

**Arab Open University Award bylaw in Administrative
Excellence**

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Introduction

The administrative work at the Arab Open University is one of the important pillars in the successful implementation of 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 high manner, facilitating the implementation of the operation, which is directly or indirectly linked to the faculty staff and students. Hence the idea of allocating the 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 current bylaws shall bear the title of "Arab Open University Award bylaw in Administrative Excellence".

Article (2): Definitions

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

University	The Arab Open University (AOU)
Headquarters	The University Headquarters
Rector /Director	The Rector/Director of a Branch in the country hosting it

Article (3): Aims of the Prize

This prize aims to:

- Upgrade the standards of AOU administrative staff skills and capabilities.
- Motivate them to exert their utmost efforts for the elevation of their work.
- Elevate the channels of contacts between various University administrations and departments, which 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): Prize Types

The prize is assigned and presented annually to winning administrators as follows:

1. A prize awarded to the distinguished administrative employee in each AOU campus/ branch.
2. A prize awarded to the distinguished administrative employee at the University's Headquarters.

Article (5): Prize Components

The prize consists of the following:

1. Certificate and shield bearing the AOU title and the name of the winner.
2. A prize of (\$1000) according to the details provided in Article (4) of this bylaw.

Article (6): Nomination Conditions

- Nominations are open to all administrative staff members (employees and secretaries) in the Arab Open University, excluding Heads of Departments and Departments' Directors.
- 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): Prize Announcement & Awarding Procedures

This prize is announced and awarded as follows:

1. The University Campus /HQ administration announces the start of application & 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 Head of Department who examines them to make sure that all requirements are met before sending the application to the Human Resources Committee at the AOU Campus /HQ bearing his/her opinion.
3. The Human Resources Committee at the AOU Campus /HQ studies the applications and decisions shall be adopted on the basis of the majority of its members.

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 of multi-tasking and to work under pressure.
- Ability to work effectively and diligently with a reasonable level of supervision.

- Initiative and innovation.

Article (9): General Provisions

- A. The current bylaws shall annul all previous bylaws named “Arab Open University Award bylaw in Administrative Excellence”
- B. AOU President and Rectors of AOU campuses are responsible for implementing the decisions made according to these bylaws.
- C. The University Council shall deal with matters not stipulated in this Bylaw.