



Arabic Language Teaching Institute

Introductory Publication

معهد تعليم

اللغة العربية

Dean of the Institute
Dr. Badr Ibn Ali Al-AbdAlqader



رؤية الجامعة



تسعى جامعة الإمام محمد بن سعود الإسلامية للوصول للنموذج العالمي المتميز في
التعلم والتعليم والبحث العلمي وخدمة المجتمع المبني على التعاليم والقيم الإسلامية
الأصلية.



Arabic Language Teaching Institute

Introductory Publication

Vision:

To be a leading academic institution in theoretical and applied linguistics, and a centre of excellence in teaching Arabic to non-Arabic speakers.

Mission:

To achieve quality and excellence in theoretical and applied linguistics, and teach Arabic through training, research, consultation and partnership.

Objectives:

1. To develop the educational programs in the Institute and create new ones that contribute to teaching and disseminating Arabic language.
2. To promote academic research to benefit Arabic teaching programs and keep pace with new developments in applied, theoretical and computational linguistics.
3. To develop training programs for teachers and students of Arabic within and outside the Kingdom.
4. To provide specialized academic and educational consultations.
5. To establish partnership and strengthen relationships with specialized local and international institutes and centres.
6. To improve the educational environment and develop faculty.
7. To pursue community service.
8. To achieve total quality.

Academic Departments

1. Department of Language Preparation.
2. Department of Arabic and Islamic Sciences.
3. Department of Applied Linguistics.





Supporting Units:

1. Education and Examination Affairs Unit
2. Academic Research Unit
3. Quality and Development Unit
4. Intellectual Awareness Unit.
5. Academic counselling Unit
6. Teaching Aids and Learning Resources Unit
7. Language Courses Unit
8. Activity Secretariat

Programs and Courses:

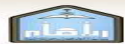
1. Language Preparation Diploma Program.
2. Diploma of Arabic and Islamic Sciences Program
3. Higher Diploma program in the Preparation of Arabic Teachers for non-Arabic speakers
4. Master of Arts Program in Applied Linguistics
5. Ph.D. Program in Applied Linguistics

Language Courses:

1. Non-intensive Evening Courses for Male Students.
2. Non-intensive Morning Courses for Female Students.

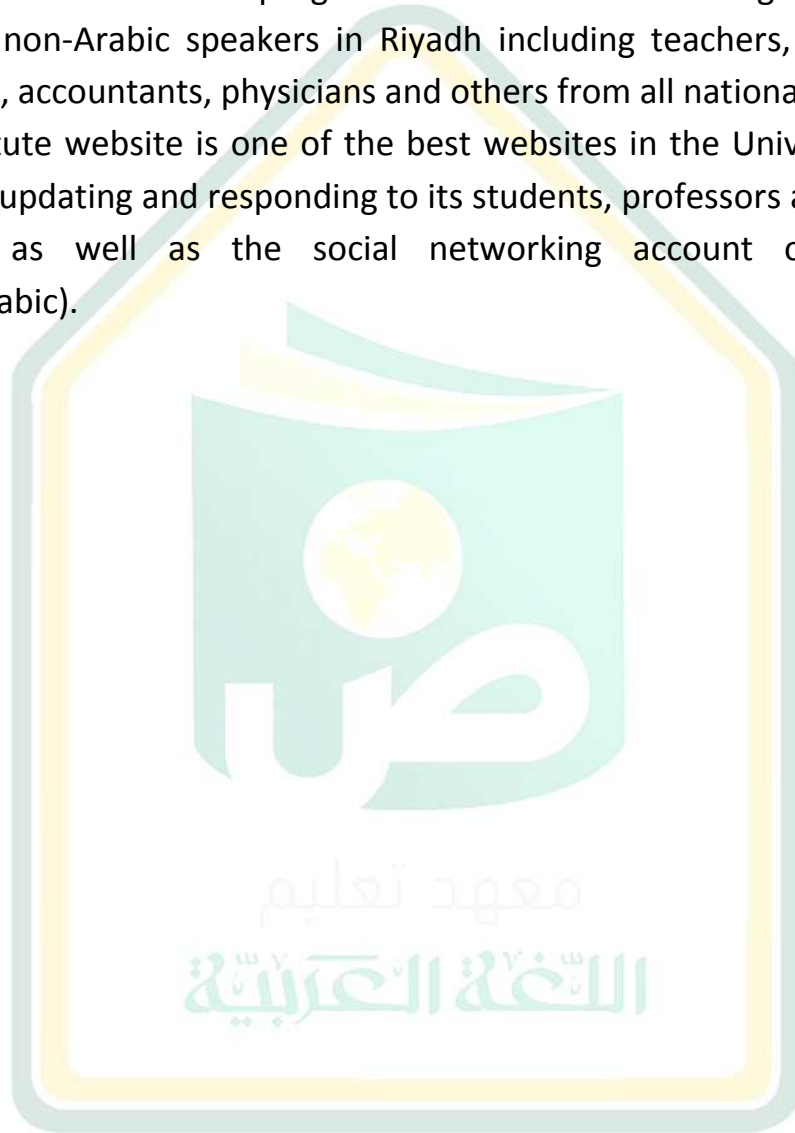
Accomplishments and Contributions

3. The Institute instructors and faculty contribute effectively in regional and international conferences.
4. A number of the Institute instructors and faculty participate in national projects that benefit Arabic.
5. Students at the Institute have earned many awards and achieved a first rank at the University in various activities.
6. The Institute shares many institutions contribution in promoting the Arabic language, such as King Abdullah International Center for Arabic Language Service, and Prince Nayef Institute for Studies and Research.
7. The Institute, as a House of Expertise, is running the Arabic Distance Education Project in cooperation with the Deanship of Distance Education and e- learning in the University.





8. The Institute cooperates with the Deanship of Institutes Affairs Abroad to evaluate and develop the Institutes and train their staff.
9. The Institute is expanding by offering its language courses outside the University in cooperation with various institutions.
10. The Institute offers a program of non-intensive language courses targeting non-Arabic speakers in Riyadh including teachers, engineers, diplomats, accountants, physicians and others from all nationalities.
11. The Institute website is one of the best websites in the University with regard to updating and responding to its students, professors and visitors requests as well as the social networking account on Twitter (imam_arabic).





Department of Language Preparation

Department of Language Preparation

The Department program aims at preparing students linguistically to enable them to continue their study in one of the colleges of the University .

Vision:

To excel in teaching Arabic to non-Arabic speakers locally, regionally and internationally.

Mission:

To contribute to serving Arabic, and achieve the University mission by teaching Arabic to non-Arabic speaking Muslims and anyone who wants to learn it, qualify learners to join University colleges, or help them accomplish their personal objectives.

Objectives:

1. To develop the learner's ability to read and comprehend heritage books.
2. To provide students with abundant amount of vocabulary, word structure and language rhetorical techniques to enable them to understand the Holy Quran, the Noble Hadith, Islamic heritage and recent developments of modern life.
3. To provide students with the linguistic ability that enables them to understand, analyse and evaluate language data.





4. To enable students to produce oral and written language, that is accurate, fluent and high in quality that corresponds with eloquent Arabic in: pronunciation, sentence structures, word inflection and spelling.
5. To enable students to acquire the basic skills, strategies and basic processes of listening, speaking, reading and writing to enable them to pursue their studies in Arab universities.

Admission Requirements in the department:

- 1- The student must have a high school certificate or equivalent.
- 2- The student's age should not be less than 17 years, nor more than 25 years. Specialized authorities can waive this requirement.
- 3- The student should take admission and placement tests administered by the Institute.

Study System:

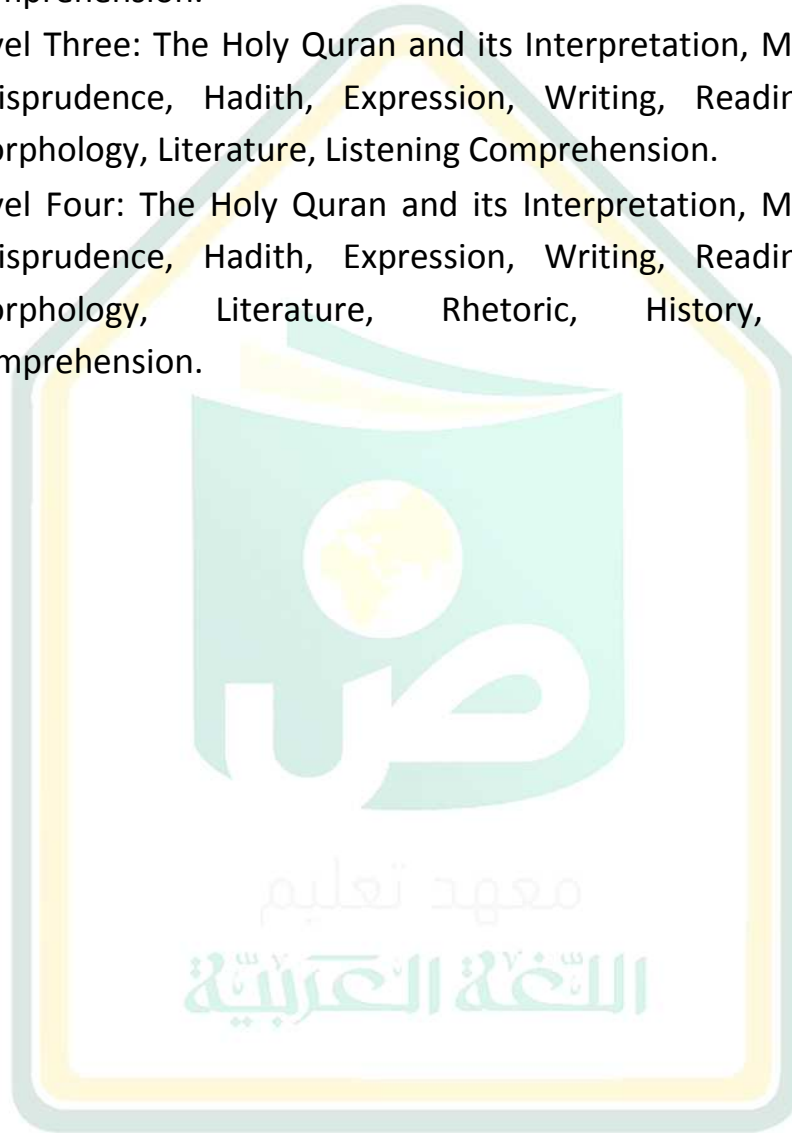
- 1- The student will pass if he scores 60% of the total marks in the written and oral tests in each course.
- 2- The student will be qualified to study at one of the University colleges if his grade upon graduation is, at least, (very good).
- 3- The student's enrollment will be terminated if he is absent, in one semester, for 15 consecutive days, or for 20 non-consecutive days without an acceptable excuse.
- 4- Graduates will be granted a diploma in language preparation.

Program Courses:





- Level One: The Holy Quran and its Interpretation, Conversation, Listening Comprehension, Writing, Reading, Grammar.
- Level Two: The Holy Quran and its Interpretation, Hadith, Expression, Writing, Reading, Syntax, Morphology, Listening Comprehension.
- Level Three: The Holy Quran and its Interpretation, Monotheism, Jurisprudence, Hadith, Expression, Writing, Reading, Syntax, Morphology, Literature, Listening Comprehension.
- Level Four: The Holy Quran and its Interpretation, Monotheism, Jurisprudence, Hadith, Expression, Writing, Reading, Syntax, Morphology, Literature, Rhetoric, History, Listening Comprehension.





Department of Applied Linguistics

Department of Applied Linguistics.

There are three programs in the Department:

A- Master of Arts in Applied Linguistics.

B- Ph.D. In Applied Linguistics

C- Higher Diploma of Preparation of Arabic Teachers for Non-Arabic Speakers.

Vision:

The Department of Applied Linguistics seeks to become a leading scholarly reference in the field, and be a distinguished House of Expertise in the study and development of applied linguistic studies.

Mission:

To develop and enrich applied linguistic studies in accordance with quality measures and requirements, in addition to being committed to continuous creativity in research and educational materials to achieve the University's mission in accordance with the 2030 vision.

Objectives:

- 1- To prepare specialists in applied linguistic studies with higher degrees, namely Diploma, MA and Ph.D.
- 2- To conduct research in Applied Linguistics related to Arabic such as language acquisition studies, psychological and sociolinguistic studies, theoretical linguistic studies related to applied linguistics, computational





linguistic studies, language teaching technology and designing language tests and dictionaries.

3-To offershort and long-term courses for Arabic male and female teachers.

4-To offershort and long-term linguistic courses for non-Arabic speaking students to enable them to acquire the main skills in Arabic, and teach Arabic for specific purposes.

5- To develop special linguistic plans and programs to teach Arabic to non-Arabic speakers, including authoring textbooks, preparing teaching aids and computer programs, and designing language competency exams.

6- To expand thedepartment academicstaff of applied linguistics through, recruitment, studyscholarships abroad and training.

7-Tocontinuously develop and modify study plans to keep pace with scientific development and technological advancements.

8-Todevelop and updatelanguage and computer labs to guarantee an exceptional educational environment.

معهد تعليم
اللغة العربية





Department of

Arabic Language and Islamic Sciences

Department of Arabic Language and Islamic Sciences.

The Department of Arabic Language and Islamic Sciences grants the diploma in Arabic and Islamic Sciences to the students of the Institute who have completed the Language preparation program at the Department of Language Preparation. The Department aims to enable students to acquire a good level of Arabic, and allow them to learn about Islamic and Saudi culture, and learn some of the methods of teaching Arabic to non-Arabic speakers.

Vision:

To lead the process of dissemination of Arabic and Islamic Sciences among non-Arabic speakers locally, regionally and internationally.

Mission:

The dissemination of Arabic and Islamic Sciences by creating outstanding curricula and improving the teaching and research skills of faculty, and organizing and participating effectively in different academic activities that correspond with the vision, mission and objectives of the Institute and the University in accordance with the 2030 vision.

Objectives:

1. To prepare students linguistically, theoretically and practically to reach a good level of understanding Arabic.





2. To teach students Islamic sciences and focus on modern issues facing the Muslim world from atheistic waves and alien thoughts to heresies and superstitions.
3. To qualify students pedagogically so that graduates of this Department can teach Arabic and Islamic sciences in their countries, and promote the duty of Islamic Da'wah in the right educational manner.
4. To introduce Islamic civilization and promote Islamic identity.
5. To Develop students' language communication skills and literary talents.

Admission Requirements:

In addition to the general requirements of admission to the Institute, the following are required for joining the department:

- 1- High school degree or equivalent.
- 2- The applicant must have a Diploma from the Institute Department of Language foundation or equivalent.
- 3- The applicant should pass the written and oral admission tests.

Study System:

- 1- Study duration: One year divided into two levels.
- 2- 25 studying hours a week.
- 3- The courses are divided into three parts:
 - Islamic courses, with a rate of 32%.
 - Arabic courses, with a rate of 54%.
 - Educational courses, with a rate of 14%.

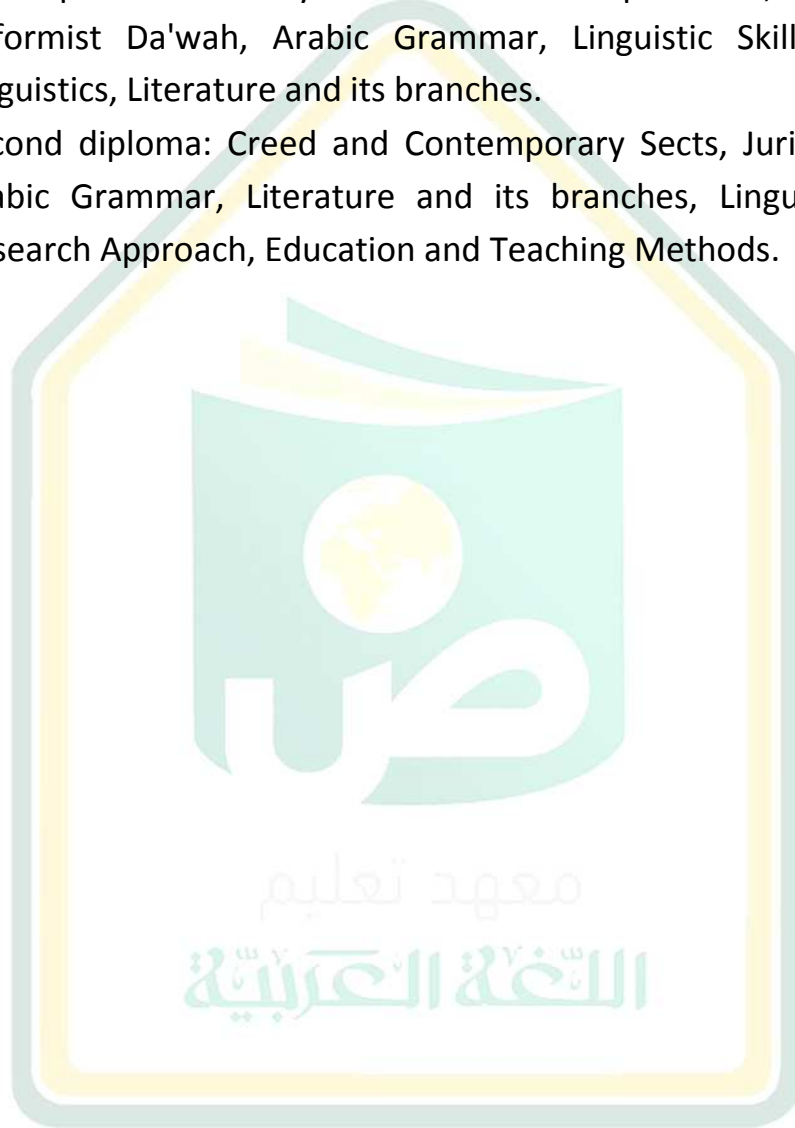




4- The Department will grant graduates a diploma in Arabic Language and Islamic Studies.

Program Courses:

- First diploma: The Holy Quran and its Interpretation, Hadith, The Reformist Da'wah, Arabic Grammar, Linguistic Skills, General Linguistics, Literature and its branches.
- Second diploma: Creed and Contemporary Sects, Jurisprudence, Arabic Grammar, Literature and its branches, Linguistic Skills, Research Approach, Education and Teaching Methods.





Doctorate Program

In Applied Linguistics

Doctorate Program in Applied Linguistics

The Applied Linguistics Program started in the second semester of the academic year 1432 - 1433 H. It is the first Doctorate Program of its kind in Arabic language, in all universities, Arab and Saudi.

Objectives:

- 1- To create a chance for many Saudi M.A holders in applied linguistics, to pursue their higher education and research in this field within the Kingdom.
- 2- To prepare Saudi academic competencies, and highly qualified instructors in the field of language teaching in general, and teaching Arabic in particular, which supports the mission of the Kingdom of Saudi Arabia in this area.
- 3- To enhance research in Arabic language, the language of the Quran, which is worthy of every academic and research effort, to make learning and teaching it based on sound academic work, and pursue every path that achieves the goal imposed by Islam to spread Arabic among Muslims in the world.
- 4- To strengthen the position of the University and the Institute among Saudi institutes and universities, as it is the only Institute that provides modern applied linguistics, advanced theories in applied linguistics, and apply them to spread and teach Arabic.
- 5- To give the opportunity to Arab students, especially Saudi students to contribute in supporting and developing methodological bases, along with the latest developments in many sciences related to applied linguistics, such as: sociolinguistics, psycholinguistics, ethnolinguistics, computational linguistics, and linguistic approach to translation.





Admission Requirements:

- 1- Master of Arts in general linguistics, or applied linguistics with a grade (Very Good) at least from Al-Imam Mohammad Ibn Saud Islamic University, or any equivalent degree from an accredited university.
- 2- The applicant must pass an interview administered by a committee formed by the department. The Committee will examine the applicant's research and academic abilities, as well as his/her readiness for higher education in this field.

Study System:

According to Clause (2) of article thirty four of The Unified Bylaws of Postgraduate Studies in Saudi Universities, this program consists of a thesis and some courses. It is divided into two stages:

Stage One: One year of curriculum study, offering curriculum courses in two semesters totalling 18 units, 10 of which are offered in the first semester and 8 in the second.

Stage Two: This stage is dedicated to preparing a thesis. Its duration is a minimum of two years, and a maximum of four years, beginning from the date of approving the thesis topic by the Institute's council. The thesis will count twenty-four units.

Thus, the total units required for the PhD degree are 42 units. Students should complete them in, at least, six semesters, and no more than 10 semesters. The University could extend this period for one additional year based on the supervisor's report, the recommendations of the councils of the Institute and the Department, and the Council of the Deanship of Higher Studies.

Program Courses:





- Level One: Language Acquisition, Language and Society, Shaping Society, Text linguistics and Discourse Analysis, Language and Computer.
- Level Two: Language and Education, Research Approaches in Applied Linguistics, Pragmatics and Semantics, Language Planning and Policy.





Master of Arts Program in Applied Linguistics

Master of Arts Program in Applied Linguistics

The Applied Linguistics Department has been granting the M.A. degree in Applied Linguistics to graduates, for more than twenty years.

Admission Requirements:

In addition to the general requirements for admission, which are listed in The Unified Bylaws of Postgraduate Studies in Saudi Universities, to register for the M.A. Program, the following are required:

- 1- The applicant should be Saudi. For non-Saudis, an official Higher Education scholarship is required.
- 2- Bachelor of Arts from Al-Imam Mohammad Ibn Saud Islamic University, or any equivalent degree from an accredited university.
- 3- The applicant must pass an interview administered by a committee formed by the Department. The Committee will examine the applicant's research skills and academic abilities, as well as his\her readiness for Higher Education in this field.
- 4- The applicant must pass writing and speaking tests, to ensure his\her ability to study.

Study System:

- 1- According to Clause (1) of Article thirty two of The Unified Bylaws of Postgraduate Studies in Saudi Universities, a system of courses consisting of 32 units, in addition to the thesis, will be applied in this program.





2- The courses will be offered over three semesters.

3- If students meet all registration requirements of clause forty two of the Unified Bylaws of Postgraduate Studies, they will be allowed to submit their thesis project during the third semester.

Registration procedures can be completed in the fourth semester provided that obtaining the master degree does not exceed the program duration.

Program Duration:

1- The duration of study in this program is eight semesters. In order to obtain the master degree in applied linguistics, a student will have to submit a dissertation after completing all courses.

2- The academic year is divided into two semesters, each semester will last 16 weeks.

3- At the end of each semester, the student will take an exam in the courses studied.

4- Graduates will be granted an M.A. in applied linguistics.

Program Courses:

- Level One: General Linguistics, Syntax and Morphology, Applied Linguistics, Language Teaching Methods, Phonetics.
- Level Two: Lexicology, Education Technology, Preparation of Educational Courses and Programs, Language Research Approaches, Semantics.
- Level Three: Research Approaches in Language Teaching and Learning, Linguistic Analysis, Psycholinguistics, Sociolinguistics, Language Exams.





Higher Diploma Program

For qualification of Arabic Teachers for non-Arabic speakers

Higher Diploma program for qualification of Arabic teachers for non-Arabic speakers

The program seeks to prepare instructors for teaching Arabic to non-Arabic speakers, by providing them with adequate knowledge and scientific and practical skills to enhance their ability to teach Arabic, set up study plans, and prepare courses and exams.

Objectives:

1. To qualify professional, skilful and knowledgeable Arabic teachers for non-Arabic learners.
2. To train instructors who are already teaching Arabic to non-Arabic speakers.
3. To develop their abilities, update their knowledge and give them the opportunity to research, experiment and innovate.
4. To conduct research on teaching Arabic to non-native speakers.
5. To prepare and develop educational materials in the field of teaching Arabic language for non-native speakers.

Admission Requirements:

In addition to the institute general requirements for admission, enrolment on the Higher Diploma Program requires the following:

1- The applicant should be Saudi. For non-Saudis, an official Higher Education scholarship is required, in accordance with the following conditions:

- A- Submission of an admission form to be filled in by the applicant.
- B- Copy of birth certificate, national ID and passport.





C- Copy of BA certificate with a grade not less than (Good), approved by Saudi Arabia Cultural Mission (SACM), or the Saudi Embassy in the applicant's country, or the nearest country.

D- Copy of the certificate of good conduct for the latest qualification.

E- A letter from the applicant's place of work, certifying his\her participation in teaching Arabic as a second language.

F- Two letters of recommendation.

G- Health fitness certificate.

H- Recent personal photo.

2- The applicant should have a Bachelor of Arts in Arabic Language, with a grade not less than (Good) from Al-Imam Mohammad Ibn Saud Islamic University, or any equivalent degree from an accredited university.

3- He should be at work practicing teaching Arabic to non-Arabic speakers.

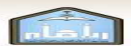
4- He should pass the academic (discipline-based) interview administered by a committee formed by the department. The committee will examine the applicant's research skills and academic abilities, as well as his readiness for Higher Education in this field.

Study system:

The study proceeds as follows:

1- As per Clause (2) of Article Thirty Two, of The Unified Bylaws of Postgraduate Studies in Saudi Universities, a system of courses consisting of 24 units, will be applied in this program.

2- As per Clause (1) of Article Thirty Two, of the Unified Bylaws of Postgraduate Studies in Saudi Universities, the courses will be offered over two semesters.





Program Duration:

- 1- Two semesters in one academic year, each semester will last 16 weeks.
- 2- Participants will take exams at the end of each semester, in the courses studied.
- 3- Graduates will be granted a Higher Diploma in Applied Linguistics.

Program courses:

- Level One: Introduction to Applied Linguistics, Introduction to Linguistics, Syntax and Morphology Studies, Education Technology, Research Approaches in Language Teaching.
- Level Two: Language Exams, Preparation of Educational Courses and Programs, Language Teaching Methods, Key Issues in Language Teaching, Research.

معهد تعليم
اللغة العربية





Evening Course Program (for Male and Female Students)

Evening Course Program (for Male and Female Students)

This program is specially designed for non-Arabic speakers in Saudi Arabia, who cannot attend morning courses, because of their jobs. It is a non-intensive program.

Objectives:

A- To enable students to:

- 1- Understand written and spoken Arabic.
- 2- Speak Arabic fluently, especially every-day conversation.
- 3- Read Arabic easily.
- 4- Write in Arabic.

B- To enhance their understanding of Islamic Law (Shari'ah) and culture, by providing them with the required knowledge of Arabic.

C- To provide students with information that enable them to learn about Islamic civilization, its heritage, history, culture, Arabic language and literature, and the culture of the Kingdom of Saudi Arabia.

Admission Requirements:

Admission to these courses requires the following:

- 1- Application for admission to study.
- 2- A valid residence copy (Iqamah) with the original for ratification.
- 3- A certified copy of the passport.





- 4- Letter of approval from work place.
- 5- A copy of the highest certificate obtained by the applicant provided that it is not less than the general secondary school certificate or its equivalent.
- 6- Three personal photos, size 4×6.
- 7- The applicant must be, at least, twenty years old.

Study System:

- 1- Study in the program is divided into eight levels.
- 2- Each level lasts 14 weeks, with an average of three hours over two days, i.e. 6 hours a week.
- 3- Students will take the levels that suit them, based on their proficiency and admission test results.
- 4- Students will be granted a certificate if they pass all levels.

معهد تعليم
اللغة العربية





Teaching Arabic

For General and Specific Purposes

Teaching Arabic for General and Specific Purposes

Introduction:

To realize Saudi Arabia's mission regarding the dissemination and teaching of Arabic, Al-Imam Mohammad Ibn Saud Islamic University, represented by the Arabic Language Teaching Institute in Riyadh, as a house of expertise, has developed and ran courses for teaching Arabic in its different varieties and specializations to non-Arabic speakers for general and specific purposes. This is in accordance with Saudi Arabia vision, mission and national reform programs that correspond with the country's 2030 vision since it represents the depth of Arabic language and Islam.

Objectives:

1. To achieve the University's vision and mission to serve society. To disseminate Arabic among non-Arabic speakers in the country to enable them to communicate with the surrounding community.
2. To fulfil the linguistic needs of students through specialized academic courses.
3. To enable students to accurately use the Arabic language and its basic skills.
4. To increase the knowledge of Islamic and Saudi culture among students.

Study System and Levels:

First: Intensive course (3 levels).

- Beginner Level: 5 Hours × 4 days × 8 weeks = 160 hours.





- Intermediate Level: 5 Hours \times 4 days \times 8 weeks = 160 hours.
- Advanced Level: 5 Hours \times 4 days \times 8 weeks = 160 hours.

Second : Non-intensive course (6 levels).

- Level One: 3 Hours \times 3 days \times 8 weeks = 72 hours.
- Level Two: 3 Hours \times 3 days \times 8 weeks = 72 hours.
- Level Three: 3 Hours \times 3 days \times 8 weeks = 72 hours.
- Level Four: 3 Hours \times 3 days \times 8 weeks = 72 hours.
- Level Five: 3 Hours \times 3 days \times 8 weeks = 72 hours.
- Level Six: 3 Hours \times 3 days \times 8 weeks = 72 hours.

Third: Short language courses to meet urgent language communicative needs.

Fourth: One to one Arabic language course.

Method of implementation of Courses:

Students will be divided in language level groups according to their language levels based on classification test (Placement Test).

Two levels are integrated into one level if the students' ratings are close, and the curriculum is tailored to meet their needs and purposes.

Up to date methods are used to identify the learners' needs in teaching Arabic to non-native speakers and then a curriculum to meet these needs is designed.

Courses Features:

1. They are implemented by experienced instructors in teaching Arabic to non-native speakers.
2. They provide advanced curricula prepared by experts in the field of teaching Arabic for special purposes.





3. Participants will acquire an accredited certificate for attending and passing the course.
4. Students can contact the specialists at the Institute to solve language problems they face in the field.





Academic Research Unit

Academic Research Unit

Vision:

To be pioneers in academic research, and achieve creativity and innovation in Linguistics and Education.

Mission:

1. To encourage academic competencies in the Institute of Arabic Language Teaching, to keep up with scientific and technological advancement in various fields of academic research.
2. To motivate them to be creative and innovative in the fields of academic research and direct them to address the issues and problems of the community locally and internationally in the field of teaching and disseminating Arabic.
3. To encourage outstanding academic research, and provide the adequate financial support for its completion and benefit from its recommendations and suggestions.

Objectives of the Scientific Research Unit of the Institute of Arabic Language Teaching:

- 1- To coordinate between the Deanship of Scientific Research in the University and faculty members and researchers in the Institute.
- 2- To take care of group research, and urge teachers to participate in scientific units or committees interested in conducting research, according to a set timetable through academic cooperation among teachers within and outside the Institute.



3- To benefit from competent academic capabilities in the Institute by engaging them to cooperate in the field of lectures and workshops.

4- To develop programs to enhance the academic staff skills and abilities in academic research, and to carry out a close follow up of their plans and programs which may benefit academic research in the field of teaching Arabic to non-Arabic speakers.





Quality and Development

Unit

Quality and Development Unit

Vision:

The unit seeks to realize the components of quality assurance and continuous development, and control the implementation of quality standards.

Mission:

To create a continuous development system that enable the achievement of total quality and excellence in education, research, service and administrative outputs.

Objectives:

1- To disseminate total quality culture, and support modernization, reform and continuous development.

2- To enhance cooperation between the institute units and departments, in order to achieve the institute vision and mission.



3- To coordinate with quality and academic accreditation bodies in the University, to approve of the various programs offered by the Institute.

4- To develop a comprehensive strategic plan aiming at developing the educational, research, service and administrative process in light of the accredited reference standards.





Teaching Aids and Learning Resources Unit

Teaching Aids and Learning Resources Unit

Based on the institute vision, mission and objectives and as a part of it, the teaching aids centre has defined its vision, mission and objectives as follows:

First: Vision

To be distinguished in providing and producing teaching aids and become the main resource of teaching aids in the institute.

Second: Mission

To provide the institute with most teaching aids relevant to teaching Arabic to non-Arabic speakers, compile these aids, develop the necessary programs to benefit from them, and add other teaching aids, produced by the centre and implemented by teachers in the institute, in cooperation with the different departments.



Third: Objectives

- 1- To provide instructors with teaching aids that can help students to acquire the four skills: Listening, speaking, reading and writing.
- 2- To develop the required teaching aids for the teaching process in the institute in cooperation with the Department of Language Preparation and the Department of Islamic Studies and Arabic, as well as the institute instructors.

Fourth: Units

The Centre depends on two main units:

Unit One: Production Unit, consisting of:

- 1- High sensitivity audio recording devices.
- 2- Visual production aids.

Unit Two: Display Unit, consisting of:

Audio playback aids, which consist of labs, language labs and computers.

Visual display aids, which consist of projectors, TVs, smart boards and others.

Non-technological display aids, which include stereoscopic images, photographs, maps, natural views and different types of blackboards ... etc.

Fifth: Types of Teaching Aids in the Centre

1- Modern technology aids that can be used through computers and include audible, or visual, or reading material.

2- Picture aids, which are paintings that help students understand language letters and common words.

معهد تعليم
اللغة العربية