



الجامعة العربية المفتوحة
Arab Open University

**Arab Open University Excellence Award
bylaw in Academic Advising**

Adopted by AOU University Council

Meeting No. 63, on 11 July 2018

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Introduction

Proper student advising plays an important role in ensuring the success of students' academic progress in that it helps them draw up their study plans; understand priorities; acknowledge alternatives; and know the best paths which they must 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 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 this is achieved, students shall do all 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 current bylaws shall bear the title of "Arab Open University Excellence Award bylaw in Academic Advising"

Article (2): Definitions

The following words and expressions shall have the meanings specified hereunder:

University	The Arab Open University (AOU)
Branch	An AOU branch
Rector	The Rector of a Branch in the country hosting it

Article (3): Aims of the Prize

This prize aims to:

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

Article (4): Prize Types

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

Article (5): Prize Components

The prize consists of the following:

1. Certificate and shield bearing the prize title and the name of the winner.
2. A prize of (\$1000) 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.
- He/she should be the academic advisor of more than 30 students.
- The nominee ought to be active, with the Programme Coordinator, in preparing/updating academic advisement plans and ready to provide documents to this effect.
- A person who meets all the aforementioned conditions may apply for the prize, the branch administration reserve the right to administer the Branch's prize selection process.

Article (7): Prize Announcement & Awarding Procedures

This prize is announced and awarded as follows:

1. The Branch administration shall announce the start of application & nomination for the Academic Advising Excellence Award/ Prize. Subsequently, all AOU teaching staff members are informed of the nomination conditions.
2. Applicants shall submit their applications to the Head of the Department (Programme Coordinator) supported by the following documents:
 - An updated CV,
 - A statement of purpose by the candidates in which they explain 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.
 - Performance reports of the candidate presented by the Rector/Programme Coordinator/Student Affairs Dept. 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 as 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 evidences that prove an ongoing follow up of the advisees during the semester such as 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 Head of Department (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, then, shall form a committee headed by him/ her- self. 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 Affairs (VPAA& SR) for knowledge, approval and announcement.
- 7. The VPAA& SR can 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's office. Another candidate shall be proposed for the same year.

Article (8): Principles of Selection

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.)

Article (9): General Provisions

- A. The current bylaws shall annul all previous bylaws named "Arab Open University Excellence Award bylaw in Academic Advising."
- 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.