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## **I. OFFICE OF INTERNATIONAL PROGRAMS MISSION STATEMENT**

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AUI is by design and mission an international university. The university's academic programs foster an international perspective and international understanding. To that end the Office of International Programs (OIP) undertakes a wide range of activities and:

- Advises AUI undergraduates about study abroad opportunities and administers the University's exchange programs;
- Coordinates services with international and exchange student and scholars at AUI;
- Administers special scholarships that promote international educational opportunities;
- Develops in cooperation with Academic Affairs and the President's Office the University's cooperation, exchange, and special program agreements and with selected academic institutions around the world;
- Maintains relationships with University partner academic institutions; and
- Works with the University's Schools and faculty members to develop and expand programs and linkages with new or established partner institutions.

The OIP administers 40+ exchange programs and special study abroad programs in more than 15 countries around the world. Exchange programs are available during the summer session, fall semester, spring semester and sometimes the full academic year. Other study abroad opportunities are available to students throughout the year.

**Last updated:**

**Validated by:**

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## II. JOB DESCRIPTIONS

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**Position Title:** Director of the Office of International Programs (OIPD)

**Reporting line:** Vice President for Student Affairs

**Span of control:** International Programs Coordinator and Office Manager

**Major tasks and responsibilities:**

- To coordinate relationships with all international academic institutions in collaboration with the President and the Vice President for Academic Affairs.
- To develop agreements with academic international institutions and explore and/or follow-up on initiatives of international cooperation for academic programs in collaboration with the Schools.
- To supervise responses to inquiries for program participation (exchange, study abroad, the summer Arabic program)
- To communicate with counterparts at academic partners regarding student issues, exchange balances, staff and faculty exchange possibilities, and other program development initiatives.
- To coordinate directly with the schools to support collaboration in different activities with international academic partners.
- To provide counseling and academic advising for non degree-seeking international students.
- To ensure administrative oversight of office operations, invoice verification, report generation and record integrity.
- To promote and administer special scholarship programs (Haverford, JASSO, Ulsan, The Scholar Ship, Frankfurt, etc.)
- To provide counseling and advising for AUI students for various programs including exchange and study abroad opportunities, special scholarship opportunities, etc.
- To design and deliver cross-culture orientation programs to students incoming or outgoing from the University
- To manage the International Programs Office, supervise, coach and evaluate its staff
- To put in place, review and update policies and procedures for a more efficient management of efforts and resources
- To establish the International Programs Office budget
- To complete or manage various emergent tasks assigned by President or VPAA
- To perform other tasks and duties as presented

**Last updated:**

**Validated by:**

**Position Title:** International Programs Coordinator

**Reporting Line:** Director, Office of International Programs

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**Major tasks and responsibilities:**

- To correspond (mainly through e-mails) with international students and coordinators at partner universities about individual student issues, exchange or study abroad policies, procedures, and programs
- To coordinate and manage the process for exchange applications for AUI students going out on exchange maintaining all information, applications, checklists, etc. required by each institution
- To coordinate and manage the process for exchange applications from Coordinators from partner institutions and student inquires regarding preparation for study at AUI
- To manage and process applications for other international or special programs.
- Update the OIP databases both semester and cumulative
- To solve and answer current students' problems, complaints, and inquiries and directing serious issues to the attention of the Director
- To assist in the activities organized by the OIP (orientation, Study Abroad Fair, ...)
- Participate in preparation of strategic plan, budget, periodic and annual reports
- To modify and maintain the OIP web pages, online forms and databases.
- To supporting OIPD in the design and the development of related procedures, forms, and policies for the smooth and efficient running of the OIP.
- To supporting OIPD in preparation of strategic plan, managing area budgets, preparing periodic and annual reports; and other duties as assigned.
- To supporting OIPD in coordinating activities of the ERAMUS Student Network
- To perform other tasks and duties as assigned

**Last updated:**

**Validated by:**

**Position Title:** Office Manager

**Reporting Line:** Director, Office of International Programs

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**Major tasks and responsibilities:**

- To support the OIPD in coordinating reservations and services for orientation and various activities (e.g. Study Abroad Fair, International Reception, international visitors...)
- Follow up on the budget of OIP
- Prepare and maintain all Purchase Requests ensuring follow up and delivery
- Prepare correspondence as needed
- To coordinate with other departments regarding visitors services, including travel, airport pickup, meetings, special meal service, guest cards and other guest services in addition to any invoicing for the paying visitor
- Correspond as needed regarding logistics for special programs, visiting researchers, and other visitors on their needs and costs for visits to AUI.
- Supervise and maintain the International Programs Resource Center for students to consult material of partner institutions.
- Preparation of documents for carte de séjour (Residency Documents) for all international students at AUI including interface with the municipal authority for legalization of all passport copies
- Maintain correspondence with counterparts at partner institutions regarding billing of students or other under existing agreements with partner institutions or special programs
- Dispatch mail to international students and forward any mail with foreign names to appropriate University units
- Arrange travel and bookings for international faculty and students for AUI sponsored programs, grants or research
- Refer the International Programs Coordinator for the verification and mailing of transcripts to partner institutions or study abroad providers following exchange or special programs.
- To perform other tasks and duties as assigned

**Last updated:**

**Validated by:**

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### **III. GENERAL ACADEMIC POLICIES AND PROCEDURES**

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#### **3.1 BUDGETING**

**Purpose:** To provide the OIP with an operating and investment budget

**Policy:** The Office of International Programs (OIP) has had its own operating and investment budget since the academic year 2005 –2006. Prior to this, the OIP budget was subsumed in the budget of the Vice President for Student Affairs.

**Procedure:**

1. Budget policy and procedures follow those practiced by the Student Affairs.

[\(See Appendix for Budget templates\)](#)

**Last updated:**

**Validated by:**

### 3.2 MANAGING STUDENT EXCHANGE AND STUDY ABROAD AGREEMENTS

**Purpose:** To provide the OIPD with a systematic process of managing student exchange agreements and in particular balances as in indicated in specific agreements

**Policy:**

The University will:

- Promote full academic exchanges and study abroad programs as one of the principle means to increase the presence of international students on campus and to provide opportunities for AUI students with international opportunities that fit within academic programs and objectives.
- Consider any study abroad offer or linkage with an accredited or recognized academic institution until there is an internal constraint (e.g. housing or classroom space)
- Suspend all out of balance exchange agreements to new exchange students until the imbalance is eliminated (by sending more AUI students to the institution or by accepting study abroad (tuition and fee paying) students in lieu of an exchange student. For every 2 regular semester study abroad students the imbalance can be reduced by one (see table below).

	Tuition Fee (1 student)	Tuition Fee (2 students)
International Student	40,500.00	81,000.00
AUI student	27,000.00	54,000.00
Difference	13,500.00	27,000.00

- Close exchange agreements that are not functional or less interesting to make way for new agreements with prestigious institutions
- Cap all out-of-balance exchanges at three or as prescribed in the exchange agreement
- Promote exchanges or study abroad with scholarship opportunities, teaching assistantships, research assistantships or other forms of funding
- Work with counterparts at partner institutions to change a tuition only exchange to one in which housing and a meal plan is included.

**Last updated:**

**Validated by:**

### 3.3 COORDINATION WHEN DEVELOPING ACADEMIC AGREEMENTS

**Purpose:** To establish a system of coordination within the University to develop agreements with other academic institutions throughout the world

**Policy:** The University is by design and mission an international university committed to increasing international understanding through global outreach programs that encourage international exchanges and study abroad. AUI students, Faculty, and Staff are all encouraged to participate in these international exchange programs to enhance their understanding of the world and their roles in both the global and local communities. Partnerships can also foster joint research, special academic programs, and conferences to advance scholarship.

At the University, a number of offices may initiate discussion for agreement development. These include:

- The President.
- Academic Schools
- Research Centers
- The Vice Presidents
- The Office of International Programs Director

Agreement or Memorandum of Understanding proposed by either institution may include one or more of the following areas:

- Institutional Cooperation
- Academic Program Development
- Student Exchange
- Faculty Exchange
- Non-Academic Staff Exchange
- Information Exchange
- Joint Research and Grants Proposals
- Joint Conferences
- Joint Programs
- Facility Use

#### **Procedure:**

- The mission of the institution in question and the proposal for program development should be analyzed to ascertain whether or not these are compatible with those of AUI. This can be judged through the criterion established on the Agreement Worksheet. (Appendix)
- Preliminary discussion and approval must be supplied by the VPAA.
- If preliminary approval is granted, the OIPD should verify an academic fit in cooperation with School's Undergraduate Coordinators and Deans.
- If a fit is approved, the OIPD will develop a general agreement or a Memorandum of Understanding for signature at the Presidential/CEO level.
- A specific student exchange agreement that supports the needs of AUI academic programs can be developed and is signed either by the Presidential/CEO or the VPAA/CAO depending on protocol agreed to by both institutions through the International Programs Officers.
- Update website with links to partner institution and host country where appropriate.

[\(See Appendix for Agreement Worksheet\)](#)

[\(See Appendix for suggested MOU or general agreement Template\)](#)

(See Appendix for suggested Student Exchange Template)  
(See Appendix for suggested Faculty Exchange Template)  
(See Appendix for suggested Staff Exchange Template)

**Last updated:**

**Validated by:**

### 3.4 FEE STRUCTURE

**Purpose:** To coordinate the fee structure internally at AUI

**Policy:** The OIP works in strong cooperation with the offices of Housing, Business, Transportation Services, Library Services, and Information Technology Services regarding fees paid by exchange/ study abroad students to the University.

This data is drawn upon in developing, quoting, and contracting:

- Special Programs quotes
- Visiting Researchers quotes
- Interns quotes
- Visitors quotes

The information is published on the University website and in the following print documents:

- Invoicing Manual of Procedures
- Housing Fees Tables
- Facilities Fees Tables
- AUI and OIP Annual Information

**Procedure:**

Coordinate with the Housing, Business, Transportation Services, and Library Offices to create a table of fees (when applicable) and to apply the fees to international students and partner institutions.

[\(See Invoicing Manual in OIP\)](#)

[\(See Appendix for Housing Fees Tables\)](#)

[\(See Appendix for Facilities Fees Tables\)](#)

[\(See Appendix for Library Services Fees Tables\)](#)

[\(See Appendix for Transportation Fees Tables\)](#)

**Last updated:**

**Validated by:**

### 3.5 INVOICING

**Purpose:** To provide the Business Office with international exchange, study abroad, ARANAS student, visiting groups, visiting researchers, special short-term academic program invoices.

**Policy:** The Invoicing Procedure Manual describes the invoicing requirements for 1) the Exchange Agreements AUI has with its partner institutions; 2) the Study Abroad agreements and; 3) the ARANAS summer program.

**Procedure:**

- The Office of International Programs will provide the Business Office with a list of International Exchange, Study Abroad or ARANAS students approximately two weeks before the start of the program.
- The list will indicate the name, ID number, home institution, sponsoring organization (if any), and program status of the student (eg. Bilateral exchange) signed by Enrollment Services, the VPSA, and VPFA. The OIP will also provide a photo of the individual.
- The Business Office will apply information contained in the Invoicing Procedure Manual to build invoices and to invoice individual institutions.
- The Business Office will create individual ID/Cashwallet cards and place the specified monetary amounts (see the specific institutional invoicing documents) on each card.
- Housing fee supplements should be charged to the student on a pro-rata basis (based on Housing Fees Tables) from the day the student moved to different accommodation. The Housing Office should notify the Business Office and the OIP when a move occurs.
- Refunds for textbooks (if necessary) should be provided in cash no later than the mid-semester break.
- Refunds for Housing Deposits and any outstanding student employment payments should be provided in cash upon receipt of departure clearance the University.
- Invoices should normally be processed in the major currency of the home institution (USD for American institutions, Euros for European intuitions).
- The Business Office will inform the OIP when the invoices have been processed/sent and will inform the OIP on receipt of payments as necessary.
- The Business Office will place half the amount of food credit on each student's cash wallet card until the initial invoice has cleared or is guaranteed by a partner institution.
- The Office of International Programs will update the Manual as necessary with information concerning each new partnership, each academic intake, and with any policy or procedural changes.
- Any changes to this policy will be approved by the VPSA and VPFA. **(See Invoicing Manual in OIP)**

**Last updated:**

**Validated by:**

### 3.6 CREDIT TRANSFER

**Purpose:** To encourage flexibility in decisions regarding credit transfer to help facilitate student exchange and study abroad

**Policy:** The University has adopted a flexible credit transfer policy that accepts credits from other reputable institutions within nations/ organizations including (but not limited to) the United States, Canada, and the European Common Credit Transfer system (ECTS). This does not impact transfer of credit for transient or degree-seeking students.

Course transfer can be evaluated using the following forms:

- Articulation Agreement
- Individual Formal Course Comparison
- Table of Course Comparability or Equivalency
- Program and/or Modular Equivalency or Comparability
- Review and Approval in Advance of a Menu of Courses
- Crafting Shared or Joint Course, Program, or Curriculum
- Full-time Equivalency at Home Institution is Deemed Comparable to Full-time Equivalency at Host Institution
- Using the European Credit Transfer System
- Special Course Number Developed for Study Abroad Course
- Reports of recognized organizations specializing in academic credential and/or transcript evaluation

Facilitating Credit Transfer for AUI Students studying at partner institutions

Accept elective courses offered by host school to the AUI exchange student

Accept University Core courses or reasonable substitutes on advice of undergraduate coordinator.

Accept major/minor/concentration courses on advice of school coordinator and Dean .

**Procedure:**

ECTS / AUI Comparison

The following is a comparison of the ECTS and AUI systems

Under ECTS

1 SCH= 1.25 ECTS

60 credits = workload for one academic year

30 credits = workload for one semester (normally)

Credits	Contact + Workload outside class	Total Workload Per Semester
1 ECTS	25- 30 hours/ week	25 – 30
7.5 (1 course)	7.5 credits x 30	225
30 credits (4-6 courses normally)	30 x 30	30 x 30 = 900

Under AUI

Credits	Contact + Workload Outside class	Total Workload Per Semester
1 SCH	$1 + 3 = 4$	$4 \times 15 = 60$
3 (1 course)	$3 + 9 = 12$	$12 \times 15 = 180$
15 (5 courses)	$15 + 45 = 60$	$60 \times 15 = 900$

The ECTS system is of interest to AUI in that several institutions in Europe are moving to a four course full-time student workload system. In this case, the total amount of work that a student is expected to produce in a semester in 4 courses is equivalent to the same amount of work produced by an AUI student in 5 courses.

The differing systems (ECTS and AUI) create difficulties for exchange between AUI and European institutions, as under current practices, students taking 4 courses in a European institution are normally credited with 12 credits at AUI even though they have completed 16 credits or more at the international institution. This is not an appealing prospect to potential exchange students and causes some to drop from the exchange program.

Another area for concern is that some courses are taught as modules which may be worth less than 4 ECTS which cannot be transferred as equivalent to 3 SCH.

**Last updated:**

**Validated by:**

### **3.7 INTERNSHIPS FOR INTERNATIONAL STUDENTS AT AUI**

**Purpose:** To provide incoming international students opportunities to undertake internships at AUI.

**Policy:** Internships are possible at the University and can be arranged by channeling contact of the student inquiry with the appropriate University administrative unit, center, or school

**Procedure:**

The University School, Center, Office, or Faculty Member requesting an intern shall:

- Provide the Vice President for Student Affairs with an **AUI Internship Student Information Form and Internship contract**
- After the internship is approved by the Vice President for Student Affairs the supervisor is responsible for:
- The OIP will coordinate logistics including informing the Business Office of salary requirements, University ID requirements, cash wallet restrictions, and billing information including cost center of the hosting unit, center, or school.
- Contacting the Housing Office to notify them of housing requirements and of billing information including cost center of the hosting unit, center, or school.
- Notifying Human Resources of salary requirements including cost center of the hosting unit, center, or school.
- Informing the Security Department of the intern (name, nationality, length of stay)

**(See Appendix for internship contact)**

**(See Appendix for internship information form)**

**Last Updated:**

**Validated by:**

### 3.8 SPECIAL PROGRAMS

**Purpose:** To provide a means for academic partners to set up special programs for their students to study at the University

**Policy:** The Special Programs Policy and Procedure Manual describes the administration of students and faculty who enter the AUI as part of a specific planned course of research, study, or cultural exchange.

The University normally hosts a number of special programs each academic year to familiarize students and faculty with AUI and Morocco. This has long-term benefits for building student, faculty, and staff exchange. The challenge is properly evaluating the cost of each special program in order to provide necessary information to prospective special program partners. Careful coordination is needed to ensure that campus services are provided as advertised and scheduled. These programs have included programs such as:

University of Dayton  
The University of Texas  
The Diplomatic Academy of London

#### Types of Special Programs

- Programs offering AUI credit taught by AUI faculty
- Programs not offering AUI credit taught by AUI faculty (e.g. The University of Texas, The University of Dayton)
- Non-credit taught by AUI faculty
- Non-credit using AUI facilities
- Non-credit using AUI facilities (as specified in the ‘Special Program Agreement’)

#### **Procedure:**

- When the University receives requests from other institutions for the creation of a special program, the OIP submits a **‘Special Program Request’ form** to the interested institution. Correspondence between all interested parties is also acceptable in lieu of a signed agreement.
- Upon receipt of the completed ‘Special Program Request’ document, the OIP calculates/negotiates the ‘Special Program Quotation’ with interested institution.
- The OIP is responsible for all logistical aspects of the program and coordination with any concerned center or school.
- The OIP requests the Budget Controller to create a cost center for the program.
- The OIP provides an orientation program for all incoming students and staff/faculty members.
- All AUI rules and regulations apply to special program students.
- The appropriate amounts/types of University Housing, classrooms, and transportation are reserved, as indicated in the contract.
- Cash wallet cards and welcome packages are created.
- Generate an Invoice/bill as specified in the Special Programs Agreement
- At the conclusion of the special program, standard departure procedures are followed.

(See [Appendices Special Program Quotation Form](#)) (See [Appendix for Special Program Student Information Form](#)) (See [Appendix for Special Program Student Agreement Form](#))

**Last updated:**

**Validated by:**

### 3.9 VISITING RESEARCHERS

**Purpose:** To foster research at the University by providing for the needs of visiting researchers

**Policy:** Visiting researchers are highly valued by the University for their contribution in bringing tremendous energy to the academic environment. The School or Center to which each visiting researcher is attached bears responsibility for his/her individual care, though the OIP assists in this process.

**Procedure:**

The University will normally accept international researchers to AUI provided they meet the following criteria:

- Visiting Researchers must have an onsite sponsor and must obtain approval for his/her research proposal from the Dean of the appropriate School and Vice President for Academic Affairs with acknowledgement from the Vice President of Student Affairs.
- Visiting Researchers may request Housing depending on availability. University faculty, staff, and students have Housing priority. Housing assignments must be approved by the Vice President of Student Affairs, and Housing fees are assessed according to the status of the researcher (see Housing Fees Tables).
- Visiting Researchers may be granted access to University facilities. Facility fees are assessed according to a flat rate (see Facilities Fees).
- Visiting researchers must have and be able to produce evidence of insurance coverage.
- They are responsible for their own visa and immigration procedures, for obtaining all necessary permits from the proper authorities, and for their own transportation.
- All fees must be paid on arrival or according to an approved schedule
- All AUI rules and regulations apply to the visiting researcher.

Permission to Undertake Research In Morocco

The University already has the necessary authorization for AUI students and professors to undertake research. A visiting researcher requests to be affiliated with the University and as such must have a faculty member assigned to the researcher. Normally the researcher is resident at AUI but research in other areas of the country is possible as well.

- Initial contact with a visiting researcher may occur through the OIP, a faculty member a School, or a research center. If the researcher contacts the School directly, the School informs the OIP of the inquiry. If the OIP receives initial contact, the OIP informs the appropriate School of the inquiry.
- Upon receipt of Visiting Researcher inquiry, the OIP sends a ‘Visiting Researcher Application form’ to the individual. The researcher must indicate in detail the specific research proposal. Of particular importance are the expected benefits of the research project to the University, including joint publication of papers, or lecture series or workshops given. This information will form the basis of acceptance or rejection of the request.
- The ‘Visiting Researcher Application form’ provides the basis for categorizing the individual according to status. Status may include:
  - Visiting Scholar (e.g. Fulbright Scholar)

- Visiting Graduate Researcher (Doctoral or Master's level)
- Visiting Undergraduate Student Researcher
- Status designated will have implications for housing and facilities fees.
- When submitted, the OIP sends the 'Visiting Researcher Application form' to the appropriate School for processing.
- The Dean, undergraduate and/or graduate Coordinators evaluate the research proposal and enquire as to whether a faculty member is willing to accept the researcher as a research partner or supervisee. If there is no faculty member willing or able to supervise the project it is rejected and no official affiliation can be provided by the University.
- If accepted, the appropriate Dean must acknowledge housing and facilities requirements. If housing is deemed necessary, a Housing Request Form is completed.
- The application form is then forwarded to the VPAA for approval.
- If the application form is approved by the VPAA, it should be forwarded to the VPSA for acknowledgement and processing of food, housing, and services.
- The OIP provides an orientation program on arrival.
- Visiting Researchers must follow standard University departure check-out procedures. The Visiting Researcher is invoice/billed under the appropriate School or cost center (as specified in the 'Visiting Research Application Form' and in discussions with the appropriate Dean).

**(See Appendix for the Visiting Researcher Application Form)**

**(See Appendix for the Visiting Researcher Housing Request)**

**(See Appendix for the Invoice Request Form)**

### **3.10 INTERNATIONAL VISITORS**

**Purpose:** To set guidelines to administer international visitors' academic mission under the auspices of the OIP

**Policy:**

- Visitor(s) must have a sponsor or access to the University campus will be refused.
- Most visitors' requests to visit the University come to the OIP but may also contact the President's Office of other units directly and may handle the logistics without reference to the OIP.
- For visitors who have contacted the OIP, Housing assignments are based on availability and must be approved by the Vice President for Student Affairs. AUI faculty staff and students have priority.
- Housing fees are assessed according to the status of the visitor (see Housing Fees Tables).
- Visitors should notify their sponsor or the OIP well in advance of their visit so that campus security can notify the main gate of their arrival.
- All AUI rules and regulations apply to visitors.
- Any decision to waive certain costs such as housing or inviting the visitors to meals is at the discretion of the President, Vice Presidents or Deans who will then cover the costs from their cost centers.

**Procedure:**

- Coordinate the visitors program depending on circumstances and arrange meetings with officers and units as necessary.
- Create a cost center (as appropriate)
- Reserve housing (as appropriate)
- Create cash wallet card (as appropriate)
- Reserve transportation (as appropriate)
- Create a welcome letter and packet (as appropriate)
- Invoice/bill (as appropriate)
- Clear checkout procedures

Note: All payment transactions on-campus are carried out through a University debit card (cash wallet). Visitors may be asked to apply for a debit card or use the appropriate department card.

**Last updated:**

**Validated by:**

### 3.11 TRANSPORTATION

**Purpose:** To facilitate the arrival of international visitors, researchers, and students affiliated with specific programs including international degree-seeking students, international exchange students, international study abroad students, Arabic Language and North African Studies students, and students from Diplomatic Academy of London, University of Dayton, Visiting Scholars and Interns.

**Policy:**

The OIP facilitates transportation for students at three peak periods during the academic year: 1) the beginning of the Fall semester; 2) the beginning of the Spring semester and; 3) the beginning of the ARANAS program.

Transportation on Arrival

- Incoming international visitors, researchers, and students will be met at either the Fez train station or the Fez railway station if requested on the ‘Transportation Request Form’.
- This service is fee paying and based on a confirmed reservation. Fees for pickup from Fez airport are 200 DH per person. This fee is set to defray the cost to the University of picking up individual students.
- Fees may be waived for partner institutions with reciprocal agreements with AUI.
- Sharing may be required if there are numerous requests at the same time.
- University transportation may be contracted at the end of the semester for exchange and study broad students who pay for the service and the OIP assisting with making reservations.
- Incoming international visitors, researchers, and students not meeting these stipulations will bear responsibility for finding transportation to the University. Detailed directions are available on the OIP website along with car (with driver) and van (with driver) rental options.

Transportation on Departure

- The ARANAS Program provides transportation to the Fez airport or Train Station.
- Outgoing international visitors, researchers, and students are responsible for their own transportation on departure. They can request and pay for such a service.

**Procedure:**

Transportation on Arrival

The OIP plans van requirements based on arrival forms submitted by incoming students.

Emails to verify reception and good communication overall are important.

The OIP completes the necessary van reservation forms.

Transportation Services dispatches vans as requested.

Transportation on Departure

On departure, international visitors, researchers, and students can request a van by sending an email to the OIP at least one week in advance.

When the reservation has been confirmed, the requester(s) should submit the van reservation form to the Business Office and make payment.

The van reservation form is then taken to the Budget Controller for signature and forwarded to the Transportation Services Department.

Transportation Fees Table

Transportation is normally charged by the kilometer:

Van	3.0 DH per kilometer
Partner	2.8 DH per kilometer
Incoming International students	200 DH
Casablanca Airport (660 km)	1,980 DH (per vehicle)
Casablanca Voyageurs Train Station (600 km)	1,800 DH (per vehicle)
Rabat Airport (400 km)	1,200 DH (per vehicle)
Rabat Train Station (400 km)	1,200 DH (per vehicle)
Fez Airport (120 km)	360 DH (per vehicle)
Fez Train Station (140 km)	420 DH (per vehicle)

**Last updated:**

**Validated by:**

### 3.12 TRANSCRIPTS

**Purpose:** To describe and facilitate the administration of transcripts for international students at the University

**Policy:** Enrollment Services is the office directly responsible for the handling for all student transcripts, however, the Office of International Programs is often the initial contact point between the University and international students and must maintain website information concerning transcripts.

The University does not normally charge for one copy of transcripts grade reports for international students. Grade reports are automatically sent to the home address of the individual. Transcripts are automatically sent to the institution in the case of exchange students or to the study abroad provider in the case of study abroad students.

**Procedure:**

Grade reports/ transcripts will be mailed according to guidelines stipulated in ‘**Policy**’ within the following time periods:

Fall/ Spring Semesters and Summer Session

Grade reports and transcripts (1 per student) are normally sent within one month and no more than two months after the final exam period.

Transcript Requests

Transcripts can be requested by contacting [enrollment@aui.ma](mailto:enrollment@aui.ma) or [oip@aui.ma](mailto:oip@aui.ma).

Additional Transcript Request

Additional transcripts may be purchased and include the following fees (when applicable):

40 DH (fee per transcript)

10 DH (service charge)

100 DH (bank commission for checks)

50 DH (registered mail for up to two transcripts, approximately 20 days)

400 DH (express mail charge; approximately 2 days)

Total fees will depend on the number of transcripts and the mailing requested.

Special Request for Transcript

Special transcript requests (for issue of a transcript outside of a normal time of issue) may be purchased and include the following fees (when applicable):

100 DH (fee per transcript)

30 DH (service charge)

100 DH (Bank Commission for checks)

400 DH (express mail charges to USA)

Again, total fees will depend on the number of transcripts requested.

Payment

Payment to the University may be made by Western Union (preferred) wire transfer, cashier’s check, or certified bank check (in addition to normal payment options).

Wire Transfer/ Bank Transfer  
Swift Code: BCPOMAMC  
Bank Code: 148  
City Code: 420  
Account: 212 11 508 14 56 0119  
Bank Populaire, Ifrane Morocco

When using a wire/bank transfer, information including tracking numbers, amount, and name of the person for whom the payment is being made should be sent via email or fax  
Certified checks should be payable to: Al Akhawayn University in Ifrane

**Last updated:**

**Validated by:**

### **3.13 ORIENTATION**

**Purpose:** To acquaint international students, researchers, and visitors with University departments and facilities

**Policy:** Orientations are provided for every new individual or group within 3 days of arrival.

**Procedure:**

The OIP provides a number of orientations each academic year. Scheduled orientations include the beginning of each semester and the start of the ARANAS program. Orientations are provided for special programs, visiting researchers, and visitors as needed

**Last updated:**

**Validated by:**

### 3.14 DEPARTURE CLEARNANCE

**Purpose:** To have debts/ credits of all internationals cleared with the University before leaving the campus and Morocco

**Policy:** International students are held responsible for paying all outstanding debts and receiving any credits before disembarking from the University. Failure to do so may result in the University withholding transcripts until the account is settled, or may bear even more serious consequences.

**Procedure:**

A student may clear payments with all University services a maximum of three days in advance of departure. (For example, if a student is leaving on Sunday the 18th of a given month, he/she must clear all accounts on the preceding Thursday or Friday.) Any charges incurred after checkout will be assessed and transcripts will be withheld until the account is settled.

Library Services Clearance

- The Office of International Programs will inform the Library of names and identification numbers of students leaving the University one week before the end of classes.
- Students who are planning to leave should visit the Assistant to the Library Director, who will sign the Library Clearance Form and note any fees or charges.
- The student will acknowledge the clearance with a signature.
- This information will then be send to the Business Office for processing. At this point the individual's borrowing and lending procedures will be suspended.

Dining Services Clearance (automatic processing)

- The Office of International Programs will inform Restaurant Services of the names and identification numbers of students leaving the institution one week before the end of classes.
- Restaurant Services will clear any outstanding fees or charges and send the information to the Business Office for processing. The student does not need to process this information.

Housing Services Clearance

- The student should arrange an appointment with Housing Services to undertake a pre-checkout (see attached check-in/check-out list).
- Housing Services personnel and the student will jointly complete the check-out form and acknowledge any fees or charges assessed.
- Prior to actually checking out with a staff member, the student must remove trash, clean the floors, and generally clean the room.
- Unless these conditions are met, a student will not be allowed to check-out.
- At the prearranged check-out time, the student and the staff member will inspect the student's room for cleanliness, state of room furnishings, and any discrepancies between the room's conditions at check-out time compared to its condition at the time of check-in.

- The student will be given the opportunity to explain any discrepancies.
- It is very important that this clearance be done thoroughly. It will be assumed that any discrepancy between check-in conditions as noted on the check-in form and the checkout condition of the room is the responsibility of the student and appropriate charges will be assessed.
- Students who do not properly check-out of University Housing are subject to the following charges and fines:
  - Belongings left inside rooms: 500 DH
  - Un-defrosted and dirty refrigerators: 100 DH
  - Key lost: 500 DH
  - Post box key lost: 250 DH
  - Upon leaving, all keys issued to the student must be returned.
  - Housing clearance information will be sent to the Business Office for processing.

#### Business Office Clearance

- The student must submit the signed **Library and Housing Clearance Forms** to the Business Office for processing.
- Once all fees and charges have been processed, the Business Office will provide any refund that may be due (in Dirhams). The student's cash wallet will be blocked for use as a debit card.
- It is also possible for students to buy 'tickets' for food at the cafeteria (by item) or fixed price tickets (50 DH) for lunch or dinner and fixed price tickets for breakfast (15 or 25 DH).

#### Transportation

For information concerning departure transportation options, please see "Transportation on Departure" in section 1.11 Transportation.

#### Flight Reconfirmation

Students should be aware that some plane tickets in Morocco demand reconfirmation 48 hours in advance of departure. It is the student's responsibility to undertake this reconfirmation.

#### Customs and Immigration Clearance

Clearing Customs and Immigration is a normal international procedure. Students must abide by all laws of the host country as well as the laws of their native land.

Moroccan law requires students to surrender their residency papers (Carte de Sejour or receipt for the Carte de Sejour). Failure to present this document upon departure can lead to arrest as an illegal alien, as well as denied re-entry of the country in the future.

**(See Appendix for the Library Clearance Form)**

**(See Appendix for the Housing Clearance Form)**

**Last updated:**

**Validated by:**

### **3.15 EMPLOYMENT**

**Purpose:** To describe the administration of part-time jobs within the OIP

**Policy:** Part-time job policy shall follow guidelines pre-established by the Financial Aid Office

**Procedure:**

Complete the attached form showing the number of posts needed together with a full task description of positions.

Return the completed form to the Financial Aid Office by the prescribed deadlines for each semester as directed.

**(See Appendix for PT Jobs Form)**

**Last updated:**

**Validated by:**

### 3.16 PUBLICITY

**Purpose:** To describe the administration of publicity materials for the OIP

**Policy:** The OIP is responsible for the creation of a number of publicity documents including: The International Programs Website, OIP Brochures, OIP Posters, International Student Handbook, and contributes to the ARANAS Brochure, ARANAS Poster, and ARANAS Handbook.

#### 3.16.1 OIP Website

**Policy:** The Office of International Programs creates and maintains the International Programs website at the University. It also updates the website twice weekly as new events are added, and annually as the Academic Calendar changes and new academic programs are added.

The site includes information directed at:

- Incoming individuals (students, faculty, staff, visitors, and researchers), including general information concerning the processes involved in coming to AUI as an exchange student and concerning the University and its programs
- Outgoing individuals, including general and detailed information on exchange program and study abroad partners as well as, information for AUI faculty and staff .

Contact information for AUI and the Office of International Programs is also provided.

**Procedure:**

The Office of International Programs employs a part-time student to maintain and update the pages (see PT Jobs)

(See Appendix for the OIP Website)

#### 3.16.2 External Websites

**Purpose:** To maintain a presence on a number of external websites including partner institutions and commercial sites.

**Policy:** The Office of International Programs maintains a web presence by identifying and subscribing to all suitable websites (free and fee-paying) within a specified budget.

**Procedure:**

A staff member from the Office of International Programs is charged with surfing the web in search of all suitable external websites – including partner institutions and commercial sites – on which a University OIP site link will appear.

**Last updated:**

**Validated by:**

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## **IV. EXCHANGE PROGRAM POLICIES AND PROCEDURES**

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The OIP is responsible for creating and enforcing policies and procedures for all incoming exchange and study abroad programs.

### **4.1 INCOMING EXCHANGE STUDENTS**

#### **Undergraduates**

**Purpose:** To expand international awareness, promote productive intercultural interaction, and foster tolerance and sensitivity in students while participating in a program that directly supports progress in the University degree program.

**Policy:** Students exchanged are normally balanced over a period of 3 to 5 years, however, some agreements stipulate that the number to be exchanged must be agreed to on an annual or even a semester-by-semester basis.

#### **Procedure:**

##### Determining Seating Availability and Placement

- In December, the OIPD reviews the proposed number of exchange seats available to both the University and its partner institutions. Balance is set through negotiation with partners and is reviewed on a semester-by-semester basis.
- All exchange imbalances are capped at three (3).
- Two students in a summer session are equivalent to one student in a regular semester.
- Two partner institutions currently follow a quarter system (Based on the formula that 3 quarters = 2 semesters = 1 year; or 1 semester = 1.5 quarters).
- Applicants must have completed 45 credits by the date of departure.
- Applicants with a cumulative GPA of 2.75 or less are not accepted into the program.
- Students with a CGPA of 2.5 and 2.74 may consider a summer exchange program.
- Applicants are not guaranteed a seat in the University exchange program.
- Students may come to the University on exchange for up to two semesters. These semesters need not be consecutive.
- All University rules and regulations apply to incoming exchange students.
- The OIPD acts as advisor to all international students.

##### Application

- The OIP provides University application forms to partner institutions (via mail, online, and in PDF formats).
- Exchange students complete **forms** and provide complete documentation
- Incomplete documentation will not be accepted.

##### Acceptance

- The International Programs Coordinator (OIPC) processes the application.
- Students are normally accepted based on the recommendation of partners, however, OIPD reserves the right to refuse acceptance.
- The OIPC sends an official acceptance to each applicant to the applicant with a cc his/her coordinator to partner institution. This acceptance package includes a letter of acceptance, and cost sheet for the student for charges to pay to AUI.

- The OIP sends an official acceptance to each individual student. This acceptance package includes a letter of acceptance, an electronic copy of the International Student Handbook, and a University information sheet.
- The Office Manager scans all original files and transcripts and forwards them to Enrollment Services for processing.

#### Administration

- The OIPC provides a list of classes available for the upcoming semester.
- Exchange students can normally take up to fifteen credits (five 3-credit courses)
- The OIPC and OIPD liaises with University undergraduate course coordinators/students and home student advisors to negotiate courses.
- Exchange students submit their course requests and OIPD completes the pre-registration process in students' stead.
- The OIP copies **pre-registration forms** and forwards them to Enrollment Services for processing.
- Exchange students must submit the **Transportation Request Form** notifying OIP of whether or not they expect to be picked up by and delivered to the University only from the Fez Airport or Railway Station.

#### Orientation and Add/Drop Period

- During the Orientation period, students are mixed with the national new incoming students, but are separated (into only a large group of exchange students) to complete:
- The registration process
- The payment process (see Invoicing Manual of Procedures)
- The Visa process (information online)
- The University Health Insurance process
- A private orientation including sessions on AUI Culture and Administration, Moroccan Culture, Health Safety and Security
- Students have the end of the Add/Drop period to finalize their course loads.
- Background information on all international students is sent to the Police and to Campus Security

#### Departing Students

- Exchange students complete departure clearance.
- Students are advised to pay for transcripts in advance.

#### Continuing Students

- The OIP acts as student advisor to continuing international students.
- Undergraduate coordinators advise and sign **pre-registration forms**.
- The OIP collects **pre-registration forms** and forwards them to Enrollment Services for processing.
- Students must be on-site the dates indicated to receive official schedules, pay for courses, pick up books, handle any course issues.

#### Graduate Students

The OIP is in the process of developing a set of policies and procedures for incoming graduate exchange students.

**Last updated:**

**Validated by:**

## 4.2 OUTGOING EXCHANGE STUDENTS

### Undergraduate students

**Purpose:** To expand international awareness, promote productive intercultural interaction, and foster tolerance and sensitivity in students while taking courses which will transfer and add to their academic program progress.

**Policy:** All AUI students are encouraged to work towards the development of a global world view, and thus, students who have financial aid in the form of grants, loans, or part-time jobs are encouraged to take part in exchange programs. Students exchanged are normally balanced over a period of 3 to 5 years, however, some agreements stipulate that the number to be exchanged must be agreed to on an annual or even a semester-by-semester basis.

### **Procedure:**

#### Determining Seating Availability

- In December, the OIPD reviews with counterparts the possible number of exchange seats available to both the University and its partner institutions. Balance is set through negotiation with partners and is reviewed on a semester-by-semester basis.
- More seats for AUI students may become available during the selection process if more students than predicted choose to AUI during the partner institution selection processes which are generally at the same time as AUI's application period.
- All exchange imbalances are capped at three (3).
- Two students in a summer session are equivalent to one student in a regular semester.
- Two partner institutions currently follow a quarter system (Based on the formula that 3 quarters = 2 semesters = 1 year; or 1 semester = 1.5 quarters).
- Applicants must have completed 45 credits by the date of departure.
- Several programs require a minimum CGPA of 3.00.
- Applicants with a cumulative GPA of 2.75 or less are not accepted into the program.
- Applicants are not guaranteed a seat in any exchange program, but a place will be found for any qualified who desires to participate.
- Students may go on exchange for one semester except for designated programs of one academic year.
- A student may apply for a second exchange program but should be to a different continent than the first program attended.
- All University and host institution rules and regulations apply to AUI students going on exchange.

#### Exchange Program Application Process, Selection and Placement

- Announcements advertising application for international exchange are made at the beginning of the Fall and Spring semesters.
- Biannual study abroad fairs are held to increase student awareness of exchange and study abroad.
- Applications should be completed and returned by the second week of February for the Fall semester and the second week of September for the Spring semester.
- Late or incomplete applications will be considered but after the initial round of selection.
- All references are read and transcripts are checked.

- International students applying to AUI under the auspices of an exchange or study abroad agreement with a foreign institution are reviewed by the Director of the OIP for acceptance with questionable cases referred to the Vice President of Student Affairs. Once accepted, the original application with a photo is sent to Enrollment Services for processing.
- The OIP will issue acceptance letters to students going on exchange and study abroad programs.
- Students must select three institutions and in the case of high demand, CGPA will determine placement.
- For other students less interested in a specific institution and desiring placement in a program suited to them, a process begins by which the remaining seats are distributed after extensive student consultation with the OIPD.
- Making changes in host institution choices are only possible in discussion and approval with the OIPD.
- Applicants must respond in writing to acceptance or indicate a refusal to participate in the exchange within designated period of receiving the acceptance letter.
- Students who decline to participate in one semester may apply again for another semester without penalty or prejudice.
- Parents or guardians must sign the study abroad approval document to legalize it.
- Parents or guardians produce a financial affidavit according to details provided on the host institution application.

#### Acceptance Process

- Partner institutions have the right to refusal of all applications.
- Students cannot normally take more than the equivalent of 5 classes or 17 credits.
- TOEFL scores are required for certain institutions (e.g. Georgetown University, Boston College).
- Students complete the necessary application form for the host institutions by the required deadlines.
- Host institutions issue a letter of acceptance along with DS20-19 or I20 forms.
- Students must complete all relevant forms contained in the acceptance package and return them to the host institution.

#### Pre-approval Process

- The student must complete the **Pre-approval of Class for Exchange Program Form** with advice from his/her advisor, undergraduate coordinator, and the Dean of his/her School.
- If the course chosen is part of the approved course database, the course will be accepted as equivalent.
- The **Pre-approval of Classes for Exchange Program or Planned Educational Leave Form** should be forwarded to Enrollment Services after approval of the VPAA.
- Students cannot be guaranteed that pre-approved classes will be available at the host institution (closed sections, special permission).

#### Administration Process

- Students provide copies of their individual travel plans to the OIP so that partners can be informed and make plans to meet students where possible.
- A list of AUI students going on exchange is sent to the Business Office.

- Statements of Charges are prepared by the Business Office according to the information provided by the OIP based on signed agreements (normally in December for Spring semester and August for Fall semester).
- Students are required to pay the University's pre-registration fee (but not to actually register for classes).
- A list of AUI students going on exchange is sent to Enrollment Services and to the Housing Office.
- Students make their own arrangements for acquiring visas.

#### Pre-registration Process

- The pre-registration fee is rolled over to the semester when the student returns to the University. While abroad, students pre-register via email communication with their advisor who enters their selection in the new online process.
- Students select a list of classes to enroll in when they return to AUI. This list should be approved by their advisor and coordinator and submitted to the OIP before leaving campus (December for Spring semester, May for Fall semester).
- The OIP will send a confirmed copy of courses to be offered the following semester to AUI students abroad upon receiving the final class list from Enrollment Services.
- Failure to submit a final course selection will result in having previously selected classes randomly/alphabetically selected from the wish list.

#### Withdrawal Process

- If a student withdraws from the exchange program, he/ she must state the reason for withdrawal in writing. The student will be fined 1000 DH.
- The withdrawal must be forwarded to Enrollment and Housing Services .
- The student must immediately apply to Housing and pre-register for the next semester.

#### Continuing Students Process (Exceptional)

- It is generally not allowed for students to stay for a second semester due to demand and limited spaces in the future.
- Continuing students must gain approval from the host institution and AUI to extend their stay abroad.
- Responsibility for this extension resides with the student.
- Those staying for a second semester (a full academic year) need to repeat the course pre-approval process outlined above.

#### Graduate students

The OIP is in the process of developing a set of policies and procedures for outgoing graduate exchange students although the process is not appreciably different.

**Last updated:**

**Validated by:**

### **4.3 INTERNATIONAL STUDY ABROAD STUDENTS**

**Purpose:** To describe the administration of international study abroad providers to the OIP.

**Policy:** Study abroad students are international students who enter the AUI system through a formal study abroad agreement between AUI and one of its international partners. Fees and payments are made to the study abroad provider under the terms of the specific study abroad agreement. Transfer of credit is at the discretion of the home institution, although AUI will assist with official transcripts and course descriptions as necessary. All University rules and regulations apply to study abroad students. Home institution rules and regulations may also apply.

**Procedure:**

- Fees and payments are made to the study abroad provider under the terms of the specific study abroad agreement.
- Transfer of credit is at the discretion of the home institution, though AUI will assist with official transcripts and course descriptions as necessary.
- All AUI rules and regulations apply to study abroad students. Home institution rules and regulations may also apply.

**Last updated:**

**Validated by:**

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## V. INTERNATIONAL STUDENT POLICIES AND PROCEDURES

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**Purpose:** To describe the administration of international students coming to the University

**Policy:** Most International Students are either:

Degree-seeking: those who enter the University system with the goal of gaining an undergraduate or graduate degree from the University. They are enrolled as full-time AUI students. Fees and payments are made directly to the University under the international student fees schedules. All University rules and regulations apply to full-time international students.

Transient: those who enter the University system through on their own initiative. They are not enrolled with the aim of gaining a degree from the University. They may be visiting for a specific program, a semester, an academic year, or more. Fees and payments are made directly to the University under the international student fee schedule. Transfer of credit for is at the discretion of the home institution, though the University will assist with official transcripts and course descriptions as necessary. All University rules and regulations apply to transient students.

The Admissions Office bears the responsibility of the admission process for international applicants, however, given the specificity of international applicants, all correspondence between the University and international applicant (whether degree-seeking or not) must be copied to both the OIPD and the Admissions Office.

### **Procedure:**

#### Application

International students applying directly to the University must complete an online application and submit the required documents within the published deadlines (whether degree-seeking or transient) will be referred to the Vice President for Student Affairs for final decision.

#### Admission

International graduates of non-English High Schools in Morocco or abroad:

#### Evaluation of High School grades

General Admission Test, GAT, OR a minimum SAT score of 920  
Placement Tests in Arabic, French, and English Writing  
TOEFL score as indicated in the Catalogue  
Score of 4.5 in essay OR pass the AUI English Writing Placement Test  
Interview with the Admissions Committee

#### Documents Required:

Admission application and processing fee of 350 DH (\$50 for internationals)  
Duly completed **Admission Application Form**  
Brief essay in English explaining why you wish to join the University  
TOEFL score of 530 OR Institutional TOEFL fee of 350 DH  
Official grade report for final three years of high school  
Certified copy of High School Diploma  
Two certified copies of National Identity Card (passport for internationals)

Six passport-size color photographs  
Original Birth Certificate (for Moroccans only)  
Duly completed GAT/TOEFL confirmation

**International graduates of an English-speaking High School in Morocco or abroad:**

- Evaluation of High School grades
- SAT score of 1000 (920 for non-natives of English) OR pass the General Admission Test, GAT
- Placement Tests in Arabic, French, and English Writing
- Interview with the Admissions Committee

**Documents Required:**

- Duly completed **Admission Application Form**
- Brief essay in English explaining why you wish to join the University
- Official grade report for the last three years of high school
- Certified copy of High School Diploma
- Two certified copies of National Identity Card (passport for internationals)
- Six passport-size color photographs
- Original Birth Certificate (for Moroccans only)
- Admission application and processing fee of 500 DH (\$50 for internationals)
- Duly signed Pledge of Academic Honesty

**International Non-Degree Students:**

- Evaluation of High School grades
- Evaluation of university level coursework completed
- Interview with the Admissions Committee

**Documents Required:**

- Duly completed **Admission Application Form**
- Brief essay in English explaining why you wish to join the University
- Certified copy of High School Diploma
- Two certified copies of National Identity Card (passport for internationals)
- Six passport-size color photographs
- Admission application and processing fee of 500 DH (\$50 for internationals)
- Official transcript of all university coursework attempted and or completed
- Catalog, syllabus, or other official document describing courses taken in sufficient detail as well as the admission requirements of the home university
- Duly completed Transient Application Supplement
- Authorization from the Registrar of the home university to take the requested courses
- Duly signed Pledge of Academic Honesty
- May be asked to submit a TOEFL score

**International Graduate Students:**

Graduate Record Examination (GRE) for Computer Science candidates or Graduate Management Admission Test (GMAT) for MBA candidates  
Work experience is recommended for MBA candidates

### Documents Required:

- Each of the University's graduate degree programs has specific admission requirements. The following documents are required for all graduate degree programs:
- **Admission Application form**
- Official transcript(s)
- Certified copy of Moroccan Licence, or equivalent
- Certified copy of the High School Diploma and tests or "Baccalaureate"
- Instructor Recommendation
- Test of English as a Foreign Language (TOEFL) for non-native English speakers
- Two Certified copies of National Identity Card or Passport
- Six passport-size color photographs
- Birth certificate in Arabic and French for Moroccan candidates
- Two brief essays in English of 500 words or less addressing the topics indicated:

### Subject 1

Why do you wish to pursue a graduate program in the field indicated? (Your statement should include your personal and career goals, intellectual interests, relevant employment experience, and your ability and commitment to undertake graduate education.)

### Subject 2

Describe a situation or job in which you assumed major responsibilities and achieved success. (Discuss what you learned from that experience.)

### Acceptance:

- Once the international applicant is accepted, a message of acceptance is sent to the applicant by the Office of Admissions and a copy of the applicant's file, acceptance letter/ message with a photo should be sent to the OIP.
- The OIP will take up contact with non-degree candidates when an acceptance letter is issued and will be in charge of course selection, arrival, orientation, and registration.

### Arrival and orientation:

The OIP will also be in charge of all international degree-seeking students' arrival and orientation and take up contact when an acceptance letter is issued.

### Pre-registration:

- If the applicant is transient, the pre-approved courses from the home institution will be reported after validation by the OIP Director to the Registrar's Office for processing.
- For all other non degree-seeking international students, the OIP Director or other designated faculty members is the advisor for course selection. It is the OIP Director's responsibility to secure all necessary waivers, special permissions or other authorizations to register in a course. The **pre-registration forms** sent by the Registrar's Office will be used for this purpose.
- Special permissions to register in a course must be obtained by the student after arrival and interview the professor of the course concerned.
- All forms should bear the signature of the OIP Director or designated faculty member as the official advisor for all non-degree seeking students.
- The pre-registration forms will be sent to Registrar's Office for processing.

- An appointed Registration Officer and the OIP Coordinator will cooperate throughout the pre-registration process to register students and work through any difficulties that may arise (closed sections, conflicts, etc.).
- One day prior to official registration all schedules will be printed and delivered to the OIPC with **Add/Drop forms** for any revisions by concerned students.

#### **Language Placement Tests:**

- All language placement tests should be planned in coordination with the Language Center (for French) and with the SHSS (for Arabic).
- The tests will be scheduled at the beginning of the registration period to permit enough time to post results and assign the appropriate levels prior to the last day of Add/Drop.
- Prior to the test date, the Arabic Unit should be provided with the following:
  - Number and name of exchange students who wish to study Arabic language before classes start
  - Number of beginning students
  - Number of non-beginning students
  - Number of credits each student is seeking
  - List of students who wish to have the accelerated Arabic courses and number of credits sought
- The above information is required to allow the Arabic Unit to modify the instruction levels and sections prior to the start of classes.
- The Arabic Unit Coordinator (or an Arabic faculty in charge of the tests) is the only person to submit the list of students and their appropriate levels to the OIP and Enrollment Services.
- Students can enroll in an Arabic course ONLY **if a form** assigning the level is submitted by the Coordinator or by the faculty in charge of this operation.
- Only the instructor may request changing the assigned level upon a written justification to the Arabic Coordinator.

#### **Registration:**

- Non-degree seeking student registration will be scheduled preferably on the third day of registration or sooner if the results of the language placement tests are available, to provide students with enough time to revise their schedules. The time will be decided in coordination with the Registrar's Office.
- Registering students must have their approved schedules signed by the OIPD in order for exchange and study abroad students may pick up their books. .
- Official schedules will be issued by the last day of Add/Drop.
- Add/Drop may be extended for non-degree seeking students ONLY for language placement modifications and only at the request of the instructor. NO other course revisions will be accepted.

**Last updated:**

**Validated by:**

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## **VI. ARABIC AND NORTH AFRICAN STUDIES PROGRAM (ARANAS)**

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**Purpose:** To describe OIP involvement in the administration of the ARANAS program

**Policy:** ARANAS is an accredited intensive summer program hosted by the School of Humanities and Social Sciences (SHSS) involving up to 192 language contact hours in addition to cultural study. In effect, a successful student can realistically hope to achieve one full academic year of Arabic language over the summer program. This achievement, however, comes through an intensive workload of classroom hours and homework assignments. The North African Studies component enables participants to sample academic courses focusing on North Africa and the Middle East. The program is complemented by a range of cultural activities and travel.

**Procedure:**

- The OIP maintains the Invoicing Procedure Manual
- The OIP cooperates with the SHSS to administrate ARANAS
- It performs the ARANAS orientation and facilitates transportation to the University
- It facilitates individual student payment and partner or study abroad institution payment
- The OIP works with the SHSS for generating publicity, especially through the addresses for distribution of brochures and information

**(See Invoicing Manual in OIP office)**

**(See Appendix for ARANAS Application Form)**

**(See Appendix for ARANAS Program Arrival/Departure Form)**

**(See Appendix for ARANAS Program Housing Form)**

**(See Appendix for the ARANAS Brochure)**

**(See Appendix for the ARANAS Poster)**

**Last updated:**

**Validated by:**

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## VII. SPECIAL SCHOLARSHIPS

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### 7.1 THE SCHOLAR SHIP (TSS)FEE WAIVER SELECTION POLICY OVERVIEW

**Purpose:** AUI is one of seven Steward Institutions from around the world which oversee and approve the academic programs and services for students in this program which is designed to assist students with processing observations and acquiring new knowledge in intercultural communication and understanding through:

- Classroom learning
- Shared living and dining
- Planned social and intercultural enrichment activities
- Student groups and organizations

Each Steward Institution is allowed five full fee waivers each semester and therefore the procedure to select and nominate students is managed by the OIP.

**Policy:**

- The Selection Committee will be made up with representatives from the three Schools nominated by the Deans, the TSS Academic Coordinator as designated by the VPAA, and the OIPD.
- All scholarship applicants must be degree-seeking Moroccan students in good standing at AUI.
- Applications will be administered by the Office of International Programs and must be submitted by established deadlines. No late or incomplete applications will be considered.
- All applicants will be notified by letter of the interview and selection results.
- Selected applicants are expected to attend an interview within the scheduled interview week.
- The TSS Academic Coordinator will set the essay topic for each application process.
- The Selection Committee will determine the weighting of the CGPA, the essay, the references, and the interview.
- The Composition Coordinator of the SHSS will organize the grading of the essays and communicate the results to the TSS Coordinator and the OIPD.
- The OIPD will submit the essays to the Composition Coordinator coded such that none of the faculty members will know the identity of the students.
- The Selection Committee will determine applicants who are eligible for the interview following an examination of the essay score results.
- Applicants may apply for the scholarship more than one time, but can only be awarded the fee waiver once (for one semester).
- The OIPD will communicate the names of nominated students and alternates as well as other administrative matters with the TSS organization in Baltimore, Maryland, USA and the institution of record Macquarie University in Sydney, Australia.

## **Procedure:**

### Application Deadlines and Interview Schedule

Fall Voyage: end of January  
Interview Schedule: mid February

Spring Voyage: end of March  
Interview Schedule: mid April

### Criteria for Selection

Applicants for 'The Scholar Ship' fee waiver should meet the following requirements and display an exemplary student profile as indicated on the application form which should also include

- Three letters of reference
- One essay
- Transcript indicating a CGPA of at least 3.00 (an unofficial transcript is issued directly to the OIP)

An interview with the Selection Committee is the final step before the Committee decides the five candidates and a few alternates.

### Student Profile

- Successful candidates shall possess several of the following attributes:
- Good academic standing with a very good GPA and notable service record in both the University and local communities.
- Physical, mental, and emotional strength. Energy and enthusiasm will be a hallmark of the Scholar Ship. These personal attributes combined with an adaptive nature will stand the individual in good stead for the rigors of a lengthy voyage.
- Positivity and optimism. Life on board will be intense with close personal contact through classroom learning, shared living and dining, and social interaction.
- Strong communication skills. Shipboard life will require the application of interpersonal skills to a variety of settings onboard. However, the Scholar Ship program extends well beyond the ship itself. The experiential nature of the voyage requires students enhance their learning through guided field programs, excursions, and independent travel.
- Personal confidence, outgoing nature. Students should have and act upon the desire to develop leadership skills and abilities. An underlying goal of the Scholar Ship is to promote a greater awareness of key global issues and then apply this knowledge to studies, and then in turn, to Moroccan society as a whole.
- A desire to learn. The Scholar Ship will provide an excellent opportunity for self-development and self-expression. Candidates should be willing and able to expand their horizons and work toward the development of a global perspective.
- Applicants with extensive international travel and experience may not be an obvious choice as the experience is a chance for a student who might not ever to afford or consider such an opportunity.

**Last updated:**

**Validated by:**

## **7.2 THE HAVERFORD SCHOLARSHIP**

**Purpose:** To assist students in pursuing their studies abroad and foster cultural interaction with countries throughout the world

**Policy:** All scholarship applicants must be degree-seeking students in good standing at AUI.

**Procedure:**

- All scholarship applicants must be degree-seeking students in good standing at AUI.
- Applications will be administered by the Office of International Programs and must be submitted by established deadlines. No late or incomplete applications will be considered.
- All unsuccessful candidates will be notified by email of the selection result.
- All applications and supporting documents will be evaluated by a committee of three (minimum).
- Applicants are expected to attend an interview within the scheduled interview week.
- The nominated candidate's file will be forwarded to Haverford College for the final selection process.

**Last updated:**

**Validated by:**

### **7.3 THE JASSO SCHOLARSHIPS FOR KANSAI GAIDAI UNIVERSITY**

**Purpose:** To assist students in pursuing their studies in Japan, two Jasso scholarships of the Japanese government are secured by Kansai Gaidai University each year for AUI students.

**Policy:** All scholarship applicants must be degree seeking students in good standing at AUI.

**Procedure:**

- All scholarship applicants must be degree-seeking students in good standing at AUI.
- Applications will be administered by the Office of International Programs and must be submitted by established deadlines. No late or incomplete applications will be considered.
- All unsuccessful candidates will be notified by letter of the selection result.
- All applications and supporting documents will be evaluated by a committee in the case of three or more qualified applicants.
- Candidates are expected to attend an interview within the scheduled interview week.
- Applicants may apply for the scholarship more than one time, but can only be awarded the scholarship once which is for one academic year.

**Last updated:**

**Validated by:**

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## **VIII. REPORTS AND REPORTING**

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**Purpose:** To assist in improving the flow of information for decision making, improved administrative process and overall institutional effectiveness

**Policy:** The Office of International Programs bears the responsibility of reporting the following information: 1) International Mobility Report; 2) Semester Reports; 3) Annual Report; 4) Manual of Policies and Procedures

### **8.1 INTERNATIONAL MOBILITY REPORT**

The international mobility cumulative data tables contain a range of important mobility data of students, faculty and staff.

### **8.2 SEMESTER REPORTS**

The Office of International Programs provides two reports documenting the progress of the OIP throughout the academic year. The Semester Activities Report contains the following major sections:

- Semester overview
- Achievements
- Incidents and Issues
- Planned Activities and Programs

### **8.3 ANNUAL ACTIVITY REPORT**

OIP's Annual Report consolidates the information contained in the semester reports. The Annual Activity Report contains the following major sections:

- Introduction
- Changes
- Statistical Summary
- Special Programs
- Budget
- Goals and Objectives

### **8.4 POLICIES AND PROCEDURES MANUAL**

The OIP Policies and Procedures Manual outlines the responsibilities and activities of the department. The manual is updated on an annual basis.

**Last updated:**

**Validated by:**

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**IX. APPENDIX - FORMS**

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- SA/OIP/101 Academic Institution Agreement Approval Process
- SA/OIP/102 General MOU/Agreement Template
- SA/OIP/103 Student Exchange Template
- SA/OIP/104 Faculty Exchange Template
- SA/OIP/105 Staff Exchange Template
- SA/OIP/106 Internship Contract
- SA/OIP/107 Internship Information Form
- SA/OIP/108 Special Program Quotation
- SA/OIP/109 Special Programs Request
- SA/OIP/110 Special Programs Student Information Form
- SA/OIP/111 Special Programs Agreement



## Office of International Programs

### Agreement Preparation and Approval Process

This document is intended to be a guide for discussion for the evaluation and preparation of proposed agreements between AUI and other academic institutions. This document also systematically records information about who is informed and supporting the relationship and can become part of an internal approval process.

#### SECTION I: Institutional Background

Name of Institution:

City:

State/Province:

Country:

Type of  
Institution:

Private	
State/government/public	
Autonomous	
Other	

Number of Students:

Educational system:

Referred or recommended by:

Additional information:

Points of contact:

Name:		Name:	
Title:		Title:	
Unit/Dept :		Unit/Dept:	
Address:		Address:	
Address:		Address:	
Email:		Email:	
Fax:		Fax:	
Tel:		Tel:	

1. Interest(s) of the institution in AUI. Check all that apply

<input type="checkbox"/>	Seeking contact in the region (North Africa/Middle East)
<input type="checkbox"/>	Seeking partnership with general but unspecified goals (general agreement)
<input type="checkbox"/>	Seeking regional partner for study abroad for own students
<input type="checkbox"/>	Seeking partner for student exchange/study abroad through an existing consortium
<input type="checkbox"/>	Seeking partner for direct student exchange program
<input type="checkbox"/>	Seeking specific program collaboration-exchange of students and/or faculty
<input type="checkbox"/>	Seeking joint research or collaboration
<input type="checkbox"/>	Seeking site and facilities for own program(s)

	Other -- Please explain
--	-------------------------

1. Interest(s) of AUI in this institution. Check all that apply

	Seeking contact in the region
	Seeking partnership with specified goals (institutional agreement)
	Seeking regional partner for study abroad for own students
	Seeking partner for student exchange/study abroad through an existing consortium
	Seeking partner for direct student exchange program
	Seeking specific program collaboration-exchange of students and/or faculty
	Seeking joint research or collaboration
	Seeking site and facilities for own program(s)
	Other -- Please explain

2. How serious is the institution in pursuing a relationship with AUI? Is/has there impending visit of senior administrators? Have they been clear in what they hope to gain from this relationship?

3. What does AUI stand to gain from this relationship? How does it conform to and meet objectives of the strategic plan of the University?

4. Institutional resources or publications

	Available for review:	Comments
	Catalog	
	Department/ School Brochures	
	Other printed matter	
	Website	
	CD Rom	
	In English / English available if the institution in not in Anglophone country	

6. Impressions/Comments of the institutions promotional material of academic programs:

7. Has a faculty member or administrative officer ever visited this institution? When?

8. Has a faculty member or administrative officer of the institution ever visited AUI? When?

9. Please describe any other talks/plans/proposals not covered in any of the previous questions.

**SA/OIP/101**



## Office of International Programs

### General MOU/ Agreement Template

**AGREEMENT OF COOPERATION  
BETWEEN  
AL AKHAWAYN UNIVERSITY  
AND  
XXXX University**

AL AKHAWAYN UNIVERSITY (hereafter referred to as AUI) and XXXX (hereafter referred to as XXXX), wishing to enhance relations between the two universities and to develop academic and cultural interchange in the areas of education, research and other activities, agree to cooperate and work together toward the internationalization of higher education.

The areas of cooperation will include any program offered at either university which is felt to be desirable and feasible for the development and strengthening of cooperative relationships between the two institutions. However, any specific program shall be subject to mutual consent, availability of funds, and approval of each university. Such programs may include:

- a. Exchange of students
- b. Exchange of faculty
- c. Exchange of staff
- d. Joint research projects
- e. Joint seminars/conferences/workshops
- f. Information sharing
- g. Summer activities and programs

The terms of such mutual assistance and cooperation shall be discussed and agreed upon in writing by appropriate responsible officers of both parties prior to the initiation of any particular program or activity.

This agreement shall be effective upon approval by both parties and shall remain in effect for an initial period of three years. Thereafter it shall be automatically renewed from year to year; however, after the initial period either university may terminate the agreement at the end of a given year by giving six months notice in writing of such intent.

AL AKHAWAYN UNIVERSITY

XXXX UNIVERSITY

-----  
Rachid Benmokhtar Benabdallah  
President

-----  
President

-----  
Date:

-----  
Date:

SA/OIP/102



## Office of International Programs

### Student Exchange Template

**AGREEMENT OF COOPERATION  
BETWEEN  
AL AKHAWAYN UNIVERSITY  
AND  
XXXX UNIVERSITY**

#### **Student Exchange Protocol**

In order to implement a program of student exchange between AUI and **XXXX**, the two universities hereby agree that:

1. The exchange program shall be administered through the Office of International Programs at AUI and the International Student & Exchange Services at **XXXX**.
2. In principle, each university may send XXX student(s) each year. However, this number may vary in any given year, provided a balance of exchanges is obtained over the term of the agreement. The participating students will normally register at each partner institution for one academic term.
3. The candidates from AUI will be students enrolled in a degree course at AUI. The candidates from **XXXX** will be students enrolled in a degree course at **XXXX**. Students nominated by the home University will normally be accepted by the host University for exchange.
4. AUI will forward to the International Relations Office at **XXXX** each year by the established deadline a list of the students nominated for exchange, together with appropriate documents as required by **XXXX** University. **XXXX** University will inform AUI of the final admission as soon as possible.
5. **XXXX** will forward to the AUI each year by the established deadline a list of students nominated for exchange program, together with all appropriate documents as required by AUI. AUI will inform **XXXX** University of final admission as soon as possible.
6. Each host Institution will issue the appropriate documents for visa purposes in accordance with current laws, although it is the responsibility of individual student(s) to obtain a visa in a timely manner.
7. Students accepted for exchange will be enrolled as full-time students. AUI students at **XXXX** may enroll in all courses offered by the University, subject to usual university regulations and policies. **XXXX** University students at AUI will normally enroll in courses offered at the AUI, subject to usual university regulations and policies. The Faculty will endeavor to reserve a certain number of spaces for exchange students for courses with limited enrollment.
8. Any academic credit that the students receive from the host institution will be transferred to the home institution provided that their program of studies has received prior approval by the appropriate authorities at the home institution.

9. The participating students shall pay normal tuition to their home institution, in accordance with that institution's policies. Neither University shall make charges upon the other or upon the exchange students for tuition or application fees.
10. The participating students shall provide for their own room, board, books, transportation, internet and communication fees, student activity and sport facilities fees, student health insurance fees and medical care, passports, visas and personal expenses.
11. The university shall be responsible for pickup on arrival from the nearest local airport if requested. Transportation on departure shall be the responsibility of the student.
12. Each institution reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations. The dismissal of a participant shall not abrogate the agreement nor the arrangements regarding other participants.
13. Upon completion of study tour at the host university, the participating students must return to the home university without fail. No extension of stay shall be authorized unless otherwise specified by the home institution.
14. This exchange agreement shall remain in effect for an initial period of three years. Thereafter it shall be automatically renewed from year to year; however, after the initial period either university may terminate the agreement by giving six months notice in writing of such intent. Notwithstanding any such termination, all commitments already made in respect of particular exchange students shall be carried out till completion.

AL AKHAWAYN UNIVERSITY

XXXX UNIVERSITY

-----  
Amine Bensaid  
Vice President for  
Academic Affairs

-----  
**XXXX**  
Vice President for  
Academic

-----  
Date:

-----  
Date:

**SA/OIP/103**



## Office of International Programs

### Faculty Exchange Template

#### AGREEMENT OF COOPERATION BETWEEN AL AKHAWAYN UNIVERSITY IN IFRANE AND XXXX UNIVERSITY

##### Faculty Exchange Protocol

XXXX University and Al Akhawayn University undertake to facilitate specific academic missions, joint publications and research as well as collaboration in the design and teaching of educational material.

The partner institutions will promote the hiring of visiting faculty from the partner institution for terms up to one academic year. The hiring of visiting faculty and their duties in the host institution will be determined in accordance with the procedures applied by each institution if not specifically stipulated in this agreement.

1. The sending institution provides:
  - Faculty salary (or donation of time by faculty)
  - Medical insurance and other fringe benefits
  - Transportation to/from home country according to institution's policy.
2. The host Institution Provides:
  - A staff member who will serve as an active host/hostess (mentor) to assist in solving problems and interact with sending institution
  - Transportation to/from nearest major airport
  - Assistance in locating appropriate housing, and, if possible, financial assistance
  - Office space, including internet access and equipment normally provided in university offices
  - Secretarial assistance (as normally provided to AUI/SSU Faculty)
  - Social events as provided by the faculty, administrators, and university friends
  - Assistance in arranging governmental visas and residency permits
  - Supplementary health insurance/health services may be offered at the visiting professor or staff member's expense
3. Expectations of Visiting Faculty:
  - Teach a negotiated number of courses per term in English language or language appropriate to host institution students
  - Responsible for personal expenses such as maid service or house cleaning, long distance telephone calls, cable television service, and local transportation
  - If called upon, present lectures to academic and regional communities
  - Collaborate on scholarly projects with faculty and students
  - Maintain the moral and ethical standards of the host institution

AL AKHAWAYN UNIVERSITY

XXXX UNIVERSITY

-----  
Amine Bensaïd  
Vice President for Academic Affairs

-----  
XXXX  
Vice President for Academic Affairs

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

SA/OIP/104



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**Office of International Programs**  
**Staff Exchange Template**

SA/OIP/105



## Office of International Programs

### Internship Contract

Al Akhawayn University and \_\_\_\_\_ enter into the following binding internship contract.  
Intern Status: \_\_\_\_\_

The intern commits to:

Working for \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Upholding the duties and responsibilities of a full-time employee at Al Akhawayn University including:

1. being at work from 8:30 to 5:30 (with agreed upon flexibility in hours)
2. Assist with the development of web materials for international students
3. contacting AUI alumni
4. building an alumni database
5. building student testimonials for the webpage
6. Assist with the development of a promotional database for the OIP
7. Copying and maintaining files and folders of international agreements for the Office of Business Services
8. Assist with pre-registration documentation for international students
9. Assist with groups of visitors to OIP
10. Other duties as assigned by the Director of the Office of international Programs

All AUI rules and regulations apply to Interns at AUI. The intern shall receive:

- \_\_\_\_\_ . Stipend or Salary (specify: \_\_\_\_\_)
- \_\_\_\_\_ . Housing on Campus Specify: \_\_\_\_\_)
- \_\_\_\_\_ . Meals (Specify: \_\_\_\_\_)
- \_\_\_\_\_ . Airport pickup and return
- \_\_\_\_\_ . An orientation
- \_\_\_\_\_ . Medical Services
- \_\_\_\_\_ . Medical Insurance

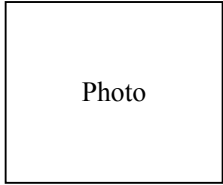
Prepared by: \_\_\_\_\_  
Date

Intern: \_\_\_\_\_  
Date

VPSA \_\_\_\_\_  
Date

Supervisor \_\_\_\_\_  
Date

SA/OIP/106



Hassan II Ave., P.O. Box 104 Ifrane 53000 Morocco  
Tel. 212 (0) 55 86 29 05 or 5 86 20 31 Fax. 212 (0) 55 56 71 47  
Email: [OIPD@aui.ma](mailto:OIPD@aui.ma)

### AUI Internship Information Form

#### Personal Information (Please type or print)

Name: \_\_\_\_\_ Social Security Number : \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
number and street name City

Province/State \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Postal/Zip Code Country

1st email: \_\_\_\_\_ 2nd email: \_\_\_\_\_

Reply Address: (if different) \_\_\_\_\_  
number and street name City

Province/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_ valid until : (date) \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_ Male  Female   
day/ month /year City Country

Citizenship: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Specific Country

First Language: \_\_\_\_\_ Other languages spoken/studied: \_\_\_\_\_

#### Proposed Dates

From : \_\_\_\_\_ To : \_\_\_\_\_

#### Educational Background

Academic institution you are currently attending: \_\_\_\_\_

School/ College: \_\_\_\_\_ Department: \_\_\_\_\_

Major/ Subject: \_\_\_\_\_ Degree/Diploma sought: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Please list other academic institutions/Programs you have attended:

Name	Place	Dates attended	Certificate, diploma or degree received

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**Housing and Dietary Requirements**

Room: Double  Single  (supplement required, however singles are not available except in summer)

Roommate: Smoking  Non-Smoking

Study style: 1. When do you prefer to do homework? morning  daytime  evening  late night   
2. Do you like doing your homework in silence  or with music or TV  ?

Lifestyle: 1. What time do you usually go to sleep? \_\_\_\_\_  
2. What time do you get up in the morning? \_\_\_\_\_  
3. Are you meticulous (very neat) , reasonably tidy , or very lax about order  ?  
4. Should your roommate be neat , reasonably tidy , or very lax about order  ?

Special dietary needs: \_\_\_\_\_

**Please Note** Vegetarians will find avoiding meat a challenge.  
Vegans will have extreme difficulty and this will be an enormous cultural hurdle while in Morocco. Not an impossible situation but difficult to explain and to meet your nutritional requirements.

---

---

**Costs**

Your expenses while at AUI will be based on an existing arrangement with your home institution or calculated according to the length of time on campus and the associated services.

---

---

**Completion of this Form**

Please include one passport size photo for use in making a ID card.  
This form may be completed and sent by email attachment or mail.

All information is accurate and I will inform the University of any changes.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

SA/OIP/107



Hassan II Ave., P.O. Box 104 Ifrane 53000 Morocco  
Tel. 212 (0) 55 86 29 05 or 5 86 20 31 Fax. 212 (0) 55 56 71 47  
Email: [OIPD@au.ma](mailto:OIPD@au.ma)

## Special Program Quotation

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---

**Institution/Organization** (Please type or print)

Contact Person

---

---

**General Program Description** (Please type or print)

Goals/Aims/Objectives  
Expected Outcomes

---

---

**Program Specifics** (Please type or print)

Course Names

Course Length

Expected Enrollment

---

---

**Quote** (per person)

Tuition Fee  
Expenses  
Travel (Internal)  
Additional Staffing  
Program Fee  
Margin

Total

---

signature

---

date

**Fee Breakdown**

SA/OIP/108



Hassan II Ave., P.O. Box 104 Ifrane 53000 Morocco  
Tel. 212 (0) 55 86 29 05 or 5 86 20 31 Fax. 212 (0) 55 56 71 47  
Email: [OIPD@ai.ma](mailto:OIPD@ai.ma)

## Special Program Request Form

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---

**Institution/Organization** (Please type or print)

Contact Person

---

---

**General Program Description** (Please type or print)

Goals/Aims/Objectives  
Expected Outcomes

---

---

**Program Specifics** (Please type or print)

Course Names

- 1.
- 2.
- 3.
- 4.
- 5.

Course Length

Expected Enrollment

---

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**Additional Requirements** (Please type or print)

All information is accurate and I will inform the University of any changes to my stated purposes

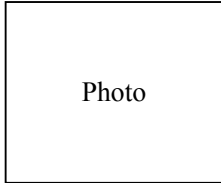
\_\_\_\_\_

signature

\_\_\_\_\_

date

SA/OIP/109



Hassan II Ave., P.O. Box 104 Ifrane 53000 Morocco  
Tel. 212 (0) 55 86 29 05 or 5 86 20 31 Fax. 212 (0) 55 56 71 47  
Email: [OIPD@ui.ma](mailto:OIPD@ui.ma)

### Special Program Student Information Form

**Personal Information** (Please type or print)

Name: \_\_\_\_\_ Social Security Number : \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
number and street name City

Province/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Country

1st email: \_\_\_\_\_ 2nd email: \_\_\_\_\_

Reply Address: (if different) \_\_\_\_\_  
number and street name City

valid until : (date) \_\_\_\_\_  
Province/State Postal/Zip Code Country

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_ Male  Female   
day/ month /year City Country

Citizenship: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Specific Country

First language: \_\_\_\_\_ Other languages spoken/studied: \_\_\_\_\_

**Educational Background**

Academic institution you are currently attending: \_\_\_\_\_

School/ College: \_\_\_\_\_ Department: \_\_\_\_\_

Major/ Subject: \_\_\_\_\_

Degree/Diploma sought: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Please list other academic institutions/Programs you have attended:

Name	Place	Dates attended	Certificate, diploma or degree received

---

---

**Housing and Dietary Requirements**

Room: Double  Single  (supplement required, however singles are not available except in summer)

Roommate: Smoking  Non-Smoking

Study style: 1. When do you prefer to do homework? morning  daytime  evening  late night

2. Do you like doing your homework in silence  or with music or TV  ?

Lifestyle: 1. What time do you usually go to sleep? \_\_\_\_\_

2. What time do you get up in the morning? \_\_\_\_\_

3. Are you meticulous (very neat) , reasonably tidy , or very lax about order  ?

4. Should your roommate be neat , reasonably tidy , or very lax about order  ?

Special dietary needs: \_\_\_\_\_

**Please Note** Vegetarians will find avoiding meat a challenge.

Vegans will have extreme difficulty and this will be an enormous cultural hurdle while in Morocco. Not an impossible situation but difficult to explain and to meet your nutritional requirements.

---

**Costs**

Your expenses while at AUI will be based on an existing arrangement with your home institution or calculated according to the length of time on campus and the associated services.

---

**Completion of this Form**

Please include one passport size photo for use in making a ID card.

This form may be completed and sent by email attachment or mail.

All information is accurate and I will inform the University of any changes to my stated purposes

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**Additional Information**

The Exchange Student handbook can be accessed at [www.aui.ma](http://www.aui.ma) which covers general information about Morocco, Ifrane and AUI, recommended items to bring, the spending money, etc. Also see [www.studyabroad.com/handbook/handbook.html](http://www.studyabroad.com/handbook/handbook.html).

For health issues: [www.tripprep.com/country/sp124\\_body.html](http://www.tripprep.com/country/sp124_body.html).

SA/OIP/110



## Office of International Programs

### Special Programs Agreement

#### SPECIAL PROGRAMS AGREEMENT

#### BETWEEN

#### AL AKHAWAYN UNIVERSITY AND THE UNIVERSITY OF XXXX

Al Akhawayn University and XXXXX, wishing to enhance relations between the two universities and to develop academic and cultural interchange, agree to cooperate and work together in a special program. All specific program agreements shall be subject to mutual consent, availability of funds and resources, and the approval of each university. In this special program agreement.

Al Akhawayn University commits to provide:

- a. classroom facilities
- b. housing
- c. meals
- d. campus facilities
- e. an orientation
- f. teaching assistants/guides
- g. airport pickup and return
- e. specified excursions
- f. other

The XXXX commits:

- a. to bring XXX students and XX faculty/staff to Al Akhawayn University for the purposes of study and cultural exchange from XXX.
- b. to follow, respect and abide by all the rules and regulations of Al Akhawayn University

The terms of such mutual assistance and cooperation shall be agreed upon in a written budget signed by appropriate responsible officers of both institutions prior to the initiation of the special program.

AL AKHAWAYN UNIVERSITY

THE UNIVERSITY OF XXXX

-----  
Signature:

-----  
Signature:

-----  
Date:

-----  
Date:

SA/OIP/111