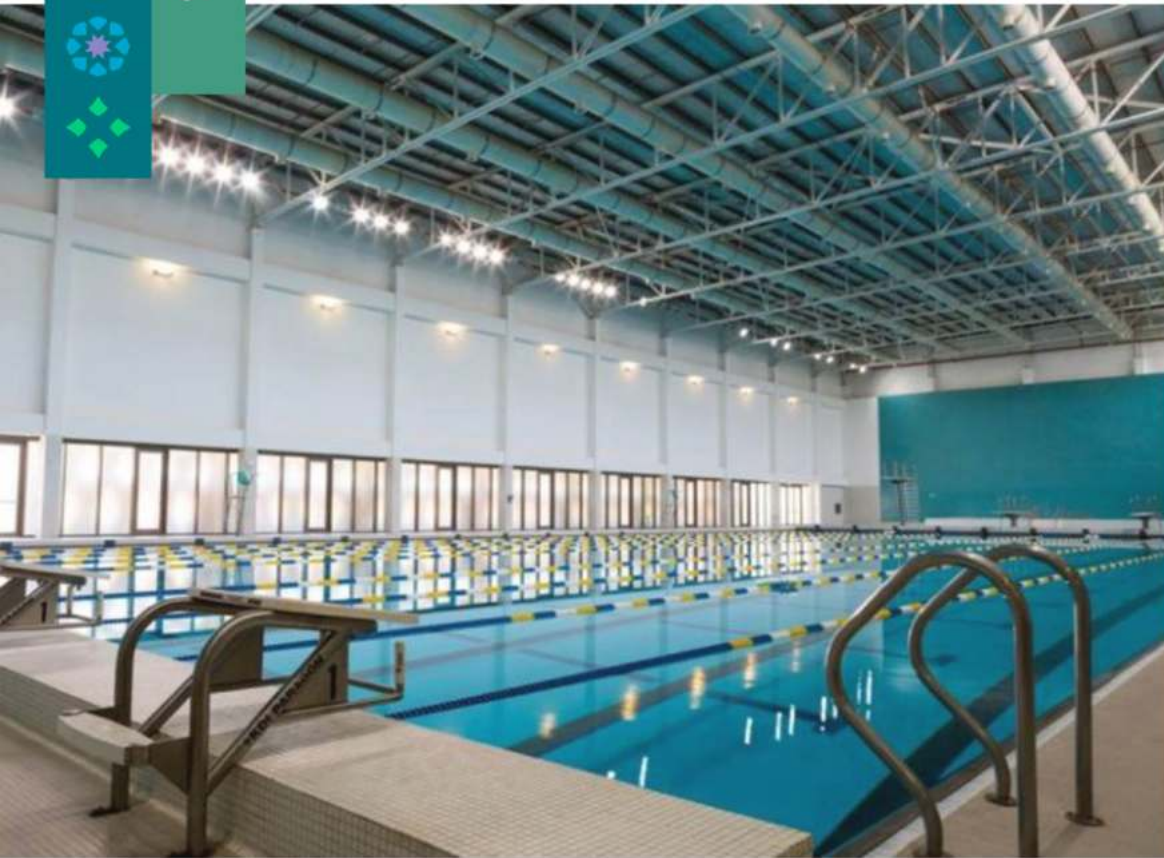
Overcoming fear and hesitation in front of the audience.

Promoting the art of public speaking and diction, which Islam is interested in.





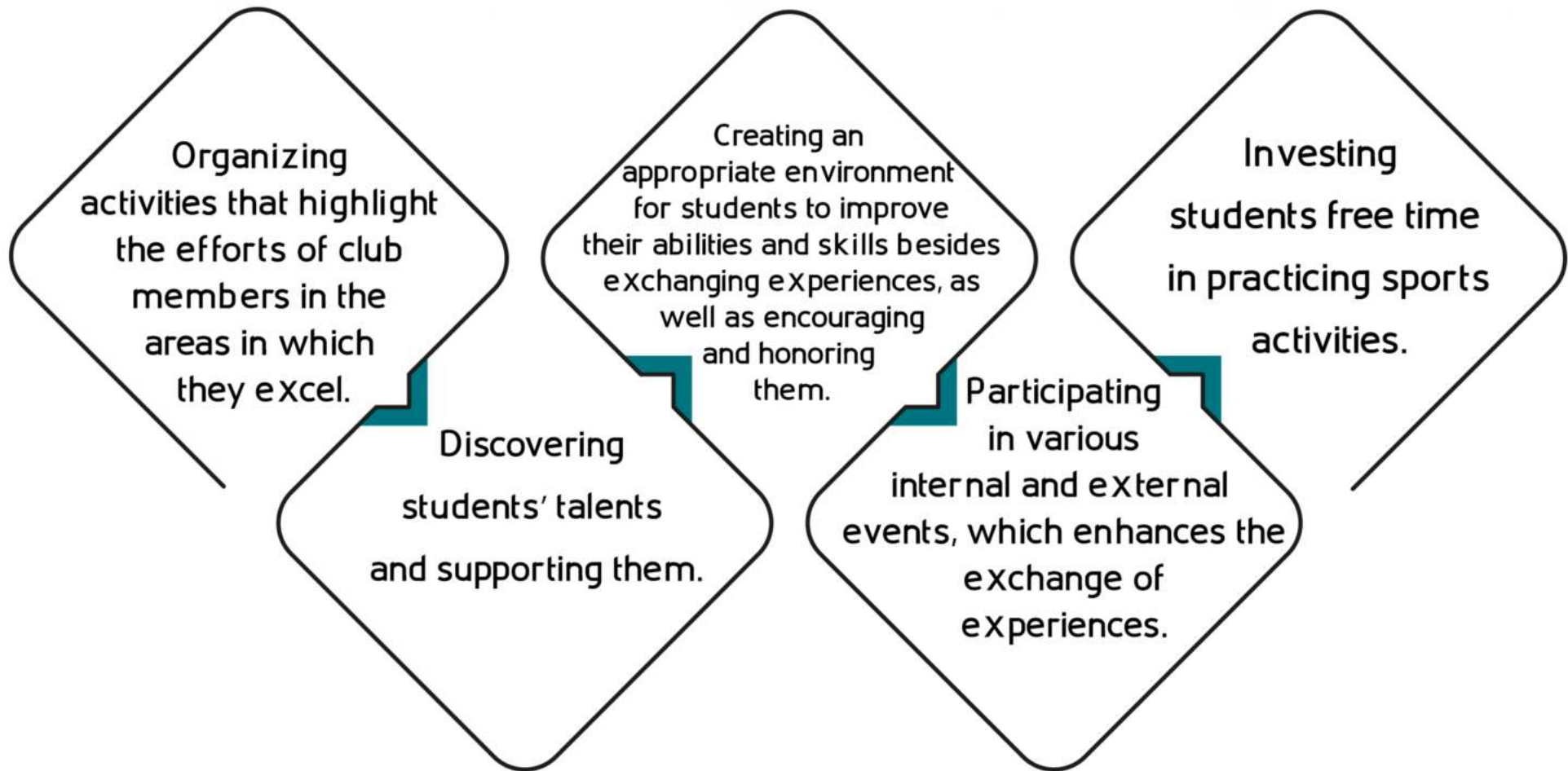
## Sports Club

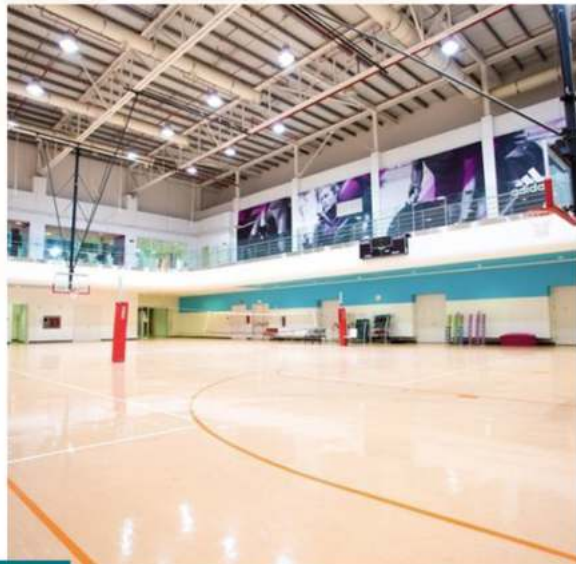


The institute's sports club was opened in 2019 where sports activities are practiced every Wednesday and Thursday from twelve in the afternoon until one thirty in the afternoon, whereas walking is a daily morning exercise which is practiced all over the week.



# General Goals for the Sports Club





## Sports Facilities

### The Green Plaza

for walking, cycling, and various sport events and activities.

### Sports club

football - basketball  
- fitness - judo - squash -  
table tennis - volleyball -  
baseball - weightlifting -  
swimming - karate.

### World Female Ambassadors Hall

includes: basketball -  
table tennis- billiard table-  
weightlifting - jumping  
platform (gymnastics) -  
jumping rope.

**Thank you.**





