



الجامعة العربية المفتوحة
Arab Open University

The Summer Semester Bylaws at the Arab Open University

Approved by University Council No. 67

September 25, 2019

Contents

Article 1: Title	4
Article 2: Definitions	4
Article 3: Summer Semester Period	4
Article 4: Summer Semester Beneficiary	4
Article 5: Credit Hours and Studying Sections	4
Article 6: Tuition and Registration Fees	5
Article 7: Admission and Registration	5
Article 8: Drop and Add	5
Article 9: Work-Teaching Load	6
Article 10: Priority for Teaching	6
Article 11: Honorarium and Bonuses	7
Article 12: Timetable	7
Article 13: Assessment, Examination, Absence and Attendance	7
Article 14: General Provisions	7

Article 1: Title

The present bylaws shall be named: “The Summer Semester 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 / AOU	The Arab Open University
Director/Rector	The Director/Rector of an Arab Open University branch or campus
VPAA&SR	The vice President of academic affairs and scientific research
Branch	An Arab Open University branch or campus
Units	Approved course credit hours
Class Hour	One hour face-to-face tutorial session

Article 3: Summer Semester Period

The summer semester is considered optional. It starts after the end of the second semester and spans 8 weeks; 7 of which are for studying and the last week is for Final exams.

Article 4: Summer Semester Beneficiary

The following types of students can benefit from the summer semester:

- Students of the University.
- Students of other universities.

Article 5: Credit Hours and Studying Sections

A) Student’s Study Load:

- 1) **Maximum Load:** students are allowed to register a maximum of 12 credit hours during the summer semester. For a graduating student, up to 16 credit hours may be allowed if the branch Rector approves.
- 2) **Minimum Load:** the minimum credit hours per student shall be 3 credit hours per summer semester.

B) Study Groups/Sections:

- 1) Maximum Load: up to 30 students can be in a section for a course.
- 2) Minimum Load: the minimum threshold is dependent on course credit hours.
 - 8 credit hours courses can have a minimum of 10 students.
 - 3-4 credit hours courses can have a minimum of 15 students.
- 3) If the number of students in any section of any course is less than the minimum number shown above, the University shall either unite two sections of the same course or cancel the section before the beginning of the semester.
- 4) For exceptional cases, and with the Rector's prior approval, it is possible to allow a section to have less than the minimum requirement shown above. For example, if the cancelation of the section would delay the graduation of some graduate students.

Article 6: Tuition and Registration Fees

- A) Registration fees are decided upon and approved by the University management.
- B) University administration has the right to raise fees up to 50% over regular course fees.
- C) Each branch can decide the suitable fees, especially due to unique country factors. This holds while Clause B is not breached.

Article 7: Admission and Registration

According to admission policies and procedures determined by the University:

- D) New students may be admitted in the summer semester.
- E) A continuing student can register for the summer semester.

Article 8: Drop and Add

A student has the right to withdraw/drop or add during the period announced by the University. The conditions are as follows:

A) Adding Courses:

- 1) A student has the right to add new courses during the first 3 days of a semester's first week.
- 2) The adding period may be extended for a maximum of one week providing that the VPAA&SR has been notified in advance.

B) Dropping Courses:

- 1) A student has the right to drop from any course from the start of the semester up to the 6th week. However, the following refund policies do apply:

Withdrawal Period	% of Student Reimbursed Fees
Before study commencement; during the drop and add period	100% from the registered courses fees only
After study commencement and until the end of the second week	70% from the registered courses fees only
After the end of the first quarter. Weeks 3, 4, 5 and 6.	No reimbursement

- 2) Should the student drop any course, the student shall be marked W¹ in the score detection.
- 3) Following the period specified in Clause B Item 1, a student has no right to withdraw/drop after the 6th week of the semester.

Article 9: Work-Teaching Load

- A) The maximum number of courses allowed for academic staff to teach are:
 - 4 courses in the case of 3-4 credit hours.
 - 2 courses in the case of 8 credit hours.
- B) The maximum load (number of groups) for teaching staff are as follows:
 - 6 groups in the case of 3-4 credit hours.
 - 3 groups in the case of 8 credit hours.
- C) The number of class hours is the same as in normal semesters due to the credits assigned to each course and that they are distributed over the duration of the semester. In addition, each course has two office hours assigned.

Article 10: Priority for Teaching

- A) A faculty member should be the following:
 - 1) A full time academic staff member.
 - 2) Academic staff member who has previously taught the same course during a regular semester.
- B) If Clause A is unsatisfied, the University Dean and Rector shall decide on who will be assigned the task of teaching from the part time academic staff who had taught the course in previous semesters.

¹ W stands for Withdrawn.

Article 11: Honorarium and Bonuses

Special contracts shall be signed between the University and the academic staff teaching in the summer semester. The terms dictated are as follows:

- A) Academic staff shall earn bonus fees for attending tutorials and abiding by office hours during the summer semester. The fees shall be equivalent to those provided to part-time academic members that teach during regular semesters for each study group.
- B) The University branch can decide on a suitable bonus so long as it is within the limits of Clause A and the country branch regulations.
- C) The summer semester supervisor shall get receivables from the University administration, approved by the President.

Article 12: Timetable

- A) Branches shall suggest the courses for the summer semester before the end of the second semester. This is to be done in coordination with the programme Deanship at HQ.
- B) Branches shall secure the offered courses teaching staff.
- C) The VPAA&SR shall approve the offered courses, timetable and exams.

Article 13: Assessment, Examination, Absence and Attendance

- A) Academics should abide by the face-to-face classroom meetings and office hours schedule according to the University administration instructions.
- B) University bylaws and regulations shall be applied to students registered in the summer semester. Examples of such bylaws include, but are not limited to, Examination and Assessment Bylaws, Absence and Attendance Policy, Plagiarism Policy, and Transfer Bylaws.

Article 14: 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 Rector shall be responsible for implementing the present bylaws.
- C) The University Council shall decide on all cases not covered by the provisions of the current bylaws.