



**The Arab Open University Award Bylaw
in Administrative Excellence**

الجامعة العربية المفتوحة
Arab Open University

Approved by University Council No. 63

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Contents

Introduction	3
Article 1: Title	3
Article 2: Definitions	3
Article 3: Award Objectives	3
Article 4: Award Types	4
Article 5: Award Components	4
Article 6: Nomination Conditions	4
Article 7: Award Announcement and Awarding Procedures	4
Article 8: Principles of Selection	4
Article 9: General Provisions	5

Introduction

The administrative work at the Arab Open University is one of the important pillars in the successful implementation of the academic institution's functions. The success of the administrative departments in carrying out their work and duties facilitates the implementation of their tasks efficiently and effectively in a very proper manner, facilitating the implementation of the operation which is directly or indirectly linked to faculty, staff and students. Hence the idea of allocating an award of excellence in administrative work, with the aim of developing the skills and abilities of the employees in the various administrative departments of the University.

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, skills and capabilities of AOU's administrative staff.
- Motivate the aforementioned to exert their utmost efforts for the elevation of their work.
- Elevate the channels of contact between the various University administrations and departments; this is viewed as one of the characteristics marking the excellence of successful administrative workers.
- Promote the channels of contact between administrators.
- Improve the level of job performance in the University.

Article 4: Award Types

The prize is assigned and presented annually to winners. There are two types as follows:

- 1) A prize awarded to the distinguished administrative employee in each AOU branch.
- 2) A prize awarded to the distinguished administrative employee at AOU HQ.

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.

Article 6: Nomination Conditions

- Nominations are open to all administrative staff members (employees and secretaries) in AOU, excluding department heads and Director/Rectors.
- The nominee ought to have been employed by AOU on a full-time basis for at least three years.
- The nominee should apply to the prize providing evidence of his/her efficiency.
- The nominee ought to have received a performance rating of “Excellent” in the past 3 years.
- The nominee should not have been subjected to any penalties in the past 3 years.
- The nominee should not have received the same prize in the past 3 years.

Article 7: Award Announcement and Awarding Procedures

The prize is announced and awarded as follows:

- 1) The Branch/HQ administration announces the start of application and nomination for the Administrative Excellence Prize. Subsequently, all AOU administrative workers are informed of the application and nomination conditions.
- 2) Applicants submit their applications to their department head whom examines them to make sure that all requirements are met before sending the application to the Human Resources Committee at the Branch/HQ bearing his/her opinion.
- 3) The Human Resources Committee at the Branch/HQ studies the applications. Decisions shall be adopted on the basis of members majority.

Article 8: Principles of Selection

- Commitment to working hours in arrival and departure.
- Knowledge of job-organizing bylaws and instructions.

- Positive relationship and cooperation with fellow workers and with the public.
- Maintaining work/job confidentiality.
- Scarcity of sick, emergency and permission leave cases.
- Leadership abilities and capability to endure additional responsibilities.
- Participation in committees and meetings (if the job requires such participation).
- Ability to multi-task and to work under pressure.
- Ability to work effectively and diligently with a reasonable level of supervision.
- Takes the initiative to innovate.

Article 9: General Provisions

- 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.