

## Student International Mobility - Policy & Procedures

---

### 1.0 Purpose

- 1.1 Increase participation by students in international mobility programs as one of AUIB's internationalization strategies.
- 1.2 Define student mobility rules and responsibilities, and establish a framework for assessment, approval, preparation, and support.
- 1.3 Promote safe student international travel experiences, protect the image of AUIB with international partners, as well as mitigate and manage the risks associated with international mobility.

### 2.0 Scope

- 2.1 International Student Mobility Programs may include courses, exchange programs, internships, study tours, site visits, clinical placements, work terms/placements, research, conferences, etc.
- 2.2 This policy applies to:
  - Outbound Students from AUIB who go abroad for a short-term or semester-long program that contributes to their course requirements.
  - Inbound students (non-AUIB) from partner institutions who engage in an AUIB Student Mobility Program.
  - Non-credit bearing co-curricular activities and learning experiences that complement the academic curriculum and University mission. These activities may include, but are not limited to, debates, competitions, conferences, training, performances, fairs, etc.
- 2.3 This policy applies to AUIB students taking classes for a period of study, but not pursuing a diploma at a foreign institution.
- 2.4 Study abroad arrangements /student exchanges are program-specific and are created through bilateral agreements.

### 3.0 Definitions

- 3.1 Crisis Response Director - the designated authority responsible for managing crisis situations related to international mobility programs. The Director will be the Vice President -Enrollment Services and Student Affairs.
- 3.2 Emergency Response Plan - the plan put in place to address emergencies that may arise during international mobility programs.
- 3.3 International activities - activities that include, but are not limited to, collaborations and agreements between international partners of varying size and scope. These include study abroad and exchange programs, research, co-op, fieldwork, executive and online education, concurrent enrollment, training and development programs, and conferences.
- 3.4 International travel - travel outside of Iraq.

#### Program Definitions

- 3.5 International Mobility Programs - refer to programs that offer students opportunities to study and/or intern overseas, providing enriching learning experiences, cultural exposure, and career enhancement.
- 3.6 Short-Term Mobility Program - a program that involves a shorter duration of study or work experience abroad, typically ranging from one week to one academic semester.
- 3.7 Student Exchange Program - a program where students from AUIB study at partner institutions abroad, and vice versa, for a specified period (typically one (1) semester or more) and receive credit for their coursework.
- 3.8 Study Abroad Program - a program where students from AUIB study for a specific period at an overseas institution and receive credit towards their AUIB coursework.

#### Participant Definitions

- 3.9 Outbound students - students from AUIB who participate in international mobility programs abroad.
- 3.10 Inbound students - international students from partner institutions who study at AUIB as part of the international mobility programs.
- 3.11 Placement provider - the organization or industry partner where students undertake work integrated learning placements.

#### **Academic Definitions**

- 3.12 Core curriculum - a set of general educational requirements that all students must complete to earn a degree.
- 3.13 Credit hour - quantifies the amount of instruction and academic work associated with a course.
- 3.14 Grade point average (GPA) - a weighted average of grades earned in credit courses during the tenure at AUIB, weighted by credit values.
- 3.15 Major - the field of study in which a student concentrates their academic work.
- 3.16 Transfer credit - credit earned at one institution that is accepted by another institution towards meeting degree requirements.

#### **Document and Agreement Definitions**

- 3.17 International Travel Waiver - a document that outlines that the University holds no responsibilities and risks associated with international travel for students participating in mobility programs to sign.
- 3.18 Articulation agreement - a formal agreement between two or more institutions that outlines the conditions under which credits will be accepted for transfer.

#### **4.0 Policy**

- 4.1 Studying and/or working overseas enriches students' learning experiences, enhances their careers, and directly benefits the home institution.
- 4.2 The University dedicates itself to offering students chances to engage in international mobility programs, broadening their understanding and experiences of languages, cultures, studies, and work from around the world.
- 4.3 Short-term mobility programs should apply and expand the knowledge and skills pertinent to the student's current courses, enriching their academic and skill foundation, and fostering the development of various qualities expected of an AUIB graduate.
- 4.4 Prior approval is required from the President, who may consult with the Founder for international student mobility as part of any university programs and/or activities. This approval will be based on the specific details of the student mobility program including the readiness of the partner institution to accept AUIB students, whether faculty or staff chaperones are involved, whether parental approval has been obtained, and a budget for the whole program.
- 4.5 The Global Engagement Office (GEO) will maintain a database of all international student travel; stay informed of changing conditions via travel advisories and alert

designated officials of changes in risk level affecting students out on exchange; and communicate with exchange partners. E-mail will be the primary mode of communication between the student and the institutions.

- 4.6 Participants will be made aware that there are inherent risks to travelling abroad and that changes to the local environment can occur without warning.
- 4.7 If the participant is involved in a serious accident or grave situation, the host institution will notify the home institution immediately.
- 4.8 All students travelling abroad as part of an AUIB approved program and those students visiting AUIB must provide contact information that will be held in a central database maintained by the GEO.
  - 4.8.1 The information will be kept strictly confidential and will be used to facilitate a prompt response and support in an emergency or regarding issues involving safety and security.
- 4.9 The University will require approval for student travel abroad from a spouse, parent and/or guardian.
- 4.10 Students must comply with the policies and procedures of AUIB and the host institution.
- 4.11 Participating students will be required to ensure accurate registration and maintain full time student status.
- 4.12 Participants must ensure they have adequate health care insurance for the duration of their trip and will provide proof to the GEO prior to departure.
- 4.13 Students will be required to submit to the GEO a copy of their passport ID pages and visa for immigration/entry to the host country.
- 4.14 Where available, students will be required to register with their respective embassy/consulate in the host country for the duration of their travel.
- 4.15 Students are subject to the domestic laws of their host country.
- 4.16 Students participating in outbound Student Mobility Programs are required to conduct themselves in a way that preserves their own reputation and that of AUIB, as specified in the International Travel Waiver. Students who have been the subject of disciplinary action in AUIB will be prohibited from engaging in Student Mobility Programs.
- 4.17 AUIB reserves the right to discontinue a student's involvement in a Student Mobility Program if they do not uphold what AUIB deems an acceptable level of behavior.

- 4.18 Students are responsible for covering all costs associated with their participation in a mobility program, including, but not limited to:
- Tuition fees
  - Flight, visas, accommodation and living costs;
  - Travel and health insurance costs; and
  - All costs resulting from modification or termination of a student's participation in the mobility program, for any reason.
- 4.19 Limited financial support may be available for eligible outbound students. Those interested in applying for funding should reach out to the Global Education Office (GEO).
- 4.20 Students must secure a passport or verify the validity of their existing passport before they travel. It should remain valid throughout their mobility program and for an additional six months following their anticipated return to Iraq or their home country.
- 4.20.1 Students are required to acquire all necessary visas for the duration of their Mobility Program and must adhere to specific timelines and administrative procedures to secure the appropriate visa promptly.
- 4.20.2 Students must adhere to the terms of their visa as these terms pertain to their enrollment at AUIB or the partnering overseas institution.

#### Risk Management

- 4.21 The University may consider prohibiting student mobility initiatives in areas identified as having significant travel risks or safety concerns, where advisory levels recommend avoiding non-essential or all travel
- 4.21.1 In the event a travel warning is issued for an area in which students are already on location, both parties will consult with one another, and the University will decide if the individual or group shall return to their home country.
- 4.21.2 It is the individual participant's responsibility to be informed of the inherent risks of international travel and take the necessary precautions to avoid dangers.
- 4.21.3 All activity organizers will work with the GEO to perform a risk assessment, identify risks and precautions to be taken, and contingency plans to mitigate risks associated with the program. Types of emergencies may include accident, injury, death, medical emergencies, assault, civil unrest, natural disasters, acts of terrorism, etc.

Commented [HN1]: @Christina Larson @Maryam Philip Let's rethink this.

Commented [CL2R1]: changed 'will' to 'may'

Commented [CL3R1]: VPSSA to take out mention of US Govt

Commented [JP4R1]: Yes. A similar message would be put out by the UK Government so lets not make it peculiar to the US Government. Also not the statements in parenthesis. Could be 'where a travel advisory at the proposed destination indicates that travel should be avoided'

4.21.4 A student will not be deemed travelling as part of the university if they:

- Travel without the approval of the university.
- Travel despite having been notified that travel approval has been revoked.
- Fail to maintain enrollment status at the university or at the host institution.

4.21.5 The Vice President of Enrollment Services and Student Affairs shall serve as the Crisis Response Director. In his/her absence, the acting incumbent shall be responsible, and the Emergency Response Plan will be deployed.

4.21.6 Depending on the crisis/issue the Crisis Response Director will request the Marketing Department to handle all media calls, determine where family inquiries will be directed, and if necessary, add information to the University's home page to facilitate communication.

4.21.7 In a crisis involving International Education Program participants, the GEO should be informed immediately. This office will then immediately contact the Office of the President.

4.21.8 Notification of the crisis/situation must be relayed to the President of the University.

#### **Preparedness**

4.22 It is mandatory for all students participating in international mobility programs to attend pre-departure briefing sessions covering an intercultural competency program and topics mitigating risk, and to sign an International Travel Waiver. Failure to do so will result in the cancellation of their placement.

4.23 Accompanying faculty and/or staff must review travel policies and procedures for emergency preparedness, incident reporting, and crisis management protocols.

4.24 Students are responsible for ensuring their emergency contact information is up to date with the GEO.

4.25 Legal liability coverage where available is extended to the exchange student at the host institution, and as such, are afforded all the same privileges as the home students.

4.26 While it is impossible to identify all conceivable dangers, the University will make reasonable efforts to ensure the safety of students participating in international activities and respond to emergencies per the operational policy outlined in the Emergency Response Plan.

- 4.27 Should a student refuse to follow the advised emergency course of action they may be withdrawn from the program and/or may be dismissed from the University.

#### **Student Exchange**

- 4.28 AUIB must establish a student exchange agreement with a partner institution prior to the initial student traveling under that agreement either to or from Iraq.
- 4.29 A Student Exchange Program includes:
- Outbound students who pay AUIB tuition fees during their overseas exchange at a partner Institution, receiving credit for these studies towards their AUIB coursework; or
  - Inbound students who study at AUIB while maintaining enrollment and paying tuition fees at their home institution, earning credit for these studies towards their coursework at their home institution.
- 4.30 Students can participate in an undergraduate exchange program abroad for a minimum of one semester and a maximum of two semesters.
- 4.31 Students may participate in more than one exchange abroad provided their program of study allows this, and they must obtain the necessary approvals.
- 4.32 The exchange student remains a student of their home institution to whom they pay tuition and fees while on exchange.
- 4.33 The numbers of students exchanged each year will be determined by both institutions.
- 4.34 Participants may be exempt from paying tuition at the host institution.
- 4.35 Students must meet the language requirements for admission to the host institution.
- 4.36 Full semester exchange students must have a minimum GPA of 2.5, be in good academic standing as per the AUIB Catalog and hold no record or pending cases of academic or non-academic misconduct on file.
- 4.37 The host institution will be responsible for confirming enrollment when requested for the semester that the student is studying with them.
- 4.38 The credits transferred from a partner institution will be recorded and designated accordingly on the student's official transcript.
- 4.38.1 The University will accept a credit transfer awarded by the host institution, but this will be exempt from GPA calculations and marked as Transfer Credit. (TC)

- 4.38.2 A course taken on exchange that is denied transfer or exemption credit may be appealed in the same manner as courses taken at the home campus.
- 4.39 The host institution reserves the right to request the withdrawal of any exchange student from the exchange program for reasons of academic standing and/or conduct and will consult with the home institution before doing so.
- 4.40 If the exchange student voluntarily withdraws before the end of the term, he/she will be required to wait until the next term to continue their studies at their home institution.
- 4.41 No financial transaction involving tuition fees will be performed when there is a student exchange between the two institutions.
- 4.42 Each institution will assist participating students in securing housing for the period of study at the host campus.
- 4.43 If a student is on exchange in a country for which a “non-essential” travel warning is invoked, both parties will consult with one another, and the home institution will decide if the individual shall return to their home country. All accommodation will be made to return the student to study at the home institution within the limitations of course availability.
- 4.44 The Dean involved in the exchange at the home institution will provide academic counseling to ensure that courses taken at the host institution are acceptable. The host institution will make available course descriptions and syllabi to aid in course equivalency evaluation, upon request.
- 4.45 Students automatically authorize the transmission of an official transcript from the host institution by participating in an exchange. It is the host institution’s responsibility to provide this official transcript to both the student and the home institution at the end of term.
- 4.46 The University’s obligation is limited to exchange students and does not extend to any persons accompanying them.
- 4.47 The GEO will notify host institutions of exchange nominees, assist exchange students in obtaining visas and other documents required for immigration, disseminate additional host institution forms to selected participants, and deliver pre-departure sessions.

#### **Study Abroad**

- 4.48 A Study Abroad Program includes:
- Outbound students engaging in studies ranging from one week to one academic year at an overseas institution on a fee-paying basis, earning credit toward their AUIB degree; or



- Outbound students involved in a Short-Term Mobility Program, experiencing an overseas placement for less than a semester, typically 1-3 weeks, which will contribute toward their AUIB degree and is often led by AUIB faculty or staff (e.g., study tour, internship, language classes, practicum, work-study); or
- Inbound students studying at AUIB on a full fee-paying for a minimum of one semester up to one academic year; or
- Inbound students engaging in a Short-Term Mobility Program at AUIB for less than one semester (e.g., study tour, internship, language classes, practicum, work-study).

#### **Work Integrated Learning Placements**

4.49 Prior to approving a Placement, agreements must be established between:

- AUIB and the student; and
- AUIB and the Placement Provider (e.g., Industry Partner).

#### **5.0 Procedures**

- 5.1 The President (possibly in consultation with the BoT), Vice Presidents, Deans, Academic Chairs, and the GEO have the authority to disallow a student to participate in international education programs.
- 5.1.1 All Placements must be approved by the President who may wish to consult with the Founder.
- 5.2 The Director of the Global Engagement Office will be responsible for operational matters, maintenance and adherence to policy and procedures, and contact and communication with visiting students as part of the Emergency Response Plan.
- 5.3 The Registrar is responsible for applying the policy through the development of supporting processes within the Student Information System and maintaining the University Transfer Credit Policy.
- 5.4 It is understood that exchange students are selected by the home institution, but the host institution reserves the right of refusal.

#### **Agreements**

- 5.5 Written approval from the appropriate College Dean is required and submitted to the GEO. This written approval must be attained and submitted well in advance of travel thereby allowing for time to review; perform risk assessment and management; prepare and deliver pre-departure sessions specific to the activity and destination, ensuring institutional policy and procedures are followed; and complete any additional paperwork required by the program or activity.

5.6 Legal matters regarding international students should be referred to the Director of the Global Engagement Office.

5.7 The GEO, in collaboration with Student Affairs, oversees the strategic planning, development, and evaluation of the University's international mobility opportunities for students.

5.7.1 Membership of the Global Initiatives Committee comprises:

- One faculty member from each College nominated by the Dean of the College
- Director of GEO
- Student Affairs Manager
- Student representative nominated by the Director of Student Affairs.

5.7.2 The Terms of Reference for the Global Initiatives Committee include:

- Promoting and advising on international mobility and funding opportunities available to the University.
- Providing academic insights into the University's international mobility opportunities.
- Offering guidance on the comprehensive development, operation, and evaluation of the University's international mobility opportunities.

The Committee will be convened six to eight times per year and provide advice to the Vice President - Enrollment Services and Student Affairs) and the Vice President – Academic Affairs who will together decide on a way forward based on the advice..

#### **Exchange Programs**

5.8 Eligibility criteria for Outbound students include:

- Current enrollment in approved course(s).
- Completion of at least 60 credit hours (for undergraduates).
- A minimum grade point average of 2.5
- No failed courses in the preceding year.
- Exclusion of study in the student's home country.
- Approval by the relevant College Dean.

#### **Application Procedure for Outbound exchange students:**

5.9 Outbound applicants are required to submit a Student Exchange Application Form to GEO, which must include:

- A personal statement of approximately 500 words detailing their motivation for participating in a Student Exchange Program, their choice of country and institution, and the academic and personal benefits they anticipate from the experience.

- Proof of community involvement and/or leadership skills demonstrating their qualifications to serve as an AUIB Ambassador abroad.
- Two (2) letters of recommendation from AUIB faculty specifically addressing the applicant's suitability for participation in an overseas exchange.
- A signed International Travel Waiver that outlines the responsibilities of students in the International Mobility Program.

5.10 Application process for Inbound exchange students:

- Apply and receive an official nomination from their home institution.
- Complete an Application Form and submit all required supporting documents by the specified deadline.

**Short Term Mobility Programs**

5.11 To qualify for a Short-Term Mobility Program, an AUIB student must:

- Be currently enrolled in a relevant course.
- Have completed a minimum of 30 credit hours (for undergraduates).
- Have attained a minimum grade point average of 2.5
- Have not failed any course in the preceding year.

5.12 Application procedure:

- Apply directly to the relevant College for approval.
- Submit a signed International Travel Waiver.
- The relevant College must provide GEO with details on participating students.
- All applicants must be approved by the College Dean

5.13 Outbound students approved for a Short-Term Mobility Program must be enrolled in the corresponding AUIB course and semester before leaving Iraq.

5.14 Pre-Departure Information for Outbound Students:

5.14.1 Outbound students participating in an International Mobility Program are required to attend a pre-departure information session that includes:

- Orientation.
- The inter-cultural competence program.
- Information on safety, security, and laws of the host country.
- Options for travel and medical insurance.
- Discussion on cultural adjustment issues.



- Expectations for behavior as AUIB ambassadors.
- Advice on ensuring adequate funds while abroad.

**Related Policies and Documents**

Academic Integrity and Misconduct - Students

Appeals Policy

Emergency Response Plan

Exchange Agreement/ Memorandum of Understanding

International Travel Waiver

Non-Academic Misconduct

Transfer Credits

Travel Policy

Student Code of Conduct

Student Learning Assessment and Grading Practices

Student Conduct Policy for Study Abroad Programs and External Conferences