

## Summer Semester Bylaws at Arab Open University

Approved by University Council No: 67

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Contents

Article (1): Title.....	3
Article (2): Definitions.....	3
Article (3) Summer Semester Period .....	3
Article (4) Students Benefiting of Summer Semester .....	4
Article 5: Credit Hours and Studying Sections.....	4
Article (6): Tuition & Registration Fees for Summer Semester.....	5
Article (7): Admission &Registration .....	5
Article (8): Withdraw/Drop, and Add .....	5
Article (9): work-teaching Load.....	7
Article (10): Priority for teaching in summer semester .....	7
Article (11) : Honorarium and Bonus for Teaching Staff .....	7
Article (12) Timetable.....	8
Article 13 Assessment, Examinations, Absence and Attendance.....	8
Article (14): General Provisions.....	9

### Article (1): Title

The present bylaws shall be called “Summer Semester Bylaws at Arab Open University”

### Article (2): Definitions

The following words and expressions shall have the meanings specified hereunder unless the context indicates otherwise:

University	The Arab Open University (AOU)
Branch	The Arab Open University (AOU) in the Branch Country
Rector/Director	The Branch Rector or the Director of the University in the Branch Country
Units	Approved Course Credit Hours
Class Hour	One hour during which a face-to-face meeting takes place between the student and the tutor

Summer semester is considered optional and starts after two weeks of the end of the second semester.

### Article (3) Summer Semester Period

Summer semester is considered optional, starts after the second semester, and extends for eight weeks, of which seven weeks is for studying and one week for Final Exam

#### **Article (4) Students Benefiting of Summer Semester**

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

- Students of Arab Open University
- Students of other Universities

#### **Article 5: Credit Hours and Studying Sections**

##### **A- Student's Study Load**

- **Maximum Load:** Students are allowed to register for a maximum of Twelve (12) credit hours during the summer semester and may be raised up to sixteen credit hours (16) for a graduating student subject to approval of the Branch Rector.
- **Minimum Load:** The minimum study load per student shall be Three (3) credit hours per summer semester.

##### **B- Study Groups/Sections:**

-The maximum number of students in each group of each course shall not exceed 30 students.

- The minimum number of students in each group of each course shall be as follows:

1. A minimum of Ten (10) students for the Eight (8) credit hours courses.

2. A minimum of Fifteen (15) students for the three/four credit hours courses.

- In case the number of students in any section of any course is less than the minimum number shown in section “B”, the university shall either unite or cancel the section before the beginning of the semester.

-It is possible, for exceptional cases, to allow the section to have less than the minimum number mentioned in (B) if the cancelation would delay the graduation of some graduates. However, the Rector should approve this previously.

### **Article (6): Tuition & Registration Fees for Summer Semester**

- A. Registration fees for summer semester are decided and approved by the University Management.
- B. University administration has the right to raise the fees to 50% over the fees in regular courses.
- C. Each branch can decide the suitable fees according to the condition stated in paragraph “B” based on the general conditions of the branch.

### **Article (7): Admission &Registration**

- A. New students may be admitted in the summer semester according to University approved admission policies and procedures.
- B. A continuing student has the right to register for the summer semester as per the University approved policies and procedures.

### **Article (8): Withdraw/Drop, and Add**

The student has the right to withdraw/drop or add during the period announced by the University and according to the following conditions:

### A. Adding Courses:

1. Student has the right to add new courses during the first three days of the semester's first week.
2. The add period may be extended for a maximum of one week providing that the Vice President for Academic Affairs has been notified in advance.

### B. Dropping Courses:

1. Student has the right to withdraw/drop from any course after the start of the semester and up to the sixth week, taking into consideration the following fees' refund policy:

#	Withdrawal	% of Student Reimbursed Fees
1	Before study commencement (During the drop and add period)	100% (from the registered courses fees only)
2	After study commencement (until the end of the second week)	70%(from the registered courses fees only)
3	After the end of the first quarter (3, 4, 5, 6 weeks).	0% (No refunding of any of the course fees)

2. If the student drops any course, after the semester starts until the sixth week, the student shall be marked (W) in his score detection.
3. Student has no right to withdraw/drop after the sixth week of the semester

### **Article (9): work-teaching Load**

- A. The maximum number of courses allowed for Academic Staff to teach shall be four courses/modules in the case of the three/four credit hours courses/modules and two courses/modules only of the eight credit hours courses (8 credits).
- B. The maximum load for teaching staff shall be Three groups for the eight credit hours courses/modules and Six groups for the courses/modules carrying three or four credits (3/4 Credits)
- C. The number of tutorials (class hours) for the courses in the Summer Semester is the same as those of ordinary semesters in accordance with the credits assigned to each course and the valid University bylaws, to be scheduled within the actual study period, besides two office hours for each course

### **Article (10): Priority for teaching in summer semester**

- A. Priority shall be given as follows:
  - A full time Academic staff member.
  - Academic staff member who has previously taught the same course in regular semester.
- B. If the conditions in (a) and (b) above cannot be met, the Dean and the Rector of the University 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.

### **Article (11) Honorarium and Bonus for Teaching Staff**

Special contracts will be signed between the University and the Academic staff members teaching in the summer semester according to the following:

- A. Academic staff members shall deserve a bonus and fees for attending the learning meetings and office hours during summer semester equivalent to those provided to part time academic members teaching in regular semester for each study group.
- B. The University branch can decide the suitable bonus fees within the limits defined in paragraph “A” based on the conditions of the University and without contradicting the regulations of the branch country
- C. The supervisor for the summer semester shall get receivables from university administration and the University President shall approve them.

#### **Article (12) Timetable**

- A. Branches shall suggest the courses for summer semester before the end of the second semester in coordination with programme dean ship in the Head Quarter.
- B. Branches shall secure teaching staff to teach the offered courses
- C. The Vice President for Academic Affairs & Scientific Research shall approve the timetable for summer semester including offered courses and exams.

#### **Article 13 Assessment, Examinations, Absence and Attendance**

- A. Academics should abide by the schedule of face-to-face classroom meetings and office-hours according to the University Administration instructions.
- B. The bylaws and regulations of the University shall be applied to the students registered in the summer (e.g. examination and



assessment bylaws, absence and attendance policy, plagiarism policy, cheating in exams, and transfer bylaws. etc.)

#### **Article (14): General Provisions**

- A. The present bylaws shall abrogate all previous bylaws regulating the summer semester.
- 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 present bylaw