

A'Sharqiyah University Policy
Policy and Procedures for Study Abroad Program

Policy name	Policy and Procedures for Study Abroad Program		
Policy number	AC0013		
Contact Person	Deputy Vice Chancellor for Academic Affairs and Research		
Approval Authority	Board of Trustees		
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Policy Review Cycle	2 years	Next review	December 19th, 2019

1. Definitions

Terms / Abbreviations	Definition
TC	Transfer Credits
GPA	Grade Point Average
MoU	Memorandum of Understanding
HEI	Higher Education Institute
3+1 Articulation Agreement	Students get to study and complete 3 years at ASU and 1 year at the partner institute to receive a bachelor degree from the partner institute.
2+2 Articulation Agreement	Students get to study and complete 2 years at ASU and 2 years at the partner institute to receive a bachelor degree from the partner institute.

2. Purpose

This policy lays out the policies and procedures that A'Sharqiyah University follows in regards to Study Abroad Programs

3. **Scope**

This policy is applicable for students who take part of an international program and international university for credit. It also applies to international students who enroll in programs at ASU. This policy lays out the responsibilities of students, academic and administrative staff involved with the study abroad program. |

4. **Policy Statement**

1. ASU encourages its students to enroll in study abroad programs at partner universities. Also, ASU welcomes international students from various institutions to join ASU programs.
2. Study Abroad programs can range from language courses, content courses, internships to faculty led programs.
3. The courses taken abroad y by ASU students should be align with course learning outcomes of courses at ASU.
4. Students to bear the cost of the program. However, ASU will attempt to provide assistance to students by contacting sponsors.
5. Students participating in a study abroad program must abide by the laws, rules and regulations of the host country and host institution. |

5. **Key Stakeholders**

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6. **Procedures and Guidance**

The student should be active “enrolled” at ASU and have completed at least 30 credit hours at ASU before allowed to study abroad. Their overall GPA must not be less than 2.5 Student should identify a MOHE recognized international university where s/he would like to study

The student should contact the international university and obtain course descriptors, including the learning outcomes, contact hours, and assessment methods. The course descriptors should be submitted to college deans' office for approval. The student should first submit a written request to the dean's office documenting their intention of studying abroad, along with full details of the course/s to be studied. The student should also obtain all the registration forms from the university where s/he will be studying.

The student should meet all the admission's criteria for the host university, such as English proficiency test, medical certificates ...etc.

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Students should liaise with faculty to prepare reference/recommendation letters if required. Student should complete, sign, and send all the required forms and the supporting documents to the host university

The guidelines for the tuitions fess is as follows:

1. Sponsored students must register for the courses at ASU; whether they go through MoU or on their own. Tuitions fees will be collected from their sponsor.
2. For private students:
 - (a) They have to register and pay tuition fees for ASU if they go to study abroad through a MoU with ASU.
 - (b) They should not pay tuitions fees if they are going on their own.

Maximum of 30 credits are allowed to be studied internationally if the students are registered for a bachelor degree, and 20 credits for Diploma.

Sponsored students should meet the minimum recommended registered hours, however, there is no restriction for private students.

Students are responsible for arranging visa, travel, accommodations, and all other related required preparatories. ASU will provide support where possible

Approved passed credits will be recorded as TC towards the total study credits, but not counted as a part of the overall GPA. The student must submit the original certified certificate and transcript in order to endorse the transferred credits.

6.1 Selection and Admission

Outbound Students

1. The students are ranked by according to the following:
 - a. Academic merit and date of graduation
 - b. Passed number of credit hours.
 - c. Academic reference and statement of purpose
 - d. language skills

Inbound Students

This is coordinated between the hosting institution and ASU.

7 General rules

7.1 Recognition of Credits

After completion of study abroad program, the host institution is to forward an academic transcript to the students and ASU/partner university Admissions office for the credits to be applied to the student's degree. The number of courses that may be transferred from another university to A'Sharqiyah University shall not exceed 30 credit hours for a bachelor degree and should not exceed 15 credit hours for a diploma. Having said that, students are required to complete their last year of study at ASU. The rational being that students must complete advanced courses in their major at the home institution. Only

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courses in which the student earned C grade and higher or equivalent will be calculated. The grades of transfer courses will not be included in the calculation of students' GPA at A'Sharqiyah University but shall be given a transfer credit grade (TC) as indicated in A&R rules and regulations.

7.2 Withdrawal, deferral, and cancelation

1. Any student who commence in the program and wishes to withdraw must cover all their travel, tuition and administrative fees.
2. Deferral might not be possible and will depend on individual programs
3. Students who wish to withdraw or defer must inform the VC office as early as possible.

7.3 Students Conduct

1. Students are expected to abide by the rules and regulations of the host country and host institution.
2. Those who are found in breach of any rules or regulations may be terminated by the host institution or ASU. The student's advisor and the Registration and Admissions Department are notified. Students might be removed and returned to Oman. The students are to repay any funding provided by ASU.
3. International students enroll at ASU must abide by ASU rules, policies, and procedures. Any misconduct is to be reported to the partner university, for further action.

7.4 Appeal Process

For any complaints or grievances, students have the right to appeal following the appeal process adopted at the host institution.

7. References

8. Revision History

Version	Author/Reviewer	Revision(s) made and justification	Date
1	Deputy Vice Chancellor for Academic Affairs and Research	Annual Review – No changes	23 June 2019