



Student Fund Bylaws at the Arab Open University

الجامعة العربية المفتوحة
Arab Open University

Approved by University Council No. 67

September 25, 2019

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Introduction

The rules and regulations governing the grants of the student fund in the Arab Open University are divided into two parts:

- 1) First: The Internal Student Fund System.
- 2) Second: Procedures and Regulations for Scholarships for High Students and Subsidies for Students who are Insolvent in the Arab Open University.

Article 1: Title

The present bylaws shall be named: “Student Fund Bylaws at the Arab Open University.”

Article 2: Definitions

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

University	The Arab Open University
President	The University President
Director/Rector	The Director/Rector of an Arab Open University branch or campus
Branch	An Arab Open University branch or campus
HQ	The Arab Open University Headquarters
Board of Trustees	The Arab Open University Board of Trustees
The Fund	The Arab Open University Student Fund
SCSFC	The supreme central student fund committee at HQ
BSFC	The branch student fund committee

First: The Internal Student Fund System

Article 3: Student Fund Definition

The University established a fund called “Student Fund at the Arab Open University” with the purpose of financially supporting students in need, as well as honoring the distinguished students by giving them grants and bursaries.

Article 4: Student Fund Resources

- 1) An annual grant; recorded in the University budget.
- 2) Endowments, grants, and donations presented to the University to support the fund.
- 3) The proceeds of the Fund's investments.
- 4) Revenue received from students (student fund fee).
- 5) Other income received outside the educational process.
- 6) Any other resources approved by the University President or his/her representative (branch rectors in their respective countries).

Article 5: The Board of Trustee's Jurisdiction

- A) Setting the annual general policy for the fund.
- B) Identifying the principles per which the money will be spent.
- C) Discussing and ratifying the annual budget of the fund.

Article 6: The Supreme Central Student Fund Committee (SCSFC)

- A) Establishing the Supreme Central Student Fund Committee at HQ to be chaired by the University President alongside the following as members:
 - 1) Vice President for Academic Affairs & Scientific Research (VPAA&SR).
 - 2) Head of Student Affairs from a University Branch (alternately).
 - 3) Director/Rector of Finance Affairs.
 - 4) A branch Rector selected by the University Council for a year (renewable).
 - 5) The committee may consult the opinion of the representative of the branch concerned.
- B) The University Council may add a representative (or multiple) of the Fund supporting bodies as a member of the committee. The membership is one year (renewable).

Article 7: The Branch Student Fund Committee (BSFC)

Establishing the Branch Student Fund Committee to be chaired by the University Rector alongside the following as members:

- 1) The Student Affairs Department Director/Rector as a decision-maker.
- 2) The Financial Affairs Department Director/Rector.
- 3) Two academic staff to be nominated by the branch Rector for a one-year renewable term.

Article 8: The SCSFC Functions and Responsibilities

- 1) Develop financial policies, investment policies, and other policies related to the Fund, and forward them to the University President in preparation for submission to the University Council for further discussion and potential approval.
- 2) Prepare the annual budget, the final account and the annual report at the end of the fiscal year. Refer them to the University President in preparation for submission to the University Council for further discussion, and then refer them to the Executive Committee in preparation for submission to the Board of Trustees.
- 3) Coordinate with Student Fund branch committees to determine the annual financial needs of the Fund and to allocate the annual financial needs for each University branch.
- 4) Develop grants criteria.
- 5) Decide on scholarship grants to the eligible students, in accordance with the Internal Student Fund System and accompanying bylaws.
- 6) Develop the Fund's financial resources by coordinating with the branch Rectors in different countries.
- 7) Develop the Fund's financial resources by contacting the various bodies, institutions and entities to attract their support of the Fund.
- 8) Maintain the Fund's financials and assets, and benefit from the different returns by investing and diversifying investments.
- 9) Oversee the implementation of the Fund's annual budget after its approval.
- 10) Monitor and ensure the implementation of the Internal Student Fund System's bylaws in the branches, in accordance to the procedures, regulations and bylaws herein.
- 11) Undertake any other task aimed at achieving the Fund's goals, as seen in Article 3 herein.

Article 9: The BSFC Functions and Responsibilities

- A) Per Article 7 herein, the BSFC is entrusted with the following responsibilities and tasks:
- 1) Preparing the annual branch budget in respect to the student fund and referring it to the University President.
 - 2) Coordinating with the Higher Committee regarding the distribution of scholarships and grants to branch students, according to the branch's financial needs allocation.
 - 3) At the end of each semester, preparing a periodic report on Fund activities and the status of grants and subsidies, then submit to the University President.
 - 4) Communicating with the various bodies, institutions and entities in the branch country to attract support for the student fund.
 - 5) Coordinating all applications and ensuring they meet all the required information and conditions, in accordance with the approved criteria for grants and subsidies by the University or any amendments therein, and shall be sent with the Committee's opinion

(after approval by the Director/Rector in the branch country) to the fund management committee for a decision.

- B) The Higher Committee decides on grants and subsidies before the end of each semester in the academic year, and these decisions are sent to the Student Affairs Departments in the branches through the Rector.

Article 10: Fund Financing

- A) The Fund maintains a reserve, at all times, set by the annual budget for contingent expenses.
- B) The Fund's financial transactions are subject to the University's financial regulations, without conflict with the internal system regulations. The Financial Affairs Department at HQ shall maintain the Fund's financial documents and organize all financial procedures.
- C) The Financial Affairs Departments at HQ and the different branches organize the various financial affairs and maintain them in their special records, in accordance with the financial systems and instructions in force.

Article 11: The Internal Student Fund System General Provisions

- A) The University President issues the executive panel to enforce the provisions of this system.
- B) The University President is responsible for the implementation of this system's provisions.

Second: Distinguished and Underprivileged Students' Bursaries Regulations

Article 12: Bursaries and Financial Subsidies Conditions

- 1) The availability of allocated funds and financial resources.
- 2) The extent of the student's excellence, and meeting the criteria for excellence bursaries.
- 3) The extent to which the applicant deserves the aid, per the University conditions.
- 4) The submission of official documents indicating the student's fulfillment to the bursary conditions and criteria, provided that the documents be submitted within the University set time-frame.
- 5) What is stated in the student fund system, and the stored financial allocations for this purpose should be followed.
- 6) The number of students applying for a scholarship or bursary/aid.

Article 13: Academic Bursaries and Aid

First: Academic Bursaries for Distinguished Students

Academic bursaries shall be designated for distinguished students in the form tuition fees exemption, either partially or fully, per the following criteria:

- 1) A 25% tuition fee discount bursary is designated to distinguished students with an excellent accumulative GPA of 3.67/4.00 after two semesters at AOU, provided at least 32 credit hours were completed.
- 2) In case the student continues to fulfill the GPA range indicated above by the end of the second academic year (4 consecutive semesters) and the completion of 64 credit hours, the student will instead obtain a 50% discount on tuition fees. If the student's GPA drops below 3.67, this bursary will be immediately stopped.
- 3) A 25% tuition fee discount bursary is also designated to students with a very good accumulative GPA of 3.33-3.66/4.00 after four semesters at AOU, provided at least 64 credit hours were completed. If the student's GPA drops below 3.33, this bursary will be immediately stopped. However, if the student's GPA rises to the excellent bracket of 3.67/4.00, then the conditions stated herein, points 1 and 2 shall be applicable.
- 4) The number of scholarships for distinguished students shall be determined based on the number of enrolled students in each branch, according to the preceding points (1, 2, 3) by the Student Fund Committee in the branch, and a maximum of two grants for each programme and for each category.
- 5) When the number of entitled students exceeds the maximum number of grants, the differentiating factor shall be the highest cumulative GPA.

Second: Academic Aid to Underprivileged Students

- A) Financial aid will be granted to underprivileged students registered at the University in the form of tuition discounts ranging from 25% to 50%, pursuant to the following criteria:
 - 1) Granting a 25% tuition discount to underprivileged students whom completed 16 credit hours.
 - 2) The student has a disability and receives no support from any other body.
 - 3) The student had suffered from extremely difficult circumstances assessed by specialized committees, such as natural disasters, serious/chronic diseases or similar conditions.
 - 4) The student whose guardian died. The student does not work and has no sponsor according to the documents presented.
 - 5) According to the documents presented, the student's financial position requires help.
 - 6) Under any circumstance, the student's accumulative GPA should not be less than 2.00.
- B) The delivery of aid is subject to the availability of the allocated financial resources.
- C) Courses text books and other service fees are not covered by the aid, and the student has to pay the value of the books in advance.

- D) The student may combine the grant of excellence and the underprivileged aid.
- E) With the exception of academic excellence grants, to be entitled for a grant or aid, the applicant needs to declare in writing that he/she did not receive a grant or aid from any other party.

Article 14: Grants and Subsidies/Aid

- A) The grant or aid is provided by the branch committee. This grant or subsidy may continue as long as the student continues to meet the criteria required by the system and the conditions determined by the subsidies system.
- B) The Central Higher Committee shall decide whether the grants and subsidies will be presented in each semester or the beginning of each academic year.
- C) The Student Fund Committee in the branch is entitled to grant subsidies to underprivileged non-academically-excellent students, in accordance with the students' circumstances and special needs in each branch.
- D) The grant or subsidy does not cover the fees for repeated courses or for courses that are not part of the student study plan.
- E) The cost of textbooks and some other custom fees must be paid in advance, as they are not part of the scholarship or the aid.

Article 15: Withholding Grants or Subsidies/Aid

- A) The University has the right to withhold any grants and aid contained in the provisions of the Student Fund Regulations and of this bylaw, or to change the amount or percentage of grants or subsidies, if financial allocations are unavailable.
- B) The University may recover all amounts granted from grants and aid to the student whose proven a fraud, dishonest, or had submitted false documents to obtain the grant or aid. In addition, the University may withhold any official documents, statements or certificates until these funds are settled. The University also has the right to enforce punishments pursuant to other University bylaws and regulations.

Article 16: General Provisions

- A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.
- B) The University Rectors and respective bodies are responsible for the implementation of the internal rules.