



**Bylaws and Regulations of Student Fund in the Arab Open  
University**

**Updated and Approved by the University Council (No.67, September 25, 2019)**

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## The Internal System of the Student Fund

### Introduction

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

1. The first part includes the “The Internal System of the Student Fund”
2. The second part contains the “Procedures and regulations for scholarships for high students and subsidies for students who are insolvent in the Arab Open University

### Article (1) Title

This regulation is called " **The Internal System of AOU Student Fund**" and it will be effective from the date of being ratified by the Board of Trustees.

### Article (2) Definitions

The following words and phrases, wherever stated in this document, will be interpreted as shown below unless the context indicates otherwise.

The University	The Arab Open University
The Board of Trustees	The university Board of Trustees
President	The University President
The fund	The AOU student fund (which has been established pursuant to this internal system)
Headquarters	The AOU Headquarters
Branch	An AOU Branch
Rector	Rector of an AOU Branch
The Supreme Central Student Fund Committee	The committee of student fund at The AOU Headquarters (which has been formed pursuant to this internal system)
The Branch committee	The committee of student fund at The Branch

## Part 1: The Internal System of the Student Fund

### Article (3): What does Student Fund mean?

The university establishes a fund called "AOU student fund at Arab Open University" in the purpose of financially supporting the students in need as well as honoring the distinguished students by giving them grants and bursaries. It also seeks to provide educational opportunities for low-income students, with a focus on those in the bottom 25% of household income in the countries in which it operates, based on its commitment to educational inclusion and the fight against poverty.

### Article (4): The student fund resources

The student fund resources include:

1. Annual grant as stated in the budget of the university
2. All kinds of endowments, grants, wills, and gifts presented to the university to support the fund.
3. The proceeds of the Fund's funds and investments.
4. Revenue received from students (student fund fee).
5. Other income received from the educational process.
6. Any other resources approved by the President of the University or his / her representative (branch rectors in their respective countries).

### Article (5): The Board of Trustee's jurisdictions

The board of trustees shall have the following jurisdictions:

- a. Setting the annual general policy of the fund
- b. Identifying the principles per which the money should be spent.
- c. Discussing and ratifying the annual budget of the fund

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

A. Establishing a committee called "The **Supreme Central Student Fund Committee**" at the Headquarters to be chaired by the University President and the following names as members:

1. Vice President for Academic Affairs & Scientific Research
2. Head of Student Affairs from a University Branch (alternately)
3. Director of Finance
4. A Branch Rector selected by the University Council for a renewable year
5. The Committee may consult the opinion of the representative of the branch concerned.

B. The University Council may include the membership of the Committee as a representative or more of the supporting bodies of the Fund and the membership shall be one-year renewable.

### Article (7): The Branch Student Fund Committee

Establishing a committee called "The **Branch Student Fund Committee**" to be chaired by the university rector and the following names as members:

1. The Director of the student affairs
2. The Finance Manager
3. Two of the academic staff to be nominated by the Branch Rector for a one-year renewable term.

### Article (8): The Supreme Central Student Fund Committee Functions and Responsibilities

The Supreme Central Committee has the following functions and responsibilities:

1. Develop financial policies, investment policies, and other policies related to the Fund and forward them to the AOU President, in preparation for submission to the University Council for discussion and approval.

2. Preparation of the draft annual budget, as well as the final account and the annual report of the Fund at the end of the financial year and referred them to the university president as a prelude to be submitted to the University Council for discussion and then forwarded it to the Executive Committee in preparation to be submitted to the Board of Trustees.
3. Coordinate with the branch committees of the Student Fund to monitor the annual financial needs of the Fund and allocate annual requirements for each branch of the University.
4. Development of grant criteria.
5. To decide on the grant of the scholarship to eligible students in accordance with these Rules of the Internal System of the Student Fund and the Implementing Regulations Under which
6. Develop the financial resources of the Fund in coordination with branch rectors in different countries
7. To develop the financial resources of the Fund by contacting the various bodies, institutions and entities to attract their support of the Fund.
8. Maintaining the funds and assets of the Fund and working to benefit from the different returns to invest in different Facets.
9. Oversee the implementation of the annual budget of the Fund after its approval.
10. Monitoring and ensuring the implementation of the Fund's bylaws and regulations in branches, Procedures for a system by which regulations and rules are issued
11. To undertake any other tasks aimed at achieving the goals for which the Fund was established, contained in Article (3) of this document.

#### **Article (9): The Branch Student Fund Committee Functions and Responsibilities**

As per Article (7) above, the Branch Student Fund Committee is entrusted with the following responsibilities and tasks:

1. Preparing the draft annual budget of the branch in respect of the student fund and forwarding it to the University President.
  2. Coordinating with the Supreme Central Committee regarding the distribution of scholarships and grants to students of branches, according to the allocation of the financial needs of the branch.
  3. Prepare a periodic report at the end of each semester on the activities of the Fund, and the status of grants and subsidies, and submit to the University President.
  4. Communicate with the various bodies, institutions and entities in the branch country to attract support to the student fund.
  5. Coordinate all applications and ensure that they meet all the required information and conditions, in accordance with the criteria set for grants or subsidies approved by the university or any amendments thereto and shall be sent with the opinion of the Committee (after approval by the Director in the country of the branch concerned) to the Fund Management Committee for decision
- C. The Higher Committee shall make its decisions on grants and assistance before the end of each semester of the academic year and shall be sent to the Department of Student Affairs in the branches through the Rector.

#### **Article (10): Finance of the Fund**

- A. The fund maintains at all times a reserve, set by the annual budget, for the contingent expenses.
- B. The financial transactions of the fund shall be governed by the rules adopted by the university internal finance department without any conflict with those rules and the Financial Affairs Department at the headquarters shall save it with the financial documents and

organizes all the financial procedures of the fund

C. The university Financial Affairs Departments at the headquarter and different AOU branches will keep records and all other financial documents belonging to the fund.

### **Article (11): General Provisions for the Internal System of the Fund**

A. The University President shall announce the executive rule concerned with the application of the internal bylaws.

B. The University President is responsible for the implementation of the internal rules.

## **Part 2: The Regulation of the Bursaries Offered to the Needy Students as Well as the Distinguished Students at the AOU**

### **Article (12): Conditions for Offering Grants and Financial Subsidies**

#### Conditions for Offering Bursaries and financial:

1. The availability of allocated funds and financial resources.
2. The extent of the student's excellence and achieving the criteria for qualifying for academic excellence bursaries.
3. The applicant deserves the bursary or the aid as per the conditions set by the university.
4. The applicant submits the official documents indicating his/her eligibility to the bursary or the aid providing that the documents be submitted within the time frame set by the university.
5. Guided by what is stated in the student fund system and the financial allocations allocated for this purpose.
6. The number of students applying for a scholarship or study aids.

## Article (13) Bursaries and Aids

Academic bursaries and aids are divided into:

- Bursaries to the distinguished students
- Aids to the needy students

### **First: Academic Bursaries for the Distinguished Students**

Academic bursaries shall be designated for the distinguished students in the form of the exemption of tuition fees totally or partially as per the following criteria:

1. Bursaries shall be designated to the distinguished students with an accumulative GPA (3.67 to 4.00) providing the student has spent two semesters at the AOU and completed (32 credit hours). Bursaries will be in the form of (25%) discount of the tuition fees.
2. In case the student continues to obtain the same GPA indicated in paragraph "a" at the end of the second academic year and the completion of (64 credit hours), the student will obtain (50%) discount of the tuition fees. This bursary will be ceased in case the student failed to maintain the same GPA stated above (3.67 or 4.00) with excellent award.
3. Bursaries shall be designated to the students with GPA (3.33 to 3.66) after two years (four semesters) of study at the AOU and the completion of 64 credit hours. This bursary will be in the form of 25% discount of the tuition fees and it will be ceased in case the student failed to maintain the GPA stated
4. in this paragraph. In case the student managed to score higher GPA, he/she will benefit from the privileges stated in paragraph "1" and paragraph "2" and so on.
5. The number of scholarships for distinguished students shall be determined according to the number of students enrolled in

each branch, according to the preceding paragraphs (1, 2, 3) by the Student Fund Committee in the branch, and a maximum of two grants for each academic programme and for each category.

6. The criterion of differentiation when the number of entitled students exceeds the maximum number of grants is determined according to the highest cumulative GPA.

#### **Second: Academic Aids to the Needy Students**

- A. Financial aids will be granted to the needy students registered at the university in the form of (25% – 50 %) discount pursuant to the student's GPA and in compliance with the following criteria:
  1. Granting a 25% subsidy to a student who has completed 16 credit hours to the needy students.
  2. The student has a disability and receives no support from any other body.
  3. The student suffers from extremely difficult circumstances, assessed by specialized committees, such as natural disasters serious/chronic diseases and similar conditions.
  4. The student whose guardian died, and the student does not work and has no sponsor according to the evidence presented as part of the required documents in this regard
  5. The financial position of the student indicates the need for help according to the required documents in this regard.
  6. Under any circumstances the student's accumulative GPA should not be less than (2.00) points.
- B. The delivery of aids is subject to the availability of allocated financial resources.
- C. Courses' text books and other services fees will not be covered by the bursary or 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 subsidy.
- E. With the exception of academic excellence grants, to be entitled for a grant or subsidy, the applicant should not be receiving a grant or subsidy from any other party.

#### Article (14): Grants and subsidies

- A. The grant or benefit is provided to the student by the branch committee. This grant or subsidy may continue as long as the student continues to meet the criteria required by the system for the grant of grants or the conditions determined by the subsidy system.
- B. The 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 of the Branch is entitled to grant benefits to disadvantaged students in accordance with the circumstances of the students of each branch and its special needs.
- D. The grant or subsidy does not cover the fees for the courses that the student is required to repeat or for the courses that are not part of the student study plan.
- E. The value of textbooks for different courses and fees is not considered to be part of the scholarship or subsidy, and the student must pay in advance.

#### Article (15): Withholding of grants or subsidies

The University has the right to withhold grants and benefits contained in the provisions of the Student Fund Regulations and the provisions of its Articles, or to change the amount/percentage of grants or subsidies, if financial allocations are not available.

- A. The University may recover all amounts from grants and subsidies granted to the student if it is proven that he/she has uttered fraud or dishonesty or submitted false documents to obtain the grant or subsidy. In this case, the University may terminate any documents, statements or certificates issued by the university until settlement. These amounts, in addition to the right to impose any other penalties against him, are contained in the other regulations and regulations of the University.

## Article (16): General Provisions for the internal system of the fund

- A. This bylaw repeals the previous regulations concerning the "Regulations for Granting the Student Fund to the Arab Open University".
- B. The University Rectors' and respective bodies are responsible for the implementation of the internal rules.