



Arab Open University
Office of the Vice Rector for Academic Affairs

**A Compendium of Main Academic Rules & Regulations,
and Procedures of Operation**

2005

Compendium of Rules & Regulations, and Procedures of Operation

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Item 1

**Arab Open University
Rules and Regulations of BA Award Requirements**

Issued in accordance with Article 13 of the University Charter

Article 1

These Rules and Regulations are called Rules and Regulations of BA Award Requirements, to be in force as from the date approved by the Univ. Council, on 16-18/2/2004, and the subsequent amendments approved by the University Council on 22-23/6/2004.

Article 2

The following words and expressions have the specified meanings hereunder unless the context means otherwise :

The University	: The Arab Open University
The Headquarters	: The AOU Headquarters
The Branch	: The University branch established in one of the Arab Countries or elsewhere
Regional Center	: The Regional Center associated with the branch
Study Center	: The Study Center affiliated with the Regional Center or the Branch
The Concerned Dean	: The Dean associated with the relevant Academic Program
Faculty Member	: The Professor, Assoc. Prof., or Asst. Prof. at the HQ or at the Branch
Staff Tutor	: The specialized Staff Tutor at the Branch, or the HQ
Tutor	: The Specialized Tutor at the Branch

Article 3

These Rules and Regulations apply to all offered Academic Programs that lead to earning a Bachelor's Degree.

Article 4 **Study Plans**

The University Council approves the Study Plans leading to earning a Bachelor's Degree in the programs offered by the University as per the recommendations of the concerned Faculty Council.

Article 5

- a. Study Plans are laid out according to credit hours
- b. The University may at the initial stage use in its study programs, learning materials already approved by the UKOU after adapting and modifying them as deemed appropriate.
- c. Credit-hour weighting against UKOU points, is as follows :
Yearly course equivalent to :

60 points	16 credit hours
30 points	8 credit hours
15 points	4 credit hours
10 points	3 credit hours

Article 6

Degree requirements for undergraduate programs include the successful completion of prescribed curricula in an amount of at least 128 credit hours (Cr. Hrs.); this in addition to fulfilling other conditions laid out in these Rules and Regulations.

Assessment & Exams

Article 9

- a. Continuous Assessment carries 50% of the total grade. For assessment purposes, this includes Midterm Assessment, Tutor Marked Assignments, and Final Exams. Continuous assessment marks are posted one week prior to the commencement of the Final Exams.
- b. The remaining 50% is assigned to the Final Exam which is held at the end of the Course Term or Academic Year.
- c. Final Exams for annual courses may be held in two parts, whereby each part is held at the end of each course term. Together, the two parts comprise a comprehensive Final Exam.

Article 11

In a quest for a high degree of uniformity in student assessment, the Final Exams for all courses are held at the same time across all Branches.

Article 12

- a. A student may request the Branch Director to have his grades in the final Exam and his final grade reviewed within one week from the date of posting the results of said course, upon paying assigned fees for this purpose.
- b. The Branch Director, together with the concerned Staff Tutor shall arrange for said review in order to make sure that all questions have been marked, and that marks have been appropriately added and assigned.

Article 14

Final Grades & Averages

- a. Final grades for each course as letter grades are assigned the following points :

Letter grade	Points
A	4
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.5
F	0.0

- b. D is considered as the passing grade
Semester and cumulative averages are given in numbers (on a four - point – scale) and performance merits are assigned as follows :

Score	Performance Standards
4.0 – 3.67	Excellent
3.66 – 3.0	Very Good
2.99 – 2.33	Good
2.33 – 2.0	Pass
Less than 2.0	Weak / Poor

Article 15

Repeat Courses:

- a. Students are required to repeat courses they failed (F); and repeating is mandatory for program core courses.
- b. A student may repeat any course in the study plan, once only, in order to raise his average, or GPA, if his grade is (D); and in this case, his new grade will be considered in his semester & cumulative average whether less or more than the original grade. This does not apply to specialization core courses in UKOU-based programs of study.

Article 16

Attendance of Tutorial Sessions

- a. Attending Tutorial Sessions is mandatory. Said sessions are held according to the arrangements adopted by the University.

Article 17

Duration of Study & Study Loads

Academic Year

- a. The academic year is comprised normally of two semesters, each lasting a period of 16 weeks.
- b. In the event of introducing a summer session, its duration will be 8 weeks.
- c. The University Council approves the University Calendar.

Article 18

Duration of Study & Study Loads

- a. The minimum study load per student is 3 cr.hrs. and the maximum study load is 18 cr.hrs.
In some rare instances, contingent on certain academic reasons, the study load may be raised to 20 cr. hrs., with the approval of the Branch Director.
- b. The maximum duration of study, for a certain program, is 24 semesters, equivalent to 12 years of study.

Article 22

BA Award

Degree requirements for undergraduate programs include:

- a. The successful completion of prescribed curricula.
- b. Obtaining a GPA of no less than 2.0.
- c. Not exceeding the maximum duration of study stipulated in article 18b.
- d. Fulfilling any other additional requirements stated in the Study Plan.

Appendix / BA Award Rules & Regulations

Letter Grade Legend

Letter Grade	Interpretation
A- F	To be read in accordance with article 14 a.; F = Failure
W	Withdrawal
I	Incomplete
T	Transfer
S	Satisfactory
U	Unsatisfactory
P	Progress
CR	Credit

Item 2

**Examination Rules and Regulations
Issued in accordance with Article 13 of the University Charter**

I. Definitions

Article (1): These Rules and Regulations shall be called "Examination Rules and Regulations", and shall take effect as from the date of approval by the University Council on 29/11/2005

These Bylaws should be read in conjunction with the (BA Award Rules & Regulations)

Article (2): The following words and phrases, shall have the meanings stated alongside each one of them unless the content indicates otherwise:

The University	: The Arab Open University (AOU)
The Headquarters	: The AOU Headquarters
The Rector	: The University Rector
The Committee	: The Central Examination Committee
The Faculty	: The Faculty of Academic Studies
The Dean	: The Concerned Dean
The Faculty Member	: The Prof., Assoc. Prof., or Asst. Prof. appointed at the HQ or at any of the Branches
Tutor	: The Tutor at the Branch
Staff Tutor	: The specialized staff tutor at the Branch or the HQ
The Branch	: The University Branch established in one of the Arab Countries, or elsewhere
The Study Center	: The Study Center affiliated with the Regional Center, or the Branch
The Regional Center	: The Regional Center established in a certain geographical area in the country of the Branch
Branch Committee	: Branch Examination Committee
Faculty Committee	: Faculty Examination Committee

II. Examination Assessment

Article (3):

- a. The Final grade for each course comprises the marks allocated to continuous assessment and the Final Exam
- b. Continuous assessment comprises the following:
 - 2-3 TMAs and 1 Midterm Assessment for a (2-4) credit hour course.
 - 4-6 TMAs and 2 Midterm Assessments for an (8) credit hour course
 - 6-7 TMAs and 2 Midterm Assessment for a (16) credit hour course.

The number of TMAs is determined according to the course requirements. Continuous assessment is allocated 50% as follows:

35% TMAs

15% Midterm Assessment

- c. The Final Exam is allocated 50%; the Exam should be written and comprehensive.
In the case of annual courses, the Final Exam may be arranged in two integrated parts, each allocated 25%.
- d. The Final Grade is reported in letter grade form, as per the "BA Award Rules & Regulations."

Article (4) Taking into consideration, the provisions of Article (3), then for a student to pass a course, she/she must obtain 50% of the mark allocated to the Final Exam.

Article (5)

- a. Assessment methods for each course are uniform across all the Branches. Final Exams are the same across all Branches.
- b. Students must present their AOU identification card in order to enter the examination hall.
- c. Student final examination scripts shall be marked at the concerned Branch under the supervision of the Branch Director.
- d. The Faculty shall issue the necessary marking guidelines to be taken into consideration when marking the TMAs, including the proposed answer keys.
- e. The Faculty shall issue the necessary marking guidelines to be taken into consideration when marking the Final Exams including the Exam Answer Key.
- f. Students' final examination scripts shall be anonymous, and identified by code numbers corresponding to the students' names.

III. Tutor Marked Assignments

Article (8)

- a. TMAs are submitted on the specified dates according to the approved Course Calendar.
- b. The numerical mark zero shall be recorded for each TMA not submitted by the cut-off date unless the student provides a medical or force majeure excuse to the concerned Staff Tutor based on a recommendation by the concerned tutor. In this case the excuse is to be submitted within seven days (of the cut-off date); in justified extraordinary cases the TMA may be submitted within two weeks (of the cut-off date).
- c. The final TMA must be handed in by its cut-off date unless there are extraordinary force majeure circumstances approved by the Program Coordinator based on a recommendation of the Tutor and the concerned Staff Tutor.

Article (9)

- a. Marking of Final Exams are subject to close monitoring by the Staff Tutors in order to ensure standardization, in conformity with University General Marking Guidelines.
- b. Final Exams are marked within 5 days from the date of the exam.

- c. Results are dealt with by the Branch Committee within one day from handing over by the concerned Staff Tutor.
- d. The Branch Committee forwards its recommendations to the concerned for the council's deliberations to be completed within 2 days from date of receipt. The Faculty Committee relays its findings to the Central Exam Committee.
- e. The Central Exam Committee looks into the results within 2 days from receipt, and either approves, or returns them for further study and rectification, or suspend results until fulfilling the necessary requirements.

Article (10)

Marking TMAs is subject to monitoring and scrutiny by the concerned Staff Tutors, including the remarking of samples of random TMAs by all tutors to ensure that the same marking criteria provided has been followed, and that proper feedback to students with respect to mistakes or shortcomings is pointed out. This feedback is intended to help students improve their performance in the future.

IV. Student Appeal

Article (18)

- a. Students may appeal their final grade to the Branch Examination Committee within 2 weeks from announcement of course results, provided approved fees are paid.
- b. The Branch Committee ensures the compilation of marks have been handled appropriately. It also ensures that all answer scripts have been marked and verified and notifies the student of findings within 3 days.
- c. Students may then appeal the Branch Committee's decision to the Faculty Examination Committee within one week after notification by the Branch Committee. Reasons for appeal together with supporting documents must be provided. The appeal is then forwarded for review by the Faculty Committee
- d. Students who wish to pursue their appeal further should do so within one week from the date of notification of The Faculty Committee findings, in which case the Committee looks into the appeal and its decision is considered final and irrevocable. The student shall be notified of the decision through the Branch within one week of taking the decision.
- e. In all cases, if a grade as a result of an appeal is adjusted, then all Exam Committees must be informed of the same.

VII. Cheating and Plagiarism

Article (19)

- a. Any student caught cheating or found to have committed an act of plagiarism shall be referred to the competent Branch disciplinary committee, which shall take its decisions as per rules in effect at AOU. Punishment, if warranted for, may include dismissal from the University.

- b. The following are considered acts of cheating and plagiarism:
 - Copying printed material and submitting it as part of TMAs, or examination scripts without proper acknowledgement and documentation.
 - Copying material from the Internet, including tables and pictures without proper documentation.
 - Copying other students' work.
 - Using material prepared for the student by individuals or institutions, regardless whether paid or not paid for.

VIII. Branch Exam Committee

Article (20)

- a. This Committee is chaired by the Branch Director. Its membership is comprised of:
 - Two Staff Tutors representing two different programs of study
 - The Admission and Registrations Officer
 - One Staff Tutor (Pending)
- b. Major functions of the (BEC)
 - Prepare a plan for conducting and marking final examinations consistent with general guidelines in effect.
 - Review final course grades before presenting them to the concerned Faculty Committee.
 - The committee shall ensure the uniformity in distribution of grades among the various sections/groups of the same course.
 - Review student appeals concerning course grades.
 - Review graduate lists, and issue recommendations towards approval by other committees/council as appropriate.
 - Suggest appropriate additions and/or amendments regarding Examination general policy.

IX. Faculty Examination Committee

Article (21)

- a. This committee is chaired by the Dean of the Faculty. Its membership is comprised of:
 - Two Staff Tutors, appointed at the HQ
 - The External Examiner concerned
- b. Major duties of the (FEC)
 - Discuss the final course grades and make the necessary recommendations to the Central Examination Committee.
 - The Committee shall ensure uniformity in distribution of grades among the various branches regarding each course of each study program under the jurisdiction of the respective Faculty.
 - Review student appeals referred to it by the Branch Examination Committee, and resolve such cases, or refer them to the Central Examination Committee as appropriate.
 - Suggest additions and/or modifications pertaining to Examination general policies

- Study external examiners' reports and submit the necessary recommendations to the (CEC).
- Review graduate lists and make recommendation to the CEC, or refer back to the Branch Committee for further deliberations..

X. Central Examination Committee

Article (22)

- a. This Committee is chaired by the Vice Rector for Academic Affairs. Its membership is comprised as follows:
 - Deans of the Faculties
 - Director of Admissions and Registration
 - Director of Student Affairs
 - Director of Examinations
- b. Major Tasks of the (CEC):
 - Approve the standard forms for reporting grades by the various Branches, and by Exam Committees.
 - Review final course grades as per recommendations from Branch and Faculty Examination Committees; and subsequently issue approval or request for amendment by the Branch Committee, or suspending them for further action. The CBC shall thus ensure uniformity in grade distribution amongst programs of study, across all Branches.
 - Review Examination Committees' recommendations to formulate the appropriate executive decisions as required.
 - Settle student appeals concerning course grades, if not resolved by BECs and FECs. The decision taken by CEC shall be final and irrevocable.
 - Review of Student Graduate lists, and recommend approval and ratification by the University Council.
 - Draw up the University general marking guidelines, to be applied to all components of student assessment.
 - Consider areas of conflicts arising from the implementation of Examination policies and procedures of operation, and recommend appropriate solutions as appropriate for approval by the University Council.

XI. Appointment of External Examiners

Article (24)

- a. External Examiners (EE) are appointed by the Academic Committee upon recommendation of the Faculty Council Committee.
- b. EE appointments are made jointly with further approval by the OUVS in accordance with set Agreements between the AOU and the OU.

XII. General Provisions

Article (25)

The University Council shall resolve any conflict arising from the implementation of these Rules and Regulations, or in other cases not covered by these Rules and Regulations.

Item 3

Arab Open University Student Admissions Policy

Article (1)

AOU admissions policy requires that a student:

- a. Possess a general secondary school certificate or the equivalent thereof, as approved by the concerned Ministry of Education.
- b. Pass any other admissions test or fulfilling other requirements set by the Board of Trustees.
- c. Students are admitted to specific programs of study; and subsequently, are registered in said programs.

Article (2)

Admitted students may gain proper credit transfer for courses completed successfully at other recognized institutions of higher education. It is possible to gain credit transfer up to 64 credit hours.

Article (3)

Language Placement tests in both Arabic and English are administered to all admitted students prior to the commencement of the 1st term of their study at the AOU.

Article (4)

Admission to the Program of IT and Computing:

Students admitted to the above mentioned program should possess the General Secondary School Certificate (all branches) or the equivalent thereof as required by the local Ministry of Higher Education for the study of IT/Computer Science programs.

Item 4

Arab Open University Policy on Credit Transfer

Issued in accordance with the University Council decision on
28-29/1/12003 and 12/12/2004

1. A committee is formed at the Branch level, and named, (Branch Credit Transfer Committee), to be chaired by the Branch Director.

Major functions of said committee are to consider cases with regard to credit transfer before forwarding them to the respective University Committee.

2. The University Council forms a committee named (Credit Transfer Committee/Higher Committee).

Note: Currently, the University Credit Transfer Committee is comprised as follows: - Chair: Vice Rector for Academic Affairs
Membership: Faculty Deans; Director of Admissions and Registration; Director of Student Affairs.

3. Credit Transfer requests are submitted after the students' admission to a certain study program.
4. A student should submit a list of courses he wishes to take credit for along with:
 - a. A complete course description of each course taken at a recognized University or college including the credit hours for each course.
 - b. An official transcript from the University or college he/she studied at.
5. The Committee looks into credit transfer cases according to the following criteria:
 - a. CTC has the right to request additional information before making final decisions.
 - b. CTC looks into the transfer of credits for any course offered by the University.
 - c. CTC looks into the transfer of courses, provided the grade attained is (C) or above.
 - d. When looking into the transfer of core or compulsory courses they must at least be congruent in scientific content and credit-hour value to the course given at the University.
 - e. With respect to electives (14 cr. Hrs.), credit transfer is made according to the following:
 1. Courses studied at a University level.
 2. Grade of courses not less than (C) or the equivalent thereof
 3. Not exceeding (Elective 14 cr. Hrs.)
 - f. With respect to UKOU-based courses, transfer is carried out in line with UKOU policies.
 - g. CTC/Higher Committee shall finalize cases within two weeks from the date of receipt of request.

Item 5

Framework of operation on Final Exams, and Final Grade Reporting

In accordance with deliberations at the Academic Linkage Meeting –
Kuwait 17/3/2005

Introduction: Due to discrepancies that may arise in dealing with student assessment through the following components:

TMA's: allocated 35% of the final grade
Midterm Assessment: allocated 15% of the final grade
Final Exam: allocated 50% of the final grade

and also due to the mode of evaluation and monitoring, including the marking of Final Exams and Final Grade processing through the Standard Deviation Method (SDM); and furthermore, subsequent to deliberations at the (Academic linkage meeting, March 2005) in a quest for consistent and uniform operations in accordance with established Rules and Regulations especially (BA Award and Exam Rules and Regulations); consequently, the following guidelines should be adhered to in order to attempt to create uniformity across various Branches and different programs of study:

A. Marking TMA's and Grade Reporting

1. All TMA's are prepared by the Faculty.
2. The Faculty forwards the TMA's to the Branches directly.
3. TMA's are marked by the respective Tutor assigned to Tutorial Sessions.
4. The concerned Staff Tutor reviews random samples of marked TMA's to ensure marking consistency, and documents his/her remarks for each course and each group of Tutors.
5. The Tutors report the grades with the approval of the concerned Staff Tutor; and no further changes are allowed unless a formal request is made to the Branch Director, and concerns of material error.

B. Midterm Assessment

1. Midterm assessments are designed and administered locally at the Branch, under supervision of the local Course Coordinator.
2. No study course should be devoid of Midterm Assessments (with the exception of practical training courses).

* Reporting Term Marks for Continuous Assessment:

- Term marks are reported and announced by adding up marks allocated to the TMA's and midterm assessment for that semester before one week from the end of the term for the students' review.
- No further changes are allowed after this date unless approved by the Branch Director due to a properly documented material error.

C. Final Exams

1. A uniform exam schedule of the Finals is prepared and released by the Office of the Vice Rector for Academic Affairs.

2. Final Exams are prepared at the Faculty, and are not to be altered at the Branches.
3. Copies of Final Exams are dispatched to the respective Branches via the Concerned Dean's office.
4. Final Exams are duplicated and administered under supervision of the Branch Director.

D. Code of Practice for Final Make-Up Exams

1. Make-up exams are given to students who are unable to sit for the Final Exam due to an acceptable excuse.
2. Make-up exams are prepared by the Faculties and the Branches, thereby ensuring acceptable standards commensurate with those set for the Final Exams.

E. Code of Practice for Marking Final Exams

The following Code of Practice is followed when marking Final Exams:

1. Final Exams are offered on examination scripts.
2. The relevant Faculty issues the necessary marking guidelines for each course, to ensure marking uniformity.
3. Examination scripts should indicate mark points for each question.
4. Final Exams must take into consideration that not all questions are obligatory, thereby provide choice questions.
5. A form of group marking is applied, whereby a group of tutors and staff tutors mark course exams in a collective manner.
These arrangements are carried out at each Branch under supervision of the Program Coordinators and Branch Directors.

F. Processing of Final Grades

1. Processing of Final Grades
 - The standard deviation method (SDM) is used for processing percentage marked, according to specific indicators approved by the University Council, and further guidelines issued by the Office of the Vice Rector for Academic Affairs.
 - In the case of annual courses, final grades are processed on completion of all course requirements.
 - Final grades are processed for each course across the various section/groups at the respective Branch.
 - The final grade is comprised of the compilation of marks allocated to TMAs, Midterm Assessments, and Final Exam.
2. Reporting of Final Grades

In reporting final grades and final course results the following code of practice is adhered to:

 - The Branch prepares the required data and distribution histogram of grade allocation for each course, as per approved forms issued by the Office of Vice Rector for Academic Affairs
 - The Examination Director furnishes the Office of the Vice Rector for Academic Affairs with copies of said data and statistics provided for each specific course.

- The Faculties are furnished with the Final Results for consideration by the Faculty Exam Committee.
- The concerned Dean forwards the recommendations of the (FEC) to the Vice Rector for Academic Affairs/Chairman of the CEC for review by the Central Exam Committee.
- The CEC looks into results as per data and statistics of each course toward proper action of approval, or otherwise.
- Final Grades are not to be released out by the Branch or any Faculty Member/Program Coordinator before they are finalized by the CEC.

G. Guidelines for involving OU External Examiners

As per the provision of agreements with the OUVS, appointment of external examiners is made accordingly. The following procedure is then followed in order to get them involved appropriately in review of assessments:

- The concerned Dean follows up with the external examiner on a specific course and furnishes him with samples of TMAs and marking guidelines, and gets feedback on the same.
- The concerned Dean follows up with the external examiner of the course, and provides him with copies of final exam scripts under preparation and gets his approval on them.
- All necessary arrangements for receiving the external examiner, including his participation in the (FEC) meetings is handled by the Dean.

H. Forms for Grade Reporting

1. Reporting Marks of Continuous Assessment:

- Kept at the Branch for documentation purposes, and referred to upon students appeal. Same forms are applied by all Branches.
- This form fully illustrates grades of all TMAs, Midterm Assessments and other term grades.

2. Course grade reporting:

This form is designed to indicate the components of the final grade:

- 35% allocated for TMAs
- 15% allocated for Midterm Assessments
- 50% allocated for Final Exam
- Letter Grades are assigned pursuant to proper processing of percentage marks.

3. Student Transcripts:

- A unified student transcript form has been approved, and is used by all Branches.

4. General:

Various forms are approved centrally by the appropriate University Committees/Councils, to be applied uniformly across University Branches.

Item 6

Standard Deviation Method

1. The University employs the Standard Deviation Method (S D M) as a main scheme for processing percentage marks towards assignment of letter grades.
2. In this regard the course average (Mean) is assigned a grade of C or C+
3. Safeguarding the creation of clusters, portions of the standard deviation are then utilized to assign other grades up and down from the mean, appropriately.

Item 7

Arab Open University Preparing Course Content and Course Offerings Needs

In accordance with general guidelines adopted by the Academic Linkage Meeting –
Cairo 14-15/4/2004

1. The Office of the Vice Rector for Academic Affairs prepares a list of proposed courses as per approved study plans prior to the onset of the Academic Year (October) in coordination with the Faculties, to be reviewed by the respective Branches.
2. Course offering is proposed by both the Faculties and the Branches in accordance with program and study needs. Approval is subsequently made by the Vice Rector for Academic Affairs.
3. The Faculties are delegated the responsibility of course design and preparation of learning (reading) material, supporting notes, readers, course calendars, study guides and other course requisites.
This delegation of responsibility is shared by Faculty members at the HQ and at the Branches with proper coordination between the Faculties and Branches.
4. Preparing TMAs and Final Exams
 - TMAs are prepared at the Faculty and forwarded to the respective Branch for utilization.
 - Midterm assessments are prepared (during the semester) with the participation of all concerned Staff Tutors and Tutors residing at the Branch.
 - Final Exams are prepared at the Faculty with the participation of all the Branches through their respective Staff Tutors. Marking is done at the Branch as per approved criteria, and general and specific guidelines for the same.

Item 8

**Proposed Criteria for
Reviewing the Educational Materials of the
Open University of UK (UKOU)
Planned to be used
In the Arab Open University (AOU) Programs**

In order for the educational materials of UKOU to comply with the Islamic values and the Arabic conventions and traditions, the Arab Open University, with the consent of UKOU, shall delete, or substitute, texts, phrases, sentences and symbols of any other media of expression whether printed, audio, or visual that are included in the educational materials of UKOU, which will be used, wholly or partly, in AOU program, if the educational materials include manifest or implied statements as follows:

1. In the religious domain:

- Offending heavenly religions.
- Promoting any religious beliefs at the expense of Islam.
- Insulting any kind of Islamic values, symbols or rituals.
- Mention, discourse about or promotions of alcoholic drinks or eating pork, or anything else forbidden in Islamic faith.

2. In the Culture and Heritage Domain:

- Offending any aspect of the Arab and/or Islamic heritage or symbols.
- Offending, distorting or forgoing of Arabic and Islamic history
- Insulting the Arabic and Islamic thought or culture.

3. In the Domain of Social Values:

- Promoting social values that are alien to or contradict with the Arabic and Islamic social codes.
- Insulting or distorting social values and traditions of Arabic and Islamic societies.
- Talking openly about or referring to any kind of sexual relations in a way that disagrees with what is acceptable to the Islamic and Arabic value codes and systems.
- Pictures, drawings, figures and sculptures that reveal uncovered or nude parts of human body which provoke instincts.

4. In the field of Politics and Economics:

- Insulting any Arabic or Islamic country, state, or any of its leaders, peoples or symbols.
- Promotion of opinions, resources, books or characters that is antagonistic to the Arabic and Islamic vital national causes.
- Offending or criticizing any Arab or Islamic attitudes pertaining to their national, regional or international political or economic causes.
- Promotion of foreign thought, commodities or products at the expense of those of the Arab or Islamic countries/states.

5. Open domain (general):

- Promotion of material of thought that may be construed as to jeopardize Arab or Islamic doctrines of thought and issues and matters deemed of concern to the same.

Item 9

Arab Open University General Guidelines for Managing Tutorial Sessions and Teaching Loads

A. Academic and Teachings Duties

1. Staff Tutors

Staff Tutors at the HQ and at the Branches, on a Full-Time basis, are assigned various academic and teaching coordination duties:

- Teaching Loads: A Faculty Member (Staff Tutor) is delegated the responsibility of teaching a number of study groups in order to gain experience in the methodology of Open Learning.

Distribution of Teaching Loads is made according to the following table as a guideline:

Course Credit Hours	Weekly Time Allocation/Hour	No. of Groups
2-3	1	4
4	1	3
8	2	2

However, these loads may be reduced depending on other responsibilities assigned by the Branch Director or the Dean.

- Supervising the Tutors: Each group of 10 Tutors is associated with one Staff Tutor, who supervises them.
- Taking part in the design and preparation of Educational Material as per the requirement of the concerned Faculty.
- Taking part in the various committees and activities as per the concerned Branches' requirements.
- In the case of Staff Tutors residing at the Headquarters, teaching loads are assigned to them as needed at the Kuwait Branch.

2. Tutors

a. A Full-time Tutor is assigned the following teaching load:

Course / Credit Hours	Weekly Time Allocation / Hour	No. of Groups
2-3	1	8
4	1	6
8	2	4

- Office hours, at 1/2 tutorial hours
- Maximum number of students, per Tutor, around 160 students

b. (Part Time) Tutors:

- PT Tutors are assigned a maximum of 3 study groups of regular tutorial sessions.

- c. Tutorial sessions are carried out per weekly hours as per each course credit hours as shown in the preceding table. (point 2).

B. Tutor Marked Assignments

In line with UKOU course requirements in this regard, TMAs are assigned as follows:

Course Credit Hrs. / Semester / Annual	Proposed No. of TMAs
2-3	2-3
4	3
8	4-6
16	6-8

C. Absence from Attendance of Tutorial Sessions

1. Attending Tutorial Sessions is mandatory
2. Excused absence should not exceed 25% of the assigned tutorial sessions according to the course calendar.
A notification is sent to the student alerting him/her of his absence and the need to adhere to class attendance.
3. Making up for absences is compensated for by either attending other tutorial sessions in other study groups for the same course, or completing some other assignments.
4. In line with the above mentioned (2), if absence exceeds 25% of assigned tutorial sessions for each course, a student receives a warning.
5. If absence recurs, a student is denied sitting the final exam in which case the letter grade (W) withdrawal is entered for the course.

D. Final Examinations

Time allocation for final examinations shall be as follows:

Course Credit Hours	Time Allocation / Hours
2-3 / semester	2 at the end of the term
4/ semester	2 1/2 at the end of each term
8/annual	2 1/2 at the end of each term (2 exams)
16/annual	3 at the end of each term (2 exams)

Item 10

Arab Open University Coordination and Distribution of Academic Duties

(in accordance with adopted guidelines, Academic Linkage Meetings –
Cairo 14-15/4/2004)

A. Coordination of Academic Duties

Regarding Duties of Academic Staff (Faculty Members, Staff Tutors, Lecturers, and Tutors)

1. Generally, a Dean is assigned the responsibility of allocating and following up on academic duties, whereby the Branch Director handles the coordination of the administrative aspects of said duties and committees as per provisions of Bylaws. Duties are coordinated between the Deans and Branch Directors to ensure a balanced distribution of academic and administrative tasks and duties.
2. As for the allocation of teaching and other duties to Full Time and Part Time Tutors, such allocation is carried out by the Branch Director.
3. In line with pt. (1) regarding the assignment of duties by the Dean and in accordance with (Article 21) of the Faculty Bylaws, the Branch Director thus receives copies of the relevant assignments.
4. In line with pt. (1) regarding the assignment of administrative duties by the Branch Director and in accordance with (Article 21) of the current Faculty Bylaws, the Dean is furnished with copies of such assignments.
5. In the event of some administrative issues that have a negative effect on the academic performance of the teaching faculty, The Branch Director handles such cases and deals with them directly as per the University Bylaws in force. A copy of such correspondence is sent to the respective Dean.

B. Main Duties of Faculty Members/Staff Tutors

1. Design and production of course learning material.
2. Development of Educational methods according to an Open Education. System using up-to-date information technology platforms.
3. Teaching responsibilities.
4. Carry out specialized research and scholarly works.
5. Supervising the performance of Tutors assigned to him.
6. Supervising student assessment requirements handled by the Tutors assigned to him; including works of TMAs, Midterms Assessments; and Final Exams.
7. Participation in The University Committees.
8. Maintaining all standards of Quality Assurance with regards to allocated duties.
9. Initiating new Courses, including modifications to existing programs as per established University policy.

C. Main Duties of Tutors

Tutors are an important component of the teaching structure adopted by the University. Their duties include:

1. Conducting tutorials according to Open Learning methods.
2. Administering and marking TMAs and Midterm Assessments as per established University policy.
3. Participating in preparation of learning and educational materials appropriately.
4. Participating in specialized training workshops to develop better teaching and academic skills.
5. Providing assistance to students through office hours or other means.
6. Participating in the development of learning and teaching methods as per Open Learning techniques.
7. Participating in matters related to Quality Assurance with regard to allocated duties.
8. Effective participation in various University Committees and related activities.
9. Participating in the preparation and marking of TMAs and exams.

Item 11

Arab Open University Coordination of Programs and Courses

The University follows a structured system of coordination that helps maintain the needs of course offering and the required consequent follow-up on course delivery.

In this regard, program and course coordination is structured as follows:

- General Course Coordinator / at the Headquarters
- Branch Course Coordinator / at the Branch
- Program Coordinator / at the Branch

A. Main Duties of the General Course Coordinator

Appointed by the Dean in coordination with the respective Branch Director as need be, his duties include:

1. Coordinating course offering needs at the University level including printing and copying of all student learning packs as per a set of check lists.
2. Preparing TMAs and supplying them to Branches.
3. Preparing Supporting Notes as need be.
4. Preparing Course Tutor Guides.
5. Preparing the Course Calendar.
6. Monitoring and following up the required emendations for printed material, audio visual aids and UKOU course books.
7. Preparing any and all support material deemed necessary for AOU courses.
8. Coordinating with Branch Course Coordinators on the progression of course offerings and maintaining adequate communication and follow up for the successful exchange of experience and expertise among branches.
9. Supervising the preparation of final exams and sending them to the branches as per procedures and policies in force at the University.
10. Coordinating with the respective branch course coordinators with regard to providing the Dean with samples of TMAs, midterm assessment, final exams for University evaluation, quality assurance, and review by external examiners. Said correspondence should be through the Branch Director.
11. Performing all academic and administrative tasks assigned to Faculty Members.

B. Main Duties of the Branch Course Coordinator

Appointed by the Branch Director in coordination with the respective Dean, his duties include:

1. Coordinating with the General Course Coordinator on the availability of all course offering needs at the branch as per established University policy.
2. Supervising tutorial sessions, monitoring TMAs and Exams through specialized Staff Tutors.
3. Performing all academic and administrative tasks assigned to Faculty Members.

C. Main Duties of the Branch Program Coordinator

Appointed by the Branch Director in coordination with the respective Dean, his duties include:

- Coordinating with the Branch Director on the implementation and requirement of the study program.
- Coordinating among the different course coordinators.
- Planning and implementing Branch academic student advising and related matters.

In addition to carrying out the following duties:

1. Coordinating and follow up of course requirement needs
 - Preparing the Course Calendar
 - Preparing TMAs
 - Preparing Final Examinations

2. Draw up Samples of: (For External Examiners Evaluation)
 - TMAs
 - Midterm Assessment
 - Final exams
 - Other forms of required student work; e.g. projects.

D. Duties of Faculties' in Course Coordination

- Supervising and monitoring all General course coordinators to ensure smooth and structured coordination.
- Periodical follow up on course delivery and coordination, and the proper administration of Academic processing.

Note: Staff Tutors may be assigned the responsibility of multiple course coordination, in addition to some teaching duties.

Item 12

Policy on Academic Promotion

1. For promotion to Associate Professor, a candidate must have the following:
 - a. five years minimum experience in the rank of Assistant Professor.
 - b. a minimum of four publications, two of which must be single-authored.
 - c. amongst the minimum required publications, it is possible to admit one paper published in a referred specialized conference.
 - d. the number of actually published papers must be no less than two.

2. For promotion to Full Professor, a candidate must have the following:
 - a. five years minimum experience in the rank of Associate Professor.
 - b. a minimum of six publications, three of which must be single-authored.
 - c. amongst the minimum required publications, it is possible to admit one paper published in a refereed specialized conference.
 - d. the number of actually published papers must be no less than three.

3. General Provisions:
 - a. accepted publications must be published, or accepted for publications, in refereed specialized journals that are published by universities, scientific organizations, or scientific centers.
 - b. publications that counted toward a previous promotion shall be excluded.

Item 13

**UNIVERSITY STUDENT-RELATED
DOCUMENTS**



Student Transcript

Student Name :	Student Number :
Date of Birth :	Place of Birth :
Program of Study :	Degree Level :

Semester : First

Academic Year : /

Course Number	Course Name	CR. Hr.	Grade	Points
Semester GPA (.....) , Total GPA (.....)				

Semester : Second

Academic Year : /

Course Number	Course Name	CR. Hr.	Grade	Points
Semester GPA (.....) , Total GPA (.....)				

Note :

Branch :; On :/...../.....

In case of erasures or scratches, this document is rendered null and void

Admissions & Registration Officer

.....

GPA Merits	
GPA	Merit
3.67 - 4	Excellent
3 – 3.66	Very Good
2.33 – 2.99	Good
2 – 2.32	Satisfactory
Less than 2	Weak

Points for Letter Grades Starts from 1 st semester (2003/2004)	
Grade	Points
A	4
B+	3.5
B	3
C+	2.5
C	2
D	1.5
F	.

Points for Letter Grades (Prior to 1 st Semester 2003-2004)	
Grade	Points
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	.

Letter Grade Legend

Grade	
A-F	Per allocated points
D	Pass grade
F	Failure
W	Withdrawal
I	Incomplete
T	Transfer
S	Satisfactory
U	Unsatisfactory
P	Progress
CP	Credit



The Arab Open University

Certificate of Graduation

The Arab Open University at the Branch of, attests to the following:

University Council Decision; dated

Conferring on : (Name).....

Born in / at :; on :

The Higher Diploma in Education

Awarded with a GPA of, out of 4 points;

Awarded with a rating of (.....)

Granted at the end of Semester;

Of Academic Year : /

Date :

.....

Branch Director

.....

Admissions & Registration Officer

§ Note : In case of erasures or scratches, this document shall be rendered null and void.



The Arab Open University

*By virtue of the authority vested in it
By the University Charter,
The University Council
Has conferred upon:*

Name :

At University Branch of

The Higher Diploma in Education

*with all the honors, rights and privileges thereto appertaining.
In testimony whereof, the seal of the University and the following
authorized signatures are affixed. Given on :(date).....*

Rector

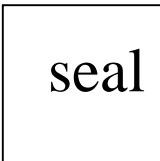
Dean

Branch Director

.....

.....

.....



الجامعة العربية المفتوحة
برنامج اللغة الإنجليزية وآدابها
English Language and Literature

	University General Requirements (18 Hours)	
Course Number	اسم المقرر	Credit Hours
GR 101	Independent Study Skills	3
TU 170	Learning Online	3
AR 111	Arab Communication Skills I	3
AR 112	Arab Communication Skills II	3
EL 111	English Communication Skills I	3
EL 112	English Communication Skills II	3

	Compulsory Courses (96 Hours)	
Course Number	Course Title	Credit Hours
A123	An Introduction to the Humanities	١٦
A 210	Approaching Literature	16
U210A	English Language: Past, Present , Future I	8
U210B	English Language: Past, Present , Future II	8
E300	English Language and Literacy	16
A319	Literature in the Modern World	16
E303	English Grammar in Context	16

	Core Elective Courses (14 Hours)	
Course Number	Course Title	Credit Hours
GR111	Arab Islamic Civilization	3
MST121	Using Mathematics	8
MU120	Open Mathematics	8
T172	Working With Our Environment	8
T173	Engineering the Future	8
GR131	Branch Requirement	3
T171	You, Your Computer and the Net	8
DD 121	Introduction to the Social Sciences I	8
DD 122	Introduction to the Social Sciences II	8

الجامعة العربية المفتوحة

برنامج تقنيات المعلومات و الحوسبة
Information Technology and Computing

University General Requirements (18 Hours)		
Course Number	Course Title	Credit Hours
GR 101	Independent Study Skills	٣
TU 170	Learning Online	٣
AR 111	Arab Communication Skills I	٣
AR 112	Arab Communication Skills II	٣
EL 111	English Communication Skills I	٣
EL 112	English Communication Skills II	٣

Compulsory Courses (99 Hours)		
Course Number	Course Title	Credit Hours
T171	You, Your Computer and the Net	8
MST121	Using Mathematics	8
T209	Telematics	16
M206	Computing :An Object Oriented Approach	16
MT262	Putting Computer Systems to Work	8
M301	Software Systems and Their Development	16
T305	Digital Communications	16
T471	Telematics(project)	8
CS490	Selected Topic in Computer Science	3

Core Elective Courses (14 Hours)		
Course Number	Course Title	Credit Hours
GR111	Arab Islamic Civilization	3
DD121	Introductions to the Social Sciences I	8
MU120	Open Mathematics	8
T172	Working With Our Environment	8
T173	Engineering the Future	8
GR131	Branch Requirement	3
DD122	Introduction to the Social Sciences II	8

الجامعة العربية المفتوحة

برنامج إدارة الأعمال / الاقتصاد

Business Administration / Economics

University General Requirements (18 Hours)		
Course Number	Course Title	Credit Hours
GR 101	Independent Study Skills	٣
TU 170	Learning Online	٣
AR 111	Arab Communication Skills I	٣
AR 112	Arab Communication Skills II	٣
EL 111	English Communication Skills I	٣
EL 112	English Communication Skills II	٣

Compulsory Courses (96 Hours)		
Course Number	Course Title	Credit Hours
DD121	Introduction to the Social Sciences I	8
DD122	Introduction to the Social Sciences II	8
B 200	Understanding Business Behavior	16
B 202	Understanding Business Functions	16
B 300	Business Behavior in a Changing World	16
DD202	Economics and Economic Change	16
D319	Understanding Economic Behavior	16

Core Elective Courses (14 Hours)		
Course Number	Course Title	Credit Hours
GR111	Arab Islamic Civilization	3
MST121	Using Mathematics	8
MU120	Open Mathematics	8
T172	Working With Our Environment	8
T173	Engineering the Future	8
GR131	Branch Requirement	3
B631	Managing	4
B632	Managing People	4

الجامعة العربية المفتوحة

برنامج إدارة الأعمال / الأنظمة

Business Administration / Systems

University General Requirements (18 Hours)		
Course Number	Course Title	Credit Hours
GR 101	Independent Study Skills	٣
TU 170	Learning Online	٣
AR 111	Arab Communication Skills I	٣
AR 112	Arab Communication Skills II	٣
EL 111	English Communication Skills I	٣
EL 112	English Communication Skills II	٣

Compulsory Courses (96 Hours)		
Course Number	Course Title	Credit Hours
T 171	You, Your Computer and the Net	8
T172	Working With Our Environment	8
B 200	Understanding Business Behavior	16
B 202	Understanding Business Functions	16
B 300	Business Behavior in a Changing World	16
T 205	Systems Thinking: Principles and Practice	16
T 306	Managing Complexity : A Systems Approach	16

Core Elective Courses (14 Hours)		
Course Number	Course Title	Credit Hours
GR111	Arab Islamic Civilization	3
MST121	Using Mathematics	8
MU120	Open Mathematics	8
T173	Engineering the Future	8
GR131	Branch Requirement	3
B631	Managing	4
B632	Managing People	4
DD 121	Introduction to the Social Sciences I	8
DD 122	Introduction to the Social Sciences II	8

Item

12

**AOU: University Calendar
Academic Year 2005/2006**

Summer 2005

Sat	2-July-2005	§ Start of Summer period. § Start of Faculty's annual leave/Summer period (an average of 8 weeks). § Start of Summer Courses.
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Fall Semester 2005

Sat	17-September-2005	§ Faculty on duty (4 th Academic year) § Registration / old students / for one week § Academic advising period for new students.
Sat	17-September-2005	§ Registration / new students. § Late registration.
Sat	24-September-2005	§ Start of Tutorial sessions / Tutoring begins. § Week count: First week (1). § Add/Drop period for one week only.
Sat	10-December-2005	§ Week (12): The final week for TU170 & GR100.
Sat	31-December-2005	§ Week (15): Fall Semester / End week.
Sat	7-January-2006	§ Count week # (16): as required.
Sat	21-January-2006	§ Final Exams period begins.
Sat	4-February-2006	§ Students' query of grades begins.
	4-24 February 2006	§ Partial Faculty Annual Leave (min. of 2 weeks / compulsory)
	14-Jan till 3-Mar-2006	§ Continue week count for annual courses: - Week (17): Starts 14 January. - Week (23): Starts 25 February. § Admission applications / and registration for Spring Semester.

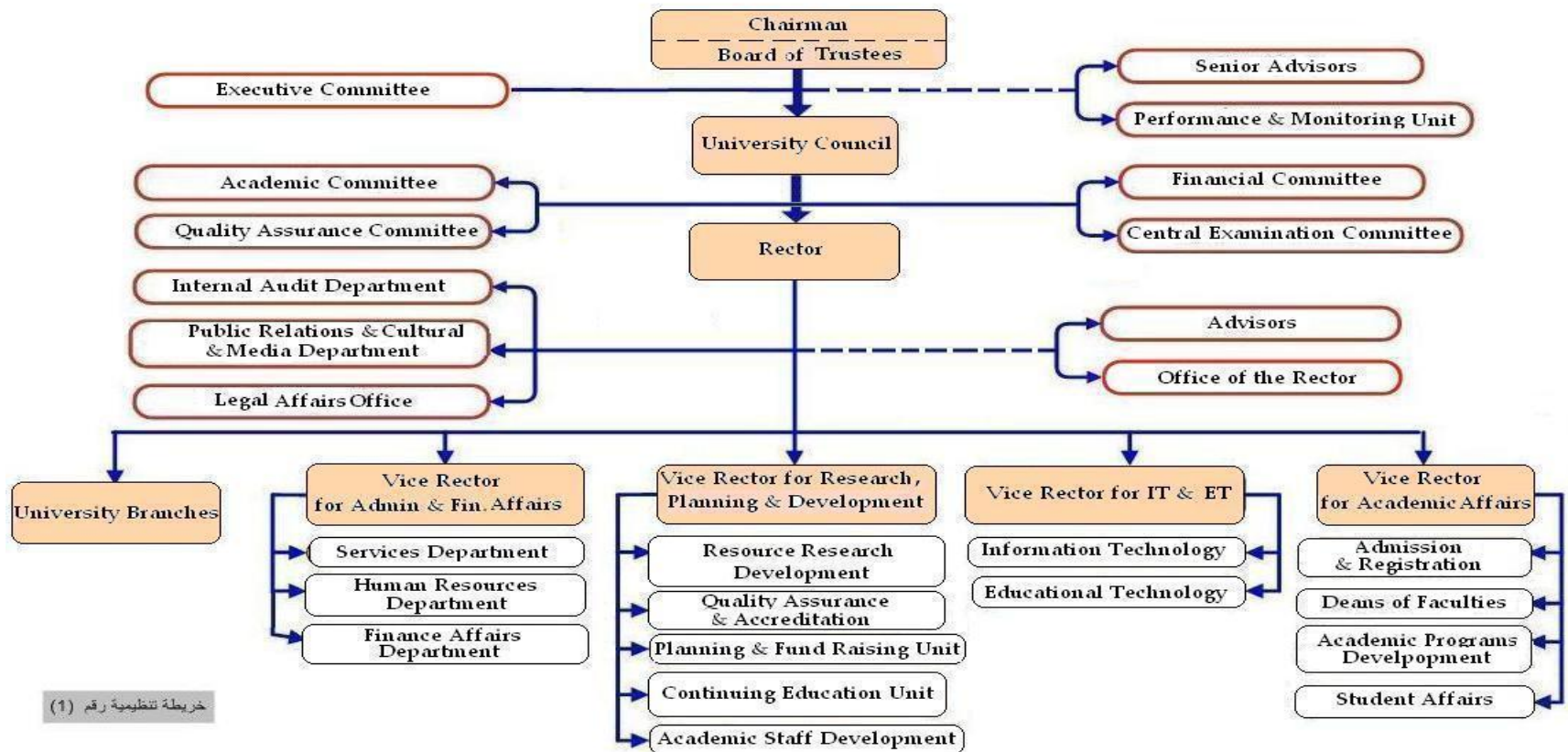
Spring Semester 2006

	25-Feb till 3-Mar 2006	§ Registration period. § Faculty on duty.
Sat	4-March-2006	§ Start of Tutorial sessions. § Week count: First week (1) in Spring Semester. § Week (24) / annual courses § Add/Drop period.
Sat	20-May-2006	§ Start of week (12) / End week for TU170 / GR100.
Sat	10-June2006	§ Week (15): Spring Semester End Week.
Sat	17-June-2006	§ Final exams start.

Summer 2006

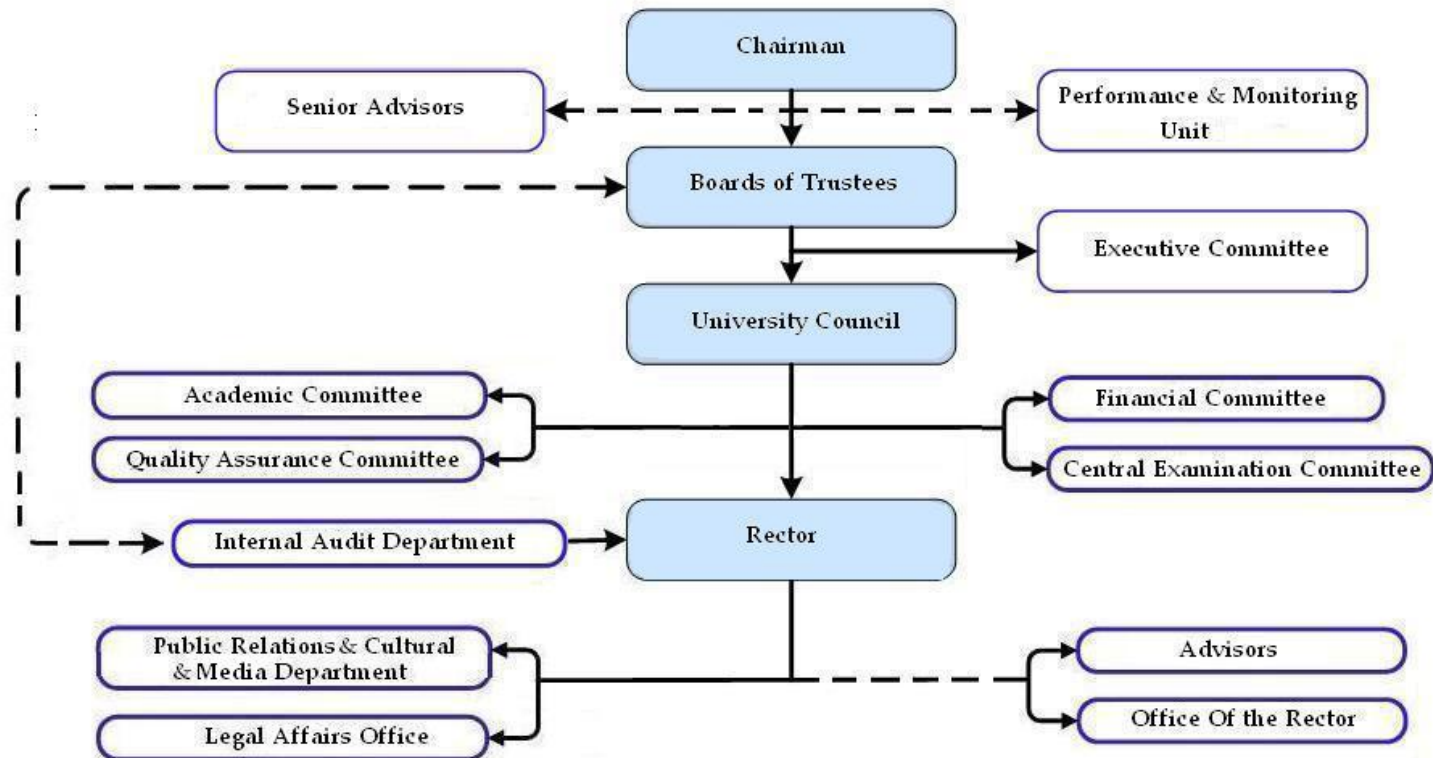
Sat	1-July-2006	§ Start of Summer courses.
Sat	16-September-2006	§ Faculty on duty / 5 th academic year.
Sat	23-September-2006	§ Tutoring begins / 5 th academic year.

AOU Organizational Chart



خريطة تنظيمية رقم (1)

Board of Trustees & University Council



Item 17



The Arab Open University Charter

Preamble

The Arab Gulf Programme for United Nations Development Organizations (AGFUND) aims to support continuing human development efforts addressing the most needy and vulnerable groups in developing countries. One of the more prominent means for AGFUND to achieve this mission is the contribution it makes toward supporting and financing development projects and programmes, especially in the field of education at all levels. Establishing the Arab Open University (AOU), and providing it with the necessary initial foundation capital has been the crowning achievement of AGFUND's efforts in this regard. It also comes as a realization of the common objectives shared by the AOU and AGFUND to provide educational opportunities to Arab citizens (especially to Arab women) in urban, and remote rural areas.

Within this advanced framework whereby it receives this support from AGFUND, the AOU commits itself to maintaining continued, fruitful, and constructive cooperation with it.

The University Name

Article 1

A higher education Arab institution, to be called “The Arab Open University” (AOU) shall be established as an independent, non-profit institution to be entrusted with the offering of learning and instructional services, thereby adopting the platforms of open education and distance learning, and promoting an infrastructure of high technology in support of the same.

Article 2

This Charter shall be called “The Arab Open University Charter”, and shall be enacted from the date of approval by the University Board of Trustees.

Definitions

Article 3

The following words and phrases, wherever they occur in this Charter, shall have the meanings stated alongside each one of them unless the content indicates otherwise:

- a. The Programme : The Arab Gulf Programme for the United Nations Development Organizations (AGFUND)
- b. The University : The Arab Open University (AOU)
- c. The Board of Trustees : The AOU Board of Trustees.
- d. The Branch : The AOU Branch established in any Arab Country
- e. Regional Center : Any Center established in the country of the Branch and which is responsible for a group of Study Centers.
- f. The Study Center : Any Study Center in a specific geographic location within an Arab country in which the University has a branch with which the Center is affiliated.
- g. The Faculty : The Faculty of academic studies.
- h. The Dean : The Dean of the Faculty.

Locations

Article 4

The AOU has its headquarters in the State of Kuwait, and can establish Branches in Arab or other country in accordance with a special agreement with the country's competent authorities.

Legal Status

Article 5

The University shall be a legal entity that is financially and administratively independent, and can sue and be sued in this capacity.

Aims of the University

Article 6

The University aims to contribute to serving the Arab community by providing opportunities for independent learning and life-long education, and also by providing trained manpower qualified to deal with modern technology and the demands of world economy. It also aims to create in the Arab World an environment that is conducive to graduate studies and advanced academic research in areas of human knowledge and modern technology in addition to other services necessary for development needed by the Arab community. This will be achieved through:

- a. Providing university education for anyone who has both the will and potential in specializations deemed essential for comprehensive development plans.
- b. Providing continuing education for keeping abreast of developments and breakthroughs in the Sciences and other fields of knowledge.
- c. Providing professional training programmes to meet the job market demands.
- d. Providing educational and training programmes that address and satisfy the needs of women and other persons in rural and remote areas.
- e. Initiating graduate studies and academic research programmes in specializations needed by Arab countries.
- f. Conducting research programmes of basic, applied and developmental nature.
- g. Focusing on fostering human values, and the Muslim Faith with its spiritual, moral and educational values.
- h. Offering community services, including consultancy and technical services, in response to community needs.
- i. Offering degrees, diplomas, certificates and other awards of acceptable standards at regional and international levels.

Powers of the University

Article 7

To achieve its aims the University will have the following powers. These powers will be exercised by the authorities as specified in this Charter.

- a. To secure funding for the University, and to regulate the University's finances, investments, intellectual property and other assets.
- b. To build, rent, buy, sell and mortgage property in accordance with the laws in effect in the relevant Arab country.

- c. To borrow, invest and donate and to accept donations in the form of endowments, grants and wills.
- d. To determine tuition and other fees and charges paid by students.
- e. To enter into, carry out, vary or cancel contracts with other organizations.
- f. To provide guarantees to appropriate organizations in furtherance of the University's aims.
- g. To appoint auditors.
- h. To prescribe criteria for the admission of students to the University or to any particular course of study and for their withdrawal from the University for academic, disciplinary or any other reasons.
- i. To provide Programmes of Study in such branches of knowledge, technology, vocations and professions at undergraduate and postgraduate level as the University may determine from time to time and to make provision for research in accordance with the aims of the University.
- j. To prescribe Programmes of Study and other conditions including examinations for degrees, diplomas, certificates, academic credit or for other academic awards and to grant to such awards to students who successfully complete such programmes and satisfy other requirements.
- k. To develop, prepare, and update instructional materials in appropriate forms including multimedia technology and to provide and or procure the technological infrastructure for delivering them.
- l. To set up Branches, Regional Centers, Study Centers, Academic or Research units to facilitate the delivery of the Programmes of Study.
- m. To enter into such arrangements and or agreements with other universities, institutions or public bodies as the University may consider desirable to make adequate provision for teaching, research and community services including consultancy and technical services.
- n. To institute appropriate academic and managerial structures and positions at different levels and change these as necessary from time to time to further the University's aims.
- o. To prescribe methods of selection for the appointment of staff and academic supervisors (tutors), to appoint suitably qualified persons to academic and non-academic positions, to determine their terms and

conditions of service and to remove them from such positions for good cause.

- p. To establish disciplinary rules and procedures for students.
- q. To organize and conduct refresher courses, workshops, seminars, and other programmes for instructors, course writers, evaluators and other academic and administrative staff.
- r. To recognize examinations of and credit for university level study completed elsewhere towards the requirements for awards of the University under conditions determined by the University.
- s. To revoke degrees, diplomas, academic credit and other awards for good cause under conditions determined by the University.
- t. To confer distinctions including honorary degrees.
- u. To establish prizes, scholarships, studentships and fellowships.
- v. To establish appropriate mechanisms to ensure flexibility, accountability, and transparency in the governance and management of the University.
- w. To take all necessary actions to maintain and develop the quality of the teaching, community services, research and administration conducted in the name of the University and to ensure the prestige of the University's programmes and academic awards.
- x. To do all such other acts as may be necessary or incidental to the exercise of any of the powers of the University as are necessary and conducive to the promotion of all or any of the aims of the University.

The University's Organization

Article 8

In addition to its administration, and Faculties of academic programmes located at the Headquarters, the University shall comprise Branches in the Arab and other countries as well as Study and Research Centers affiliated with them. Branches, Regional Centers, and Study and Research Centers shall be established, abolished, and/or merged by a resolution from the Board of Trustees on the recommendation of the University Council.

Open Learning Strategies

Article 9

The University shall adopt the methods and strategies of open and distance learning education through the use of printed material, audio recorded and video-taped material, computer software, and other materials accessible through modern information technology media.

Language of Instruction

Article 10

Arabic shall be the language of instruction at the University. However, the Board of Trustees, on the recommendation of the University Council, may decide to use another language if and when deemed necessary.

The Board of Trustees

Article 11

- a. The University shall have a Board of Trustees chaired by the President of the Programme, and shall consist of the Rector of the University (as an exofficio member), and no less than fifteen other members of high standing, experience and expertise from within and outside the Arab countries, provided that five of them shall be representatives of the Programme.
- b. Appointing members to the Founding Board of Trustees shall be by a resolution from the Chairman of the Board.
- c. Members of the Board of Trustees shall be appointed for a six-year renewable term, except for ten members of the Founding Board five of whom shall be appointed for two years, and the other five members for four years.
- d. Upon the expiry of the term of office of a member or members of the Board of Trustees, the vacant position(s) shall be filled by a resolution taken by the remaining members of the Board of Trustees.
- e. The Board of Trustees shall select from among its members a Deputy Chairman who will act as Chairman during the Chairman's absence.
- f. The Board of Trustees shall hold no less than two ordinary meetings each year. It shall also meet whenever necessary at the request of the Chairman.

Powers of the Board of Trustees

Article 12

The Board of Trustees shall have the powers specified in this Charter, and in the Bylaws enacted in accordance with its provisions, especially the following:

- a. Enacting and drawing up the general policy of the University and approving its development plans.**
- b. Establishing Faculties of academic study, Branches, Regional and Study Centers, and Research Centers.**
- c. Securing the University's funding resources; borrowing, investing, and donating funds; and accepting donations by way of endowment (Waqf), grants, and wills to further the aims of the University.**
- d. Approving the University's student admission criteria, and determining tuition fees, and the number of students to be admitted on the recommendation of the University Council.**
- e. Discussing and approving the University's annual draft budget including the authorization of posts at various levels.**
- f. Discussing and approving the University's audited final financial statements, and the annual report prepared by the University Rector.**
- g. Approving Bylaws on the recommendation of the University Council.**
- h. Approving cultural, scientific, and technological cooperation agreements between the University, and Arab, regional, and international organizations and institutions.**
- i. Approving academic Programmes of Study on recommendation of the University Council.**
- j. Appointing Vice Rectors on the recommendation of the University Rector.**
- k. Appointing the University's external Auditor.**
- l. Approving the University Organizational Structure.**
- m. Delegating such of its powers as may be agreed by the Board to its Chairman, or the Committees appointed by it or the University Council.**
- n. Establishing committees of the Board of Trustees with such responsibilities as may be determined by it.**
- o. Reviewing the functioning of the University at periodic intervals of not exceeding 5 years through a Review Committee appointed by it of external experts consisting of not more than 10 members. The composition and the terms of reference of the said committee shall be laid down in the Bylaws.**
- p. Authorizing contracts with other organizations.**
- q. Looking into other matters submitted by the Chairman of the Board of Trustees.**

The University Council

Article 13

The University Council shall consist of the following members:

- a.**
 - 1. The University Rector (as Chairman)**
 - 2. The Vice Rectors**
 - 3. The Deans**
 - 4. The Directors of University Branches**

- b. One faculty member of each Faculty to be appointed for two years by the Board of Trustees on the recommendation of the University Rector, on a rotation basis according to seniority. The principle of rotation among the Branches and the Faculties may also be kept in view to ensure balanced representation.**

- c. Other members, not exceeding five in all, from the following categories may be appointed to the Council by the Board of Trustees on the recommendation of the University Rector for one year renewable:**
 - 1. Administrative staff**
 - 2. Students**
 - 3. Alumni**
 - 4. Any person or representative of an institute / establishment that has close relations with the University.**

- d. The University Council shall hold a minimum of three regular meetings per annum and whenever the need arises.**

Powers of the University Council

Article 14

The University Council shall have the powers defined in this Charter and Bylaws and Regulations enacted in accordance with its provisions, particularly the following:

- a. Assessing the University activities in the light of its general policies and looking into the annual reports submitted by the University Rector.**
- b. Reviewing the University annual budget and its annual audited financial accounts, and submitting them to the Board of Trustees.**
- c. Approving University Rules and Regulations and modifications thereof.**
- d. Proposing Bylaws for the approval of the Board of Trustees.**

- e. Recommending to the Board of Trustees the establishment of Faculties, Branches, Regional and Study Centers, and Research Centers.
- f. Strengthening the relations and ties among University Branches and Centers, and coordinating modes of instruction, research and examinations.
- g. Approving the study plans for the various university programmes and endorsing instructional materials and methods of teaching.
- h. Recommending to the Board of Trustees criteria for the admission of students as well as the number of students to be admitted.
- i. Awarding academic degrees, certificates, and diplomas.
- j. Establishing committees of the University Council with such responsibilities as may be determined by it.
- k. Delegating such of its powers as may be agreed by the University Council to its Chairman or to its committees.
- l. Developing and keeping under review a code of student discipline.
- m. Prescribing Programmes of Study and other conditions for the award of degrees, diplomas, certificates, academic credits and other awards as specified in the Regulations.
- n. Recognizing examinations of, and credit for, university level study completed elsewhere towards the requirements for awards of the University under conditions specified in the Regulations.
- o. Revoking degrees, diplomas, certificates, academic credit and other awards for good cause as specified in the regulations.
- p. Establishing prizes, scholarships, studentships, and fellowships as specified in the Regulations.
- q. Entering into arrangements and/or agreements with other universities, institutions, or public bodies in order to further the teaching, community services and research of the University.
- r. Taking all necessary actions to maintain and develop the quality of teaching, administration, community services and research conducted in the name of the University and to ensure the prestige of the University's programmes and academic awards.
- s. Looking into other matters presented by the University Rector.

Standing Committees

Article 15

[Academic Committee]

- a. The University Council shall form the Academic Committee as follows:
 - (1) The University Rector (as Chairman)
 - (2) The Vice Rectors
 - (3) The Deans
 - (4) Two Branch Directors to be appointed for one year in rotation

- b. The Academic Committee shall be delegated responsibilities as set by the appropriate Bylaws and Rules and Regulations pertaining thereto.
- c. The Academic Committee is responsible for recruitment, promotion of faculty members and the curricula of approved programmes of study.

Article 16
[Finance Committee]

- a. The University Council shall form the Finance Committee as follows:
 - 1. The University Rector (Chairman)
 - 2. The Vice Rector for Administration and Finance
 - 3. One Dean to be appointed by the University Council for one year, in rotation.
 - 4. One Branch Director to be appointed by the University Council for one year, in rotation.
 - 5. Director of Financial Affairs.
- b. Duties of the Finance Committee shall include the following:
 - 1. Examine and review the draft university budget for submission to the University Council.
 - 2. Examine and review of the draft financial statements for submission to the University Council.
 - 3. Review of the terms of contracts carrying amounts exceeding USD, \$250,000.
 - 4. Transfer of sums, within the budget, from one article to another.
 - 5. Any tasks of financial nature referred to the committee by the University Rector.

Article 17
[University Central Examinations Committee]

- a. The University Council shall form the University Central Examinations Committee as follows:
 - (i) The Vice Rector for Academic Affairs (as Chairman)
 - (ii) The Deans
 - (iii) The Director of Student Affairs
 - (iv) The Director of Admissions and Registration
 - (v) The Director of the Examinations Department

- b. The Central Examination Committee shall be delegated responsibilities as set by the appropriate Rules and Regulations pertaining thereto.
- c. It coordinates all matters related to final examinations.

Article 18
[Quality Assurance Committee]

- a. The University Council shall form the Quality Assurance Committee as follows:
 - (i) The Vice Rector for Planning, Research and Development (as Chairman)
 - (ii) Two Deans to be appointed for one year in rotation
 - (iii) One Branch Director to be appointed for one year in rotation
 - (iv) The Director of the Quality Control Department
 - (v) The Director of the Department of Human Development and Training
 - (vi) The Director of the Department of Instructional Materials and Educational Technology
 - (vii) The Director of the Examinations Department
- b. The Quality Assurance Committee shall be delegated responsibilities as set by the Rules and Regulations pertaining thereto.
- c. It deals with issues of quality including accreditation and quality assurance in all aspects of the University functioning.

The University Rector

Article 19

- a. Whoever shall be appointed to the position of University Rector must meet the requirement of having held the rank of full professor prior to appointment. His/her appointment shall be for a five-year term renewable for only another term.
- b. The University Rector shall be appointed by the Chairman of the Board of Trustees subsequent to the approval of the Board.

Article 20

The Rector of the University shall be responsible for the management of the University's academic, instructional, administrative and financial affairs.

He/she shall exercise the authorities and responsibilities assigned to him/her in accordance with this Charter, including the following:

- a. Representing the University at organizations, agencies, committees and with persons, and signing contracts on behalf of the University.
- b. Managing the University academic, administrative and financial affairs in accordance with this Charter and the related Bylaws, Regulations, and resolutions.
- c. Overseeing the preparation of the University Annual Budget and submitting it to the Chairman of the Board of Trustees upon a recommendation from the University Council.
- d. Overseeing the preparation of new academic programmes of study of the University and submitting them for approval to the Board of Trustees and/or University Council as appropriate.
- e. Submitting an annual report to the Board of Trustees on the University performance, instruction, academic research affairs, and on the University relations with local, regional and international communities and to communicate quarterly to the Chairman, Board of Trustees, on the performance of the University.
- f. Commissioning specialists to prepare draft Bylaws, academic, administrative and financial rules and regulations that govern the organization of the University activities, for submission to the University Council.
- g. Appointing all academic and non-academic posts, other than those for which the authority resides with the Chairman of the Board of Trustees, Board of Trustees, the University Council, or Branch Directors respectively, and appointing the Coordinators of Regional and Study Centers, the Academic Supervisors (Tutors) on the recommendation of the Director of the University Branch concerned in accordance with the Bylaws and Rules and Regulations, pertaining thereto.
- h. The University Rector shall be entitled to delegate any of the authorities assigned to him by this Charter or by the Bylaws and related Rules and Regulations, including financial authorities to his Vice Rectors or to any other University senior official, and to specify the conditions for implementing the delegation.

Vice Rectors

Article 21

- a. The Vice Rectors shall be appointed by a resolution from the Board of Trustees on the recommendation of the University Rector, following the prescribed method of selection for a four-year term, renewable for only another term. The Vice Rector must satisfy the requirement of having held the rank of Full Professor at a recognized university prior to appointment.

- b. The University Rector shall authorize one of his Vice Rectors to be Acting Rector during his absence and thus assume his powers. Should the position of University Rector become vacant, the Chairman of the Board of Trustees shall delegate one of the Vice Rectors to assume his duties and responsibilities until a new Rector has been appointed.

Faculty Deans and Councils

Article 22

- a. The Dean shall be responsible for the management of Programmes of Study falling within the jurisdiction of his/her Faculty. The Dean shall manage academic affairs of the faculty members in accordance with set Bylaws, Rules and Regulations pertaining to the same, and in coordination with the concerned Branch Director for faculty members at the Branches.
- b. The Faculty Council shall be comprised of:
 - 1. The Dean, serving as Chair.
 - 2. Two faculty members to be appointed by the University Rector upon nomination by the Dean, and to be selected from those serving at the Headquarter.
 - 3. One faculty member representing each Branch, to be appointed by the University Rector on nomination by the Dean. Said nomination is made upon consultation with the concerned Branch Director.
 - 4. Faculty member appointments are made for one year.
 - 5. The Dean may, if the need arises, invite a number of experts for Council deliberations.
- c. The Faculty Council shall have the following powers:
 - 1. Proposing study plans for the academic programmes and related instructional and audiovisual materials.
 - 2. Supervising the work of the teaching staff in the preparation and development of instructional materials, in coordination with the Director of Instructional Materials and Educational Technology.
 - 3. Devising follow-up and supervision plans for the academic supervisors (tutors) in the University Branches, Regional and Study Centers in coordination with the Branch Director concerned.
 - 4. Devising training plans for the Academic Supervisors (Tutors) in the University Branches, Regional and Study Centers.
 - 5. Making recommendations concerning all matters relating to faculty members and lecturers.
 - 6. Preparing the draft annual budget for the Faculty and submitting it to the University Rector.

7. **Fostering a quality and research culture.**
8. **Looking into other matters that the Dean submits to it.**

Appointing Deans, Branch Directors and Coordinators of Centers

Article 23

- a. **Deans shall be appointed by the Chairman of the Board of Trustees on nomination by the University Rector for a three-year term, renewable only for another term. At the time of appointment, the Dean shall have held the title of Full Professor at a recognized university. In the case of Associate Professor's appointment, it shall be made as an Acting Dean.**
- b. **Branch Directors shall be appointed by the Chairman of the Board of Trustees on nomination by the University Rector for a three-year term, renewable only for another term. At the time of appointment, the Branch Director shall have held the title of Full Professor at a recognized university; otherwise, appointment shall be made as Acting Branch Director.**
- c. **Coordinators of Regional and Study Centers shall be appointed by the University Rector on the recommendation of the Branch Director for a two-year term renewable for only another term and must hold the doctorate degree from a recognized university.**

Branch Directors

Article 24

The Branch Director shall have the following powers:

- a. **Representing the University at various bodies, authorities and with individuals in the country where the Branch is located.**
- b. **Managing the academic, financial and administrative affairs of the Branch in accordance with the provisions of this Charter, University Bylaws and other Rules and Regulations; and maintaining no conflict with the reading of Article 21.**
- c. **Submission of periodic and annual reports summarizing Branch activities to date. Said submission to be made to the Rector.**
- d. **Making recommendations to the Rector on matters of appointments of the Coordinators of Regional and Study Centers and those of the Academic Supervisors (Tutors).**
- e. **Making recommendations to the Rector on matters of appointments of Branch employees, other than those whose appointment is made by the**

Branch Director, including those at the Regional and Study Centers; and as per prescribed Rules and Procedures of Operation.

Branch Council

Article 25

Each Branch shall have a council called “The Branch Council”, and be comprised of the following members:

- a. Branch Director serving as Chair.**
- b. Academic and the administrative assistants to Branch Director.**
- c. Two faculty members, appointed by the Branch Director for one year.**
- d. Branch Finance Officer**
- e. Branch Officer of Admissions and Registration.**
- f. A representative of the private sector appointed by the University Rector on the nomination of the Branch Director.**

Powers of the Branch Council

Article 26

The Branch Council shall have the following powers:

- a. Evaluating the progress of the Branch and reviewing the annual reports submitted by the Branch Director.**
- b. Discussing the annual budget of the Branch and submitting it to the University Rector.**
- c. Providing the University Rector with suggestions for improving study programmes, instructional materials, teaching methods as well as administrative, financial and student affairs.**
- d. Coordinating cooperation with local universities (in the country where the Branch is located).**
- e. Coordinating among the Regional and Study Centers affiliated with the Branch.**
- f. Recommending to the University Council the awarding of academic degrees and certificates.**

Regional and Study Centers

Article 27

In addition to specified duties in their articles, the Regional Center shall be delegated the responsibility of supervision and coordination of the work of designated Study Centers.

Regional Centers and Study Centers shall perform the following functions:

- a. Supervising the teaching and learning process of its students.
- b. Providing students with admission application forms.
- c. Following-up registration procedures of accepted students.
- d. Organizing timetables for tutorials and distributing them to students.
- e. Distributing instructional materials to registered students.
- f. Organizing and administering student evaluation processes/activities.
- g. Coordinating with local universities for the purpose of utilizing their facilities and equipment in carrying out the Branch's study programmes.
- h. Organizing and administering student affairs, and co-curricula activities.
- i. Providing graduates and trainees with documents, certificates, and certified attestations issued by the University.

Financial Affairs

Article 28

The University resources shall consist of the following:

- a. University tuition fees.
- b. Waqf (endowments), grants, wills, donations and revenues allocated to the University from organizations, institutions and individuals.
- c. Revenues of the University's current and fixed assets, investment income and income from other activities including its intellectual property rights.
- d. Any other revenues accepted by the Board of Trustees, in agreement with and in fulfillment of the University's aims.

Auditor

Article 29

A Chartered auditor shall bear the responsibility of auditing the University's accounts. The Board of Trustees shall appoint the auditor and determine an appropriate remuneration.

Article 30

The University's surplus money, which exceeds its needs as recorded in the University's annual budget, shall be allocated as follows:

- a. 10% statutory reserve for the University's contingent and necessary needs.
- b. 50% for the Programme (AGFUND) to accomplish its mission in supporting and financing its development programmes and projects.
- c. 40% for the development and expansion of the University's activities. The Board of Trustees shall be empowered to allocate part of this percentage for the support of the University's Student Fund.

General Provisions

Article 31

- a. Meetings of councils and committees defined in this Charter shall be held at the written request of their chairmen or those who act for them in their absence.
- b. The quorum for holding the meetings of the councils and committees defined in the Charter requires the presence of the absolute majority of the members.
- c. With due consideration to item (d) of this article, decisions of councils and committees defined in the Charter shall be taken by the votes of the absolute majority of the members present, and in the case of equal votes, the chairman shall have a casting vote.
- d. Decisions of the Board of Trustees regarding any amendment to this Charter shall be taken by two thirds majority of the members present. Prior written approval of AGFUND is required for any amendment to paragraph (b) of Article 29 of this Charter.

Delegation of Powers

Article 32

Each and every Council, or other body, established in accordance with this Charter shall have the right to delegate to its Chairman, their Standing Committees, or subcommittees any of its powers including those dealing with financial matters.

Article 33

Academic, administrative and financial affairs of the University shall be managed in accordance with Bylaws approved by the Board of Trustees on the recommendation of the University Council, and Rules and Regulations approved by the University Council in accordance with the provisions of this Charter. These Bylaws and Rules and Regulations shall subsequently be issued by the University Rector.

Article 34

The University Rector shall be responsible for the implementation of the provisions of this Charter.

Item 18

ARAB OPEN UNIVERSITY

THE FACULTY BYLAWS

The Arab Open University Faculty Bylaws issued in accordance with Article (26) of the University Charter.

Article 1

These Bylaws are called "The Arab Open University Faculty Bylaws" to be in force as from the date of approval by the Trustees Board.

Article 2

The following words and expressions have the specified meanings hereunder unless the context means otherwise.

- a. **The University** : **The Arab Open University (AOU)**
- b. **The Board of Trustees** : **The AOU Board of Trustees.**
- c. **The Branch** : **The University Branch established in one of the Arab countries**
- d. **Faculty Members** : **Professors, Associate Professors, or Assistant Professors appointed in the university pursuant to the provisions of these Bylaws.**
- e. **Academic Staff** : **Lecturers, Academic supervisors (tutors), Research Assistants and others holding positions of Academic Support Staff.**
- f. **The Dean** : **The Dean in the University who has been appointed in the concerned faculty as a faculty member, or by ipso facto.**
- g. **The Branch Director** : **The Branch Director who has been appointed in the concerned branch as a faculty member.**

Article 3

The provision of these Bylaws shall also pertain to lecturers, Academic supervisors (tutors), Research Assistants and other Academic support staff.

Appointment of Faculty Members

Article 4

- a. The University Council shall form a committee called "The Academic Committee" composed as follows:
 - 1. Rector of the University
 - 2. The University Vice Rectors
 - 3. Three of the Deans to be selected by the University Council for three years renewable.
- b. The Academic Committee shall practice the responsibilities accorded it by these Bylaws particularly the appointment of the faculty members; their promotion, and secondment; granting them the sabbatical and unpaid leaves; the approval of their resignations and service termination; and all matters related to their academic and employment affairs.

Article 5

- a. Faculty members shall be appointed by a resolution from the Rector of the University pursuant to the approval of the Academic Committee and a recommendation from the concerned Faculty Council.
- b. The lecturers, academic supervisors, and academic staff ipso facto shall be appointed by a decision from the Rector of the University pursuant to a recommendation of the Dean, or of the concerned Branch Director as appropriate.

Article 6

In addition to the other specific conditions and qualifications mentioned in these Bylaws, the following general conditions and terms are applicable to those who are appointed members in the Faculty or ipso facto of those who work in academic positions:

- a. He/She should hold university degrees in the field of specialization provided that these degrees have been preceded by a Secondary School Certificate or its equivalent and the first university degree.
- b. He/She should be in good health pursuant to a medical report to be approved by the university.
- c. He/She should not be convicted by a crime or immoral offense.

Article 7

- a. To appoint the Academic Supervisor (Tutor), it is required that he/she should:
 - 1. hold a Master's degree in the field of specializations from a recognized university.
 - 2. have obtained the Bachelor's degree from a recognized university with a rating of "very good" or its equivalent, at the very least.
- b. To appoint a Research Assistant, or Academic Support Staff, it is required that he/she should have at least the Bachelor's degree from a recognized university with a rating not less than "very good" or its equivalent.

Article 8

- a. It is required of those who are appointed to the rank of Assistant Professor that they should have a doctorate degree or its equivalent from a recognized university.

- b. It is possible for the doctorate holder or its equivalent from a recognized university to be appointed as a lecturer to undertake academic supervision or other academic responsibilities.

Article 9

It is required of those who are appointed to the rank of Associate Professor should:

- a. have the academic qualifications mentioned in Article (8) of these Bylaws.
- b. have occupied the rank of Assistant Professor for a period not less than five years in a recognized university.
- c. have been promoted to the rank of Associate Professor at a recognized university pursuant to the publication of a valuable research that contributed to the advancement of knowledge, and after gaining the academic qualifications mentioned in item (a) of this Article.

Article 10

It is required of those who are appointed in the rank of Full Professor that they should:

- a. have the academic qualifications mentioned in Article (8) of these Bylaws.
- b. have occupied the rank of Associate Professor for a period not less than five years at a recognized university.
- c. have been promoted to the rank of Associate Professor at a recognized university pursuant to the publication of valuable research that contributed to the advancement of knowledge, and carried out while occupying the position of Associate Professor.

Article 11

- a. When appointing any person as a faculty member, it is possible to grant, upon appointment the rank he/she was or is still occupying at any other recognized university, and said rank may be used in defining his/her rank and seniority on the condition that he/she should have the academic qualifications stated in these Bylaws.
- b. It is possible to take into account the practical experience outside the research or university teaching for the purposes of determining the salary only for those appointed as faculty members, on basis of counting each two years of experience as equivalent to one year in salary computation.

Article 12

The faculty member who has been promoted is granted the salary of the first year in the academic rank to which he/she will be promoted to. If his/her salary upon promotion is equal to the salary of that year or more, he/she is granted the salary of the first year that exceeds his/her salary.

Article 13

The annual periodical allowance shall continue even after the salary reaches the salary of the last year in the salary scale of the faculty, and this is applicable only to the rank of Full Professor.

Faculty members Promotion Article 14

- a. To be promoted to the rank of Associate Professor from the rank of Assistant Professor it is required that:
- b. He/She should have at least five years service in the rank of Assistant Professor.
- c. He/She should fulfill the minimum requirements of the academic work required for promotion pursuant to Article (9) of this Bylaw.
- d. His/Her academic work should have been published or accepted for publication during the occupation of the Assistant Professor position.

Article 15

- a. To be promoted to the rank of Full Professor from the rank of Associate Professor, it is required that:
- b. He/She should have at least five years service in the rank of Associate Professor.
- c. He/She should fulfill the minimum requirements of the academic work required for promotion pursuant to article (10) of this Bylaw.
- d. His/Her academic work should have been published or accepted for publication during the occupation of the Associate Professor position.

Article 16

Faculty promotion is subject to the following criteria:

- a. Academic work (production)
- b. Academic effort and endeavour in preparing and developing educational materials: writing, designing and production; developing teaching means and approaches using the open education system and modern information technology.
- c. University and community service.

Article 17

- a. It is permissible for the Assistant Professor or Associate Professor to apply for promotion to a higher rank four months prior to the legal period required for the higher rank if the other required legal conditions are met.
- b. If the promotion procedures have been made before completing the legal period, the promotion date to the higher rank is considered as the actual date of completing the legal period.

Article 18

The following principles are approved in accepting the academic work submitted for promotion:

- a. The academic work submitted for promotion can be accepted without preliminary evaluation if it is:
 - 1. Published research (or accepted for publication) in approved periodicals provided that these periodicals should be scientific, specialized and refereed; and should be issued regularly by universities, associations and scientific centers.
 - 2. Published research (or accepted for publication) derived from Master's or Doctorate's dissertations supervised by or still under the supervision of the applicant provided that these periodicals where the research is published in (or accepted for publication) be specialized and refereed and of different dissertations.
- b. It is permissible to accept the academic work after sending it for the preliminary evaluation and receiving positive reports in this regard if it is:
 - 1. Published research in proceedings of specialized scientific conferences where studies are evaluated by specialized referees. Only one such contribution is counted for promotion.
 - 2. Printed and published books of new knowledge in the field of specialization.
 - 3. Translated and published books, one translated book for each promotion provided that the subject of the translated work be in the applicant's field of specialization.
 - 4. University-level written and published books in the field of specialization, provided that one work only be considered for each promotion.
 - 5. Distinguished educational materials written for the open education system whether printed, audio-visual or computerized, provided that these works be in the applicant's field of specialization, and only one work is considered for each promotion.
 - 6. Critiques of rare books that include a thorough study of the book. Only one work is considered for each promotion of the applicant.
- c. The applicant is not allowed to include among his/her work submitted for promotion any of the studies which were counted in previous promotions, or for which he/she gained academic degrees/ranks, or those works derived from his/her Master's or Doctorate's thesis, or any writings previous to his/her current rank.
- d. The applicant should publish (or have work accepted for publication) at least two papers during his/her service in the University excluding work derived from own Master's and Doctorate's dissertation, or those supervised by him/her.
- e. In all cases, the number of the actually published papers should not be less than two for promotion to the rank of Associate Professor, and three for promotion to the rank of Full Professor, excluding papers derived from own or supervised Master's or Doctorate's dissertations.

Article 19

- a. Research papers submitted for promotion are evaluated by points. Printed, written and critiqued books and written educational materials are treated accordingly, and as follows:

Single authored paper	100 points
Paper authored by two	50 points for each
Paper authored by three	50 points for the main researcher (first name) 25 points for each of the other two
Paper authored by more than three	50 points for the main researcher (first name)

25 points for the second researcher
10 points for each of the other researchers

b. Papers derived from a Master's or Doctorate's thesis, which the applicant supervised or still supervising, are evaluated as follows:

The main supervisor 30 points
The joint supervisor 20 points

c. A translated book is evaluated as follows:

- single translator 40 points
- translated book by two 20 points for each one
- translated book by three or more 10 points for each one

d. To be promoted to the rank of Associate Professor from the rank of Assistant Professor, it is required that:

1. He/She should submit an academic work not less than four papers, two of them at least should be single-authored by the applicant. The Academic Committee has the right to exclude this condition in certain specializations, and can be replaced by at least two papers where the applicant is the main researcher provided that these three papers not be derived from Master's or PhD's dissertations supervised by the applicant.
2. The applicant should get at least (300) points.
3. The applicant should get at least a rating of (very good) in the joint report prepared by the Vice Rector for Academic Affairs and the concerned Dean with regard to the applicant's educational activities and his/her community service activities.

e. To be promoted to the rank of Full Professor from the rank of Associate professor, it is required that:

1. He/She should submit an academic work not less than six papers, three of them at least should be single-authored by the applicant. The Academic Committee has the right to exclude this condition in certain specializations, and can be replaced by at least three papers where the applicant is the main researcher provided that these three papers not be derived from Master's or PhD's dissertations supervised by the applicant.
2. The applicant should get at least (400) points.
3. The applicant should get at least a rating of (very good) in the joint report prepared by the Vice Rector for Academic Affairs and the concerned Dean with regard to the applicant's educational activities and his/her community service, activities.

Article 20

a. The applicant shall submit the promotion application to the Faculty Council concerned, and should include the following:

1. The CV including the academic qualifications, job progression in the academic and educational experience, and the activities in the field of the university and community service.

2. Six copies of the academic work submitted for promotion, together with the detailed and clarifying information.
 3. Any other additional information supporting the application.
 4. Any other information or documents required by the Faculty Council or the Academic Committee.
- b. The Faculty Council shall examine the application, provided that only faculty members who are in an equivalent rank to the rank applied for, or in a higher rank participate in examining of the application.
 - c. The Faculty Council shall present a recommendation on the promotion application to the Academic Committee including the nomination of a number of not less than ten professors as competent referees.
 - d. The Academic Committee shall examine the promotion application upon the recommendation of the Faculty Council. After examining the application, the Committee undertakes the following:
 1. Select five referees from a list nominated by the Faculty Council, or otherwise, to evaluate the papers; three of them selected as main referees; the fourth as a first substitute; and the fifth as a second substitute.
 2. Send the papers and other information related to the promotion case to the referees confidentially for evaluation pursuant to the special form adopted by the Academic Committee.
 3. Take the decision of either to promote or not to promote the faculty member based on reviews of the referee, and the joint report prepared by the Vice Rector for Academic affairs and the concerned Dean, regarding applicant's activities in the educational field and University and Community Service.
 - e. Promotion to the rank of Associate Professor is made on the basis of views of the majority of the three referees; whereas promotion to the rank of Full Professor shall be made by the unanimous agreement of the three referees, and in case of positive views of two referees on the promotion and the disapproval of the third referee, the academic work shall be referred to a fourth referee whose decision is final.
 - f. If the Academic Committee decides to disapprove the promotion case due to the weakness of the academic work, the Committee shall then decide what should be excluded and what can be submitted again of the currently submitted work, provided that the new promotion application includes at least one new research paper for those who apply for the rank of Associate Professor, and two new research papers for those who apply for the rank of professor.

Faculty members Tasks

Article 21

Duties of faculty members shall include:

- a. Participation in preparing the educational materials including writing, designing and production.
- b. Participation in developing teaching means and methods suitable for open education and by using modern information technology.
- c. Carrying out the teaching tasks that he/she is entrusted with.
- d. Carrying out creative research and studies in his/her field of specialization.

- e. Supervising the academic supervisors' work (tutors) and those ipso facto in the field of his/her specialization.
- f. Carrying out tests and exams.
- g. Participating effectively in the work of the different University Committees, Councils, and University activities, and community service.
- h. Dedicating his/her full time for the tasks assigned by the University and expending the utmost effort in promoting the University mission and preserving its high standards. It is impermissible to work outside the University without taking a previous permission and approval pursuant to the Bylaws, Rules and Regulations in effect.

Article 22

The faculty member has to submit an annual report to the concerned Dean in regard to his/her educational and academic activities, and the academic research achieved or being accomplished.

Article 23

The weekly working hours for the faculty members and ipso facto of those who undertake teaching tasks are (40) hours to be distributed by the concerned Dean or concerned Branch Director in order to organize tasks and assignments assigned to them.

Article 24

- a. The annual leave of the members of the faculty, lecturers, academic supervisors (tutors) and the such, shall be ten weeks every academic year.
- b. The annual leave of the administrative faculty members shall be six weeks every academic year.
- c. The annual leaves stipulated in sections (a) and (b) of this Article shall be distributed between semesters according to Rules and Regulations issued by the Rector of the University. The annual leave is not subject to accumulation.
- d. The Rector of the University is entitled to assign any employee in academic post to work during his/her annual leave against a compensation determined by the Rector of the University.

Article 25

Sick leave, emergency leave and the conditions upon which they are granted are specified according to the Rules and Regulations issued by the Rector of the University.

Article 26

- a. By virtue of an approval of the Academic Committee and a recommendation of the concerned Faculty Council, the Rector of the University may grant a member of the faculty a sabbatical leave for one year, after six years of appointment and service, or after the elapse of a similar period after having benefited of a previous

sabbatical leave; or may grant a sabbatical leave of one semester upon completion of three years of service. A sabbatical leave of one semester may be granted upon completion of three years of service. However, the leave without pay, or secondment, are not considered among the required period for earning a sabbatical leave.

- b. The member of the faculty staff has to present a draft of the research he is to carry out during his sabbatical leave.
- c. The member of the faculty who is granted a sabbatical leave is entitled to:
 - 1. All salaries and allowances due him except the administrative allowance (where applicable).
 - 2. Round-trip tickets for him, his spouse and four of his children below 18 years, and a three-month salary advancement if he were spending his sabbatical leave abroad (away from the country of permanent work).
 - 3. Advancement toward health insurance. This sum is granted during his residence abroad according to arrangements at the destined country. The settlement for this sum is concluded according to proper documents supplied to the Financial Department of the University.
- d. The member of the faculty staff who has been granted a sabbatical leave is expected to present to the Rector of the University through the concerned Dean a report on the research that he has prepared during his sabbatical leave. It is then evaluated by the Academic Committee. If he fails to submit such a report, all the expenses bestowed upon him according to section (c) of this Article are to be reimbursed to the University.

Article 27

- a. By virtue of an approval of the Academic Committee and a recommendation of the concerned Faculty Council, the Rector of the University may grant a member of the faculty or the such, who has spent at least three years in the service of the university, a leave without pay for a year or a fraction thereof, subject to renewal for a period that does not exceed three years, provided that the member of the faculty staff is not granted another leave without pay, according to the stipulations of this Article, unless he serves at the university twice the period of his previous leave without pay.
- b. The leave without pay granted to the member of the faculty is not counted for purposes of promotions, seniority allowances, or granting a sabbatical leave.

Secondment and Granting of Fellowships to Faculty Members

Article 28

- a. By virtue of a recommendation of the concerned Faculty Council, the Rector of the University may grant a member of the faculty a fellowship for a specified academic mission. Procedures pertaining to this shall be in accordance with Rules and Regulations issued by the Rector of the University based on a recommendation by the Academic Committee.

- b. The period of the fellowship of the member of the faculty is considered part of his actual service at the university when considering promotions, allowances and seniority.

Article 29

- a. Pursuant to an approval by the Academic Committee and a recommendation of the concerned Faculty Council, the Rector of the University may second a member of the faculty for one year or parts thereof to carry out other functions at the University including tasks abroad in any Branch of the University or its Academic Centers.
- b. The period of secondment of the member of the faculty is considered part of his actual service at the university when considering promotions, allowances and seniority.

Article 30

- a. By virtue of an approval of the Academic Committee and a recommendation of the concerned Faculty Council, the Rector of the University may grant a member of the faculty who has completed at least three years of service, an on-loan secondment to other universities and higher education institutions. He may also be allowed to second him to any government or private sector to work for a year or apart thereof, subject to renewal, provided that the duration of secondment does not exceed three years under any circumstance. The member of the faculty may not be seconded again unless he has served another period at the university, at least twice the period of his secondment.
- b. The university shall bear no salaries, allowance or any other expense of any sort which the member of the faculty staff merits or incurs during the period of his secondment.
- c. The period of secondment of the member of the faculty staff is considered part of his actual service at the university when considering promotions, allowances and seniority.

Disciplinary Procedures

Article 31

Members of the faculty staff and their analogues are expected to fulfill the tasks entrusted to them, to abide by the terms of the Bylaws, Rules and Regulations and other Policies and Procedures, and to abstain accordingly from any act deemed incompatible with their academic tasks and duties, or likely to induce harm or disrepute to the university or to any of its staff members.

Article 32

If a member of the university staff or his analogue violates the Bylaws or the Rules and Regulations, he/she is then subjected to the following:

1. Cautionary warning (pre-warning)

2. Warning.
3. Final warning.
4. Deprivation of one periodical annual allowance.
5. Delay of consideration of a promotion hitherto all its conditions are met, provided that the duration of delay is neither less than one a year, nor exceeds two years.
6. Termination of his/her services.

Article 33

- a. The punitive measures stipulated in Article 32 of these Bylaws are imposed as per the following jurisdictions:
 1. The concerned Dean or the responsible Director is entitled to impose the punishments of pre-warning and warning. However, the one upon whom the punishment has been inflicted is permitted to appeal to the Rector of the University within seven days from the date of notification.
 2. The Rector of the University holds the right to impose the punishments of pre-warning, warning and final warning.
 3. The Disciplinary Board is entitled to impose any punitive measure stipulated in Article (32) of these Bylaws according to what it deems compatible with the circumstances of the disciplinary case presented to it.
- b. It is prohibited to inflict any disciplinary action, and to neither aggravate nor moderate it, prior to hearing the statement of the member of the faculty or his analogue, and to giving him/her the chance to defend himself/herself.
- c. Under no circumstance may any disciplinary measure be imposed by a bearer of an academically or administratively lower rank upon the bearer of a higher rank; and in this case, the order of imposing the punitive action is referred to the bearer of a higher rank than the member of the faculty upon whom the punishment will be imposed.

Article 34

- a. A Disciplinary University Board shall be formed by the University Council, to be comprised of a Chairman and four members provided that they are all faculty members holding the rank of Full Professor.
- b. An Appeals Disciplinary Board shall be formed by the University Council to be chaired by a Vice Rector, with four other faculty members of Full Professor rank serving as members.
- c. The University Council may appoint one (or more) standing members to both the Disciplinary Board and the Appeal Disciplinary Board to replace any absent original member in any Board meetings for any reason whatsoever.
- d. Both Boards shall hold meetings at the request of the Chairman. Each session becomes legal if the Chairman and at least two members are present. The decisions are taken either unanimously or by a majority of at least three votes. The sessions of both boards, including the one in which the verdict is announced, are confidential.

Article 35

- a.** If any violation or complaint is lodged against a faculty member (or equivalent), and if the Dean / Director concerned views that it necessitates punishment, the violation is then forwarded to the Rector of the University, supported by the carried-out investigations and the Dean's / Director's view on the same.
- b.** The Rector of the University is authorized to take the necessary measures concerning the violation presented to him. This includes enforcing punishment within his capacity. He may also form a three-member investigative committee, of the rank of Full Professor to look into the issue and decide whether to suspend the case, propose punishment, or refer it to the Disciplinary Board.
- c.** If the Rector decides to refer the violator to the Disciplinary Board, the Chairman of the three-member investigative committee mentioned in item (b) of this article shall present defense of the committee's report at the Disciplinary Board. He shall present the required evidence and give the verbal defense of the report.
- d.** The Disciplinary Board is held to view the issue of violation presented to it within seven days after receiving the case. It may have daily sessions, if possible, in order to deliberate on the same.
- e.** The faculty member (or equivalent) who is referred to the Disciplinary Board receives a copy of the charges against, at his/her work place at the University or at his/her residence, at least, seven days before the time of considering the violation by the Disciplinary Board. He can reply to it in a written form during this period.
- f.** The Rector may suspend a faculty member (or equivalent) who is referred to the Disciplinary Board, or to the General/Court Attorney, or to the Court, from work. In this case, the salary and allowances of this faculty member (or equivalent) shall be stopped, though the Rector may order the payment of at most half of these sums during this period of supervision.
- g.** If the faculty member (or equivalent) is absent from any of the sessions of the Disciplinary Board, the trial is held in absentia, and the decision is issued in this form, though the Board may allow him/her to attend its sessions if a valid excuse of absence is presented.
- h.** The Disciplinary Board may call witnesses and experts and listen to their testimonies after swearing them in. It may form any committee that it finds suitable, out of its members, to investigate any area related to the violation under consideration, including physical examination by experts in order to issue the appropriate decision in the case.
- i.** The Rector's office is responsible for issuing all subpoenas associated with the disciplinary cases stated in these Bylaws.

Article 36

- a.** Any one against whom a decision by the Disciplinary Board is issued imposing any of the punishments included in paragraphs (d), (e) and (f) of Article (32) of these internal Bylaws may object to this decision before the Appeals Disciplinary Board within fifteen days after being informed of their decision. The appeal is submitted in a written form at the Rector's office after receiving a receipt from the manager of this office. The appeal letter is sent to the Chairman of the Appeals Disciplinary Board for consideration.

- b. The faculty member (or equivalent), who appealed, is informed of the time of the sessions held by the Appeals Disciplinary Board to start considering the appeal, in accordance with notification sent to the work place or place of residence of the faculty member (or equivalent) who made the appeal, and to be delivered at least fifteen days before the time of the session.
- c. The decision of the Disciplinary Board is considered final if it is not objected to, within the legal period, by the one against whom the decision is taken.

Article 37

- a. If the Rector, or any of the Disciplinary Boards, or any of the committees considering violation case determine that the violation case may include a criminal violation, the case is then sent by the Rector to the concerned General or Court Attorney to take the legal actions on it. Meanwhile the disciplinary procedures are stopped until the final decision in the penal action is issued.
- b. If a decision is issued in the criminal case that the faculty member (or equivalent) is vindicated of the charges of which he was accused, this shall not prohibit or alleviate taking disciplinary actions against him/her in accordance with the stipulations of these Bylaws.

Article 38

The final decisions issued in the disciplinary cases shall be issued by a decision of the Rector.

End of Service

Article 39

The service of a faculty member (or equivalent) is ended by occurrence of any of the following cases, starting from the date of such end of service, or the date on which the cases which ends the service takes effect:

- a. Death
- b. Acceptance of Resignation
- c. Loss of job
- d. Termination or cancellation of job or contract
- e. Losing any of the conditions required for appointment, as stipulated in these Bylaws
- f. Reaching the age of sixty-five. In this case, the end of service is in effect at the end of the academic year in which the faculty member (or equivalent) reaches the age of sixty-five. The Board of Trustees, on the recommendation of the Rector and the Dean or Director concerned may, however, extend the service of the faculty member (or equivalent) by one year, renewable, for a maximum of five years.

Article 40

- a. The resignation of a faculty member (or equivalent) is submitted in a written form to the Dean/Director concerned at least three months before the start of any

semester. The Rector may not abide by this condition of time if he views a reason for accepting otherwise.

- b. The Dean refers the resignation to the Rector who takes the appropriate decision on it after approval by the Academic Committee. The faculty member (or equivalent) is informed of the decision within at most eight weeks after submitting the resignation; otherwise it will be considered accepted.
- c. The faculty member (or equivalent) who submits a resignation should not cease work until the resignation is accepted, otherwise he/she is considered in loss of job.

Article 41

A Faculty Member is considered in loss of his position if he is absent for more than three consecutive weeks, without a justifiable excuse accepted by the Academic Committee.

General Rules

Article 42

Salaries of the faculty members (or their equivalent), the allowances, remunerations and all other financial affairs are established in accordance with the Internal Bylaws of Salaries of the AOU.

Article 43

The Rector shall issue the required executive Rules and Regulations in order to carry out the contents of these Bylaws provided that they are not in contradiction with the articles of the same.