



الجامعة العربية المفتوحة  
Arab Open University

## **The Arab Open University Award Bylaw in Academic Advising Excellence**

**Approved by University Council No. 63**

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## **Introduction**

Proper student advising plays an important role in ensuring the success of students' academic progress. It helps them draw their study plans, understand priorities, acknowledge alternatives, and know the best paths to follow during their study. Because of all these properties, the Arab Open University (AOU) has established a prize for academic advising excellence to be awarded to members of the teaching staff in the different branches, with the aim to develop their advising skills and prompt them to acquire full knowledge of the rules and bylaws of teaching and advising. Once advised, students shall do be able to do all the necessary planning during their period of study, and become able to surmount all obstacles due to unawareness of basic systems or study programmes which may delay their graduation.

## **Article 1: Title**

The present bylaws shall be named: "The Arab Open University Award Bylaw in Administrative Excellence."

## **Article 2: Definitions**

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

The University	The Arab Open University
The Director/Rector	The Director/Rector of an Arab Open University branch or campus
The Branch	An Arab Open University branch or campus

## **Article 3: Award Objectives**

The prize aims to:

- Upgrade the standards of academic advising among AOU teaching staff.
- Motivate the teaching staff to do their best, and to become fully aware of the University's academic advising regulations and bylaws as well as student registration and study plans.
- Promote students' awareness of academic regulations and bylaws, and help them adopt proper decisions during their study period which would help them graduate without any hindrance caused by ignorance of the bylaws.

## **Article 4: Award Type(s)**

The prize is assigned and presented annually to the best academic advisor in each branch.

## **Article 5: Award Components**

The prize consists of the following:

- 1) A certificate and shield bearing the AOU title and the name of the winner.
- 2) A monetary prize of US \$1,000 for each winner in every branch.

## **Article 6: Nomination Conditions**

- Nominations are open to all teaching staff members other than administrators.
- The nominee ought to have been advising students at an AOU branch for at least three continuous years.
- The nominee should be the academic advisor of more than 30 students.
- The nominee ought to be active alongside the Programme Coordinator in preparing and updating academic advisement plans, and is ready to provide documents to this effect.
- A person who meets all the aforementioned conditions may apply for the prize. The branch administration reserves the right to administer the branch's prize selection process.

## **Article 7: Award Announcement and Awarding Procedures**

The prize is announced and awarded as follows:

- 1) The branch administration shall announce the start of application and nomination for the Academic Advising Excellence Award. Subsequently, all AOU teaching staff members are informed of the nomination conditions.
- 2) Applicants shall submit their applications to the department head/programme coordinator alongside the following documents:
  - An updated curriculum vitae (CV).
  - A statement of purpose by the candidates in which they describe their activity and style in academic advising.
  - Students' evaluations of all the sections of all the courses taught by the nominee during the covered period.
  - Candidate performance reports presented by the Rector/Programme Coordinator/Student Affairs Department during the covered period. These reports must contain an evaluation of the candidate's academic advising activity. The reports must be placed in sealed envelopes per AOU bylaws and regulations.

- Since academic advising is a continuous process during each semester and does not stop at the end of the academic advising period, the candidate must present documented evidence that proves ongoing follow-up with the advisees during the semester, such as provision of minutes of meetings, electronic correspondences, etc.
  - Reports by the Admission and Registration Department showing the numbers of the students who withdrew and who continued of those advised by the candidate in each semester.
- 3) The department head/academic programme coordinator in each branch shall peruse the applications for the said prize to ascertain that the candidate(s) have met the University's conditions. Once this is done, the applications are sent to the Rector.
  - 4) The Rector shall then form a committee headed by him/herself, and includes in its members: The Rector's Assistant for Academic Affairs and Academic Programme Coordinators to review the application(s).
  - 5) This committee chooses the winner of the prize in each branch. Quorum is met by a simple majority and so are its decisions. Such decisions are not subject to appeal.
  - 6) Names of proposed prizewinners are then sent to the Vice President for Academic Affairs and Scientific Research (VPAA&SR) for knowledge, approval and announcement.
  - 7) The VPAA&SR may express reservation concerning the recommendation of the branch committee.
  - 8) The branch committee may withhold the prize if the nominations were not up to the required standard. In this case, a detailed report explaining why the prize was withheld ought to be sent to the VPAA&SR's office. Another candidate shall be proposed for the same year.

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#### **Article 8: Principles of Selection**

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Selection of winners must be based on the following benchmarks:

- 1) The overall number of students advised during the past period.
- 2) The non-existence of actual student complaints concerning inadequate advising.
- 3) Keeping abreast of all bylaws and regulations related to students, as noted in the reports prepared by the concerned side in the branch or in the Deanship (admission and registration, drop and add, warning, and exams departments.)

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#### **Article 9: General Provisions**

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- A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.
- B) Rectors of AOU branches are responsible for implementing the decisions made according to these bylaws.
- C) The University Council shall deal with matters not stipulated in these bylaws.