

**POLICY GUIDELINES
FOR FOREIGN PARTNER INSTITUTIONS**

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POLICY GUIDELINES FOR MANAGING THE TUTORIALS AT THE FOREIGN PARTNER INSTITUTIONS

1. THE UNIVERSITY WILL ENGAGED FOREIGN PARTNER INSTITUTIONS (FPIS):
 - 1.1 To market AIOU Programs overseas
 - 1.2 To provide tutorial support to the students of AIOU registered in various educational programs
 - 1.3 To arrange continuous assessment of academic progress of the students
 - 1.4 To maintain proper database of the students assigned to them
 - 1.5 To arrange final exams at the end of each semester under the supervision of AIOU
 - 1.6 In order to provide effective learner's support services and to ensure quality of education, the following policy guidelines have been framed which will be binding upon all Foreign Partner Institutions (FPIs).

2. IN THE PARTNERSHIP WITH THE FOREIGN PARTNER INSTITUTIONS, THE AIOU WILL BE RESPONSIBLE FOR:
 - 2.1 Granting admissions to the students in University for academic programs/courses offered by the AIOU.
 - 2.2 Provision of study material to the students.
 - 2.3 Supervise and regulate the academic activities of the Foreign Partner Institutions.
 - 2.4 Conduct of examinations & award and confer degrees, diplomas, certificates and other academic distinctions.

2.5 The AIOU shall receive fee from the students as per fee tariff approved by the AIOU authorities.

3. FOREIGN PARTNER INSTITUTIONS SHALL BE RESPONSIBLE TO:

3.1 To provide academic place and conducive environment with modern teaching aids to the students.

3.2 To make the necessary publicity campaign of the programs assigned.

3.3

3.4 To provide proper guidelines, academic programs/courses to the students as per criteria/regulations.

3.5 To provide space to conduct examinations for each semester.

3.6 To provide support to the admitted students and facilitate their continuous assessment in the manner duly approved by the University as per approved curricula and policies upon charging a reasonable fee as approved by the AIOU.

3.7 To setup well-furnished library and other necessary multimedia system for the students.

3.8 The Foreign Partner Institutions will be allowed to receive directly separate fees on account of managing the tutorial support and facilities which will be decided and notified by the AIOU authorities.

4. REQUIRED INFRASTRUCTURE AT PARTNER INSTITUTIONS (FPIs)

4.1 The university requires well equipped virtual classrooms in the FPIs to execute the educational programmes, using online, internet and video facilities.

- 4.2 All FPIs are required to own/hire an independent building and ensure that they should have one of the best buildings in central location of the city with at least five class rooms (air conditioned/centrally heated) and the allied facilities. The class rooms should have minimum capacity to accommodate 40 students.
- 4.3 The FPIs should have a computer laboratory equipped with at least 40 computers (with latest configuration) with reliable Internet service provider to ensure that the students easily access internet as required by the particular course.
- 4.4 Library should have open-shelf collection that includes books, films, Audio and video cassettes, Journals and newspapers. A minimum of 02 copies of each course book/supplementary material and other, at least 500 books relating to the educational programs being handled by the FPI, including at least two copies of all the reference books mentioned in the course of each subject and a subscription to the relevant Digital Library is mandatory for study centers.
- 4.5 Students' classrooms shall preferably be on the ground floor or at the most on the first floor of the FPIs.
- 4.6 A sufficient number of multimedia projectors, overhead Projectors and computers shall be available exclusively in each classroom, and all lectures should be delivered through slides presentations via latest software.
- 4.7 Classrooms furniture/fixture shall be comfortable and in excellent conditions, as per the students' convenience.
- 4.8 Adequate/safe parking facility shall be available to park the vehicles of faculty members/students, with security guard.
- 4.9 The FPIs shall be required to submit a monthly progress report about each class to the concerned Deputy Director, Directorate of

Overseas Education and e-Learning, AIOU on the prescribed Academic Control Form (Annex 'A')

5. CRITERIA FOR SELECTION OF TUTORS

All FPIs shall locate the competent faculty at their cities locations and recommend their names with necessary supporting documents for final approval. Following criteria for selection of faculty has been laid down:

- 5.1 Minimum first class Masters Degree with specialization in the relevant subject or equivalent qualification from any accredited university with CGPA 3.00 out of 4.00 if applicable.
- 5.2 At least 10 years of postgraduate teaching experience in a recognized educational institution or professional experience in the relevant field.
- 5.3 Capacity to teach at postgraduate level
- 5.4 Preference shall be given to the persons holding Ph.D degree or a master's degree from some reputed university, with ability to supervise the students' research
- 5.5 It has also been decided that the Deputy Director, Directorate of Overseas Education and e-Learning, AIOU will make all appointments of the tutors. In case of non-availability of the tutors with the above background, the programme coordinator will have powers to relax the conditions in exceptional cases.
- 5.6 The Foreign Partner Institutions (FPIs) offering these programmes will be required to forward the complete CVs and attested copies of qualification and experience certificates of eligible tutors who fulfill the above criteria to the concerned Deputy Director, Directorate of Overseas Education and e-Learning, AIOU for their final selection. They should also furnish the willingness certificate from the proposed tutors to teach the course(s) concerned. The approving authority (concerned Deputy Director) will have powers to review this panel on the basis of documents submitted by the Foreign Partner Institutions (FPIs) and if needed, he is authorized to interview the tutors prior to their approval. He/She can also add the

names of suitable tutors in the panel and his/her decision shall binding on the centers

- 5.7 There is no bar of appointing one tutor for more than one course, in case of non-availability of eligible tutors in the course. However, this is subject to the availability of the tutor and emergent need of the Foreign Partner Institutions (FPIs). Similarly, one the Foreign Partner Institutions (FPIs) may recommend the name of the eligible tutor who is also teaching the same courses in the other Foreign Partner Institutions (FPIs) located in the same vicinity. In such circumstances, it should be ensured that the tutor teaching more than one course of the programme performs his teaching assignment diligently and no compromise to the quality teaching should be made.
- 5.8 The Foreign Partner Institutions (FPIs) are not authorized to appoint the tutors without approval of the Deputy Director, Directorate of Overseas Education and e-Learning, AIOU and concerned head of academic department.

6. MODUS OPERANDI FOR LECTURES AND SCHEDULE OF CLASSES

All lectures in the above courses will be delivered through PowerPoint presentations.

- 6.1 The tutors will be required to submit their lecture slides to the FPIs at least two weeks before their lecture on that topic.
- 6.2 The FPIs will be required to forward the same through e-mail to the concerned Deputy Director and head of the academic department for reference and review and for subsequent presentation to the Director, Directorate of Overseas Education and e-Learning, AIOU.
- 6.3 Except otherwise approved by the Director, Directorate of Overseas Education and e-Learning, AIOU, all classes will preferably be arranged in the evening, even if there is Gazetted Holiday, even then there is no holiday permissible for classes.

- 6.4 For each course either 1 ½ hours or 3 hours, as the case may be, will be arranged in the evening for at least sixteen weeks during each semester or till the completion of the syllabus. This is mandatory requirement and the management of the FPIs is required to ensure its compliance before the commencement of examination in any circumstances.
- 6.5 AIOU educational programs are being offered under distance learning mode with enhanced face to face component. Therefore, the students' attendance in the classes/tutorials is desirable but the same is not compulsory. Hence, no penalty in terms of deduction in their marks or any other punishment may be imposed on the students for not attending the tutorials. The FPIs, on the other hand, are bound to make proper arrangements for the tutorials as per communicated schedule and ensure the availability of tutors for the tutorials irrespective of the students' attendance.
- 6.6 The FPIs are required to ensure that the part time faculty should supervise the student's research activities throughout the semester and arrange industrial tours of the students during the semester.
- 6.7 Wherever possible, the FPIs should arrange recording of lectures/class proceedings for those who for any reason missed the session.

7. PAYMENT TO THE TUTORS/RESOURCE PERSONS

- 7.1 To attract the suitably qualified faculty, competent to teach AIOU courses at FPIs, competitive rates of payment will be approved, depending on the qualification and professional experience of the selected faculty member and market rates.
- 7.2 The minimum and maximum rates of remunerations shall be recommended by the concerned FPIs and be decided by Directorate of Overseas Education and e-Learning, AIOU, taking into account various factors peculiar to the environment of that country.
- 7.3 The approved rates of payment to faculty may differ from country to country.

- 7.4 Directorate of Overseas Education and e-Learning, AIOU will notify the remuneration rates of faculty applicable to various countries and ensure their enforcement, accordingly.
- 7.5 The FPIs are required to issue appointment letters to the tutors after taking approval from the concerned Deputy Director, Directorate of Overseas Education and e-Learning, AIOU, spelling out terms and conditions, rates of remuneration, number of teaching hours and payment schedule in this regards.
- 7.6 The FPIs will have to make monthly payment latest by 7th of each month to the tutors irrespective of the payments received from the University and forward receipt to the Deputy Director, Directorate of Overseas Education and e-Learning, AIOU as a token of confirmation.
- 7.7 Bills of the study centers shall not be processed at the university unless a certificate from the concerned Deputy Director, Directorate of Overseas Education and e-Learning, AIOU is provided that all payments to tutors engaged for AIOU Educational Programmes have been made by the FPIs as per above rates and nothing is outstanding. Furthermore, the certificate may also mention that the FPIs meet the prescribed criteria, arranged minimum 48 hours classes for each course and no deduction from the payment may be made as provided in the agreement for any default.

8. FEEDBACK

- 8.1 The university will take feedback from the students on the form provided in Annex B and would have the right to take corrective actions upon receipt of this feedback.
- 8.2 These guidelines are subject to change if the need arises and AIOU authorities have sole discretion to this effect.

9. HOW TO APPLY

- 9.1 Prospective Foreign Partner Institutions should submit completed application which include:
- 9.2 Duly filled *Assessment Performa*
- 9.3 Documentary evidence of required resources mentioned in *Assessment Performa*
- 9.4 Non-refundable application processing fee US\$ 500 or equivalent in Pakistani Rupees in form of bank draft/swift code transfer (original receipt) in favour of **Treasurer of Allama Iqbal Open University**.
- 9.5 Swift code details are as under:
Bank: National Bank of Pakistan,
100 Wall Street New York
Account #: 580-4574NBPAUS33
Routing #: 026004721
Account #: 09000015
in favor of AIOU University with FWBL Blue area Branch Islamabad.
- 9.6 The soft-copies of the said application package should also be emailed to overseas@aiou.edu.pk.
- 9.7 Incomplete applications will not be entertained.
- 9.8 Application package (hard copies) completed in all respect should reach to the following address by last date mentioned in the advertisement.
- 9.8.1 Director, Overseas Educational Programme & e-Learning, Office LG-08, ICT Building, Allama Iqbal Open University, Sector H-8, Islamabad. Phone No: +92-51-9057165, +92-51-9250175, Fax: +92-51-9250140, Email overseas@aiou.edu.pk, website: <http://del.aiou.edu.pk>.

(Signatory Authority)