

Campus Picture



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Al Akhawayn University in Ifrane

Student Handbook

2026|2027

HIS MAJESTY PICTURE



His Majesty King Mohammed VI at The George Washington University where he received an honorary doctorate on June 6, 2000

FOUNDING BROTHERS PICTURE



The University's two founding brothers (Al Akhawayn) The late King Hassan II of Morocco and the late King Fahd Ibn Abdulaziz of Saudi Arabia

Mission

Al Akhawayn University in Ifrane is an independent, public, not-for-profit, coeducational, Moroccan university committed to educating future citizen-leaders of Morocco and the world through a globally oriented, English-language, liberal arts curriculum based on the American system. The university enhances Morocco and engages the world through leading-edge educational and research programs, including continuing and executive education, upholds the highest academic and ethical standards, and promotes equity and social responsibility.

The Royal Dahir

“Considering the historical and cultural mission of the Kingdom of Morocco, an Arab-African land enjoying a privileged geo-strategic position, belonging to the Arab-Islamic civilization and open to Europe, America and Asia...”

“Seeking to enrich our education system through the establishment of a new university, whose organizational, pedagogical, and scientific structures are inspired by the most effective models, and which is meant to be a forum for the creation and confrontation of human progress in all fields of knowledge as well as a framework for cooperation and understanding among peoples and civilizations.

Wishing for this university to contribute to the training of highly qualified executives, who are committed to the quest for knowledge and culture, and are infused with the values of human solidarity and tolerance...”

“It is hereby established under the honorary presidency of our Majesty a non-profit institution of higher education and scientific research, a legal entity with financial autonomy, named Al Akhawayn University in Ifrane...”

The Royal Dahir bearing law No.1-93-227, dated 3rd Rabia II 1414 Hijra

Welcome to Al Akhawayn University

First of all, I would like to congratulate our students on becoming part of the Al Akhawayn University Community. The Division of Student Affairs welcomes you and hopes that you will become an active member of our community.

Al Akhawayn University in Ifrane strives to create an environment that allows each one of our students to reach their full potential. I believe that each and everyone of you has all what it takes to become a leader in tomorrow's Morocco. I am very proud of the partnership that exists today with current students through the Student Government Association, the Student Distributed Leadership body, the Student Leadership Council, and the Student Athletics council. I strongly believe that it is only through real partnership that we will be accompanying every AUler towards the path of fulfillment.

Al Akhawayn University's Student Affairs Professionals are eager to support student initiatives that will make your experience more fruitful. We are also prepared to provide you with the assistance and support required for you to achieve your personal and academic goals. We are also fully engaged in keeping our campus safe from any type of violence. Equity and inclusion are at the heart of every decision that is taken at the level of the units and the division.

I would like to finish by emphasizing the role and the responsibility that each one of you must play in order to enrich the community and allow AUI to reach its mission. Keeping away from for what our community does not accept in terms of habits and behavior is instrumental to our collective success and wellbeing.

Once again, welcome to AUI.

Dr. Mhammed Chraibi

Dean of Student Affairs (DSA)

Important Campus Phone Numbers

All 4-digit extensions can be reached from outside the university by dialing 05 35 86 + extension. From outside of Morocco, the caller must dial +212 535 86 + extension).
The operator may be reached off campus by dialing 05 35 86 77 77.

Switchboard.....	9
Security.....	2222
Main Gate.....	2165
Housing (FEMALE).....	3333
Housing (MALE).....	555
Grounds and Maintenance	777
Information Technology Services (ITS)	666
Health Center	2057
Counseling.....	2034 Or 3136
Insurance	2452
Business Office	2368
Enrollment.....	2174, 2175, Or 2327
Campus Store/Bookstore	2020
Office of International Programs (OIP)	2065
Library.....	2190
Post Office.....	4000
Dining Services	2709
Sports & Athletics	2015
Student Activities	2013
Student Government Association (SGA)	888
Vice President for Academic Affairs (VPAA).....	2024
Vice President for Student Affairs (DSA)	2031
Vice President for Finance & Administration (VPFA).....	2176
School of Business Administration (SBA)	2311
School of Humanities & Social Sciences (SHSS)	2427
School of Science & Engineering (SSE)	2114
Center for Learning Excellence (CLE)	4357
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General Overview

Al Akhawayn University (AUI) is located in Ifrane, a resort town nestled in the Middle Atlas Mountains. Set in the heart of a region known for its beautiful forests, mountains, lakes, and waterfalls, Ifrane provides an excellent backdrop for both intellectual and physical pursuits. Located just 60 kilometers (about 37.28 mi) from the historic cities of Fes and Meknes, Ifrane is easily accessible by automobile, bus, and taxi.

The architecture of the campus blends with the distinctive building style of Ifrane, which consists of mountain chalets with high pitched roofs in the Alpine style. The campus is made up of large chalet-type buildings clustered around well-manicured grassy areas. Aside from this environment designed to offer ideal working conditions to students, faculty and staff, the main campus grounds include several modern sport and leisure facilities.

Al Akhawayn University was officially inaugurated by the late King Hassan II on the 16th of January 1995. It is the first Moroccan Liberal Arts institution of higher education and research that is based on the American model of education and that uses English as a medium of both instruction and administration. AUI is a unique Moroccan university of international scope, purpose, and influence. While grounded in the historic strengths of African, Arab, and Islamic culture, AUI's organizational structure, curriculum, and medium of instruction is modeled after the American Educational system. AUI emphasizes extensive faculty-student interaction, small classes, active involvement of students in formal research activities, careful academic advising, personal counseling, organized student activities and a full array of student support services.

Consistent with its emphasis on preparing students to become lifelong learners, AUI uses modern technology to support instruction and research, and students have access to the latest learning resources.

Ifrane City

Where to eat in Ifrane?

There are a few restaurants in town that vary in quality and price. The ones most often used by Al Akhawayn students include Crepeto, L'empreinte d'Ifrane, Foodie, Green Coffee, La Paix, Beethoven, Platane, Lynn, le chalet, Bonsai Sushi, Boys food, For You, la bella Napoli, and several other restaurants.

Where to shop

In Ifrane you can do your shopping in the Central Market (Le Marché), where you will find small grocery shops, fruit and vegetable stands, butchers, and more. You can also find small grocery stores in the town center, also known as the downtown area. The weekend souk in Ifrane takes place on designated grounds on the outskirts of town off of Meknes Road. There you will find people selling fruits and vegetables, eggs, groceries, and much more at low prices. It usually runs from 8 a.m. to about 4 p.m. on Saturdays and Sundays. The weekly souk in Azrou, which is about 18 Kms from Ifrane, takes place every Tuesday.

Transportation

There are over 50 Petit Taxis operating in Ifrane. Many of them can be contacted by phone for pick-up. The phone numbers are posted at the main gate of the University. Please note that taxi prices are a little higher in the evening.

Grand Taxis are also available for trips outside of Ifrane. You can get Grand Taxis for Fes, Meknes, Azrou, Imouzzar and other surrounding areas at reasonable prices. The Grand Taxi station is located in the Main Ifrane station, next to Hay Essalam and les Jardins d'Ifrane (ask your petit taxi driver). Grand taxis hold a maximum of 6 people, however, because of the low prices, if you wish to maximize comfort and minimize waiting time, you can choose to pay for more than one seat. Taxis can also be hired for special trips, but the price must be negotiated in advance. If you are coming to Ifrane by taxi, make sure you leave before dusk.

Buses, on the other hand, have more regular schedules. Several times a day, there are buses going to Fes, Meknes, Rabat, and Casablanca. From one of these cities, you can take other forms of transportation to continue your journey further. Bus tickets are inexpensive and are sold at the CTM office in the Main Ifrane station. One important thing that you must keep in mind is that with the CTM buses, luggage must be checked in and picked up at your destination upon arrival so make sure you keep your luggage claim receipt.

As for trains, there is no train service to and from Ifrane. The nearest train stations are in Meknes or Fes, where there are other train or bus connections with the rest of Morocco. Train prices are very affordable even if they are a little higher than bus prices. The trains are more comfortable than most buses and taxis. There is no need to make reservations for trains but beware of travel before and after holidays; the trains can be packed, and you could be left standing in the lobby of the train station!

Hospitals

There is a health center on campus. There is also a small public hospital in Ifrane in Hay Al Atlas (Timeddikin) and another one in Azrou. For emergency treatments, however, patients are transported by ambulance to Meknes or Fez. Make sure to bring an insurance form with you whenever you go to the pharmacy or doctor. These forms can be picked up from and returned to the health center.

Pharmacies

Ifrane pharmacies are typically open from around 9am-8pm. If you have an emergency during non-opening hours, call one of the phone numbers below. During weekends, pharmacies take turns staying open. Information about the pharmacy on duty is usually posted on the door of all pharmacies.

- Michlifén (05-35-56-64-96) (at the center of town)
- Les Iris (05-35-56-75-76) (in the Marché)
- Belyazid (05-35-56-64-15) (Hay Salam - Pam, near the Marché)
- Assalam (05-35-56-66-77) (Hay Salam, 186)
- Al Fadila (05-35-56-75-46) (Hay Atlas)
- Le Dispensaire (05-35-56-60-60) Hay Salam

Post Offices

There is a post office branch on campus in the basement of Building 33. The campus branch is open Monday-Friday from 8:30am to 12:30pm and 1:00pm to 3:30pm. Services include mail service, money transfer (through Western Union), and all services offered by the regular post offices in Morocco. Operating hours are adjusted during the holy month of Ramadan.

The main post office in Ifrane is in the center of the main square in Downtown across from La Paix Café. Operating hours are Monday through Friday from 8:30am to 4:00pm.

Banks

There are five banks in town: Banque Populaire, Crédit Agricole, the BMCE, CIH, and AttijariWafa Bank. The banks are open from 8:15am to 3:30 pm.

There are three ATM machines on campus, located in the basement of building 33 next to the Post Office. There are several ATMs (cash machines) in town that take bank cards as well.

*Note: Operating hours change during the holy month of Ramadan.

Local and Regional Attractions

Source Vitel (Vitel Spring) is within walking distance from campus. It is only a couple of kilometers walk from Ifrane and ends at the spring with its small waterfall. There is a larger waterfall a bit further down the road at the Refuge.

Cedre Gouraud is the oldest and largest cedar tree in the area. You can get to it by car and if you start out early, you can see monkeys along the way. Be careful feeding the monkeys! They can get aggressive.

Michlifen Ski Resort is just 20 minutes away. Ski equipment can be rented in Ifrane. There are also sleds available for rent.

Picture Divider - Services



Picture Divider



Health Center

The Health Center department is intent on fostering a healthy community for a best learning experience through driving efficient primary health care, even alongside bringing other facilities within reach, and arranging health initiatives, by serving students (AUI, ASI), Faculty & Staff and their dependents.

Al Akhawayn Health Center is supported by 5 doctors and 6 nurses, a doctor and a nurse are on standby to provide medical attention 24 hours a day, 7 days a week.

The Health Center is located on the ground floor of Building 26, providing accessible healthcare services. It is open from 8:30 am to 11:00 pm, while medical consultations are available from 9:00 am to 6:00 pm.

For any inquiries or assistance, you may contact the Health Center by phone or email.

If you require urgent medical attention or face an emergency after working hours, please get in touch either with the Hall Director by (Men-ext. 2066, Women-ext. 2063) or the security by (-ext. 2222) or even the nurse on duty @ (2057).

Regulation regarding medical certificates:

- AUI Health Center case:

The Health Center issues an official absence documentation form, inform DSA by email mentioning the approved period, student request, also records it on the Attendance Shared File.

- External doctor or hospital:

Student submits official medical documentation (letterhead, stamp, doctor signature) to the AUI Health Center via the QR code below.

Health Center retains the document on file. No diagnosis is required — confirmation of inability to attend is sufficient.

Please note: Under the AUI Attendance Policy, medical documentation does not exempt an absence from the course absence ceiling; all absences count toward the allowance. The only exception is a prolonged absence (e.g., hospitalization) approved by the Health Center Director. Students with chronic conditions must self-identify with the Health Center as soon as they join AUI.

Dental care:

The Health Center offers dental care services for the benefit of the AUI community. Services are available on Tuesdays and Thursdays. To arrange an appointment, please contact the dentist at dentist@aui.ma.

Medical Partners: Referral to Partner Healthcare Facilities

To ensure prompt medical attention in emergency situations requiring further medical evaluation or hospitalization, AUI has established partnerships with all the Moroccan

Military Hospitals, Annakhil Polyclinic and Avicenne Clinic in Fez as well.
Access to these partner facilities requires a referral issued by the Health Center staff.

NOTES:

- If a student is too unwell to leave the room, the Hall Director will arrange transportation to the Health Center using a van accompanied by a security agent.
- During periods of cold weather, appropriate precautions will be taken to help ensure the safety and well-being of the community.
- Please be aware that medical doctors cannot go into a student's room except in life-threatening situations.

Contacts:

Health Center: healthcenter@au.ma (ext.2057).

Dr.Adnane Guennoun : a.guennoun@au.ma (ext.2055).

Dr.Mounia Aslaf: m.aslaf@au.ma (ext.2055).

Medical Certificate Submission -



Counseling

Al Akhawayn University offers confidential counseling services to all students. AUI counselors are clinical psychologists who provide personal, social, academic, career, and crisis counseling. They are available to students as needed. To schedule an appointment, send an email to: counselor@au.ma. Each semester, walk-in sessions (individual session, no appointment needed) are offered for people who cannot wait and group activities are organized, including a Wellness week in Fall & Spring. In the event of a psychological emergency, students can go to the health Center; the counselors are rotating to offer 24/7 on-call service. Also, psychiatrists come to the AUI campus part-time to meet with students in need of help.

Contact us:

Building 6, Room 108 – Ext 2034: Dr. Aure Veyssiere

Building 8B, Room 309 – Ext 2157: Ghali Guissi

Building (TBC), Room (TBC) – Ext (TBC): Alaa Aqrir

Building 26, Health center: Dr. Rajaa El Jarrafi & Prof. Amine Bout

For more information: <https://aui.ma/counseling-services>. Do not hesitate to discover the online resources: the FAQ & the Mind Body Labs!

Safety and Security

The mission of the AUI Security Department is to foster feelings of safety and personal comfort in which to learn, live, work, and grow. The AUI Security Department serves the community by protecting individuals' lives and properties, preventing crimes, enforcing the policies and regulations, and by maintaining order in the university. Recognizing that the Department's mission is best attained through training and community outreach, employees are collectively committed to establishing collaborative partnerships with individuals, groups, and departments for the purpose of identifying and resolving safety and security concerns and serving the AUI community in a professional and respectful manner.

Driving Regulations

To ensure both order, safety, and security as well as the preservation of a pleasant and peaceful campus environment; It is obligatory for all drivers - students, teachers, staff, and visitors - to strictly abide by the (non-exhaustive) rules for campus access and driving mentioned below:

- Pedestrians have absolute priority on the inner roads of the campus,
- No horn on campus,
- Maximum Speed: 20 Km / hour,
- Drifting and/ or random rounds on campus is prohibited,
- No overtaking,
- Respect of posted instructions (stop, one-way, roundabout signs...),
- Reckless driving is prohibited,
- Driving while intoxicated is forbidden,
- Vehicles that may be polluting, noisy, or present danger to residents are not allowed on campus,
- No driving to the academic area or through the residential area of campus is allowed,
- Only AUI vehicles and those authorized in writing have access to the residential and academic areas. These vehicles remain, however, subject to the driving policies on campus. In exceptional cases, the security supervisor has the power to authorize temporary access to the residential or academic areas.
- Parking is allowed in the parking lots only,
- Parking a motorcycle or a bicycle at a place other than a designated motorcycles and bicycles parking bays is not permitted. Any motor vehicle left abandoned on a university site will be removed and the individual responsible must pay the removal cost.
- No parking is allowed:
- On the grass,

- Handicap zones, and reserved parking areas (faculty parking lot)
- Roadways,
- Roundabout,
- Non designated parking areas
- Near gasoline tank,
- Improperly parked,
- In loading and unloading areas,
- Blocking entrance to building or parking lots.
- Drivers must stop to be acknowledged and identified before continuing for check at the main gate or when directing the traffic flow,
- If the vehicle owner refuses to submit to a search, the University may request the intervention of the appropriate authority to investigate. Therefore, if the search results result in the discovery of illegal substances, the matter will fall under the judicial dimension according to the laws and procedures in force.

Motor Vehicle Violations

- Vehicle owners must always have their vehicles under control regardless of their speed to avoid collision or endangering others' well-being and shall assume the full responsibility in case of accident or violation.
- First time violators will be fined 200 DH.
- Second time violators shall be fined 500 DH.
- Parking in the sports complex area will be 500DH.
- Third time violators shall be denied access to campus with vehicles.
- Any violation will be communicated to the owner of the vehicle,
- Repeated violations of the present regulations may lead to disciplinary action.
- Members of the community are responsible for the behavior of their guests.

Safety Rules for the Prevention of Assault

- For your safety and security, random rounds, walks or gathering in the university forest are forbidden.
- Assault prevention recommendations are not a guarantee to prevent incidents; however, when observed consistently, they will lower your risk of becoming a victim.

Personal Safety When Walking

- Avoid isolated areas such as the forest,
- Walk in groups at night. A person walking alone increases the chance of being assaulted. Attackers usually assault people who are alone and who cannot rely on a companion for aid,
- Select clothing that will not impede you from walking fast or from running. In case you feel threatened, and you must escape from an attacker, uncomfortable shoes or pants can make running exceedingly difficult,
- Use the Van Shuttle. The Shuttle can take you to and from campus. It has a set schedule all day. Make sure you get a copy of the schedule and buy tickets from the Campus Store. You may also use petit taxi service,
- When jogging, select a path that is secured, well-lit and frequented by people. If you choose to run off-campus, we recommend staying close to the university in areas where you would be able to seek aid in case of trouble.
- What to do if you feel you are being followed:
- Look at the person you suspect is following you and take note of any distinguishing physical characteristics in case you must give an accurate description of the suspected person to the police or security,
- If someone is following you in a car, abruptly turn around and walk the other way. It will take a bit longer for the driver to turn around. Also try to memorize the suspect's license plate number, car color, make, and so on,
- Use your mobile to call the police at 19 or if close to campus, call campus security at 05 35 86 22 22. If you do not have credit on your cell phone or own one, go into a public place to seek help.

For more crime prevention and safety tips, please consult the Safety and Security web page at: <http://www.aui.ma/en/security/safety-security/prevention/crime-prevention.html>

Visitors' Procedure & Access Control IDs & Badges:

Purpose:

With the aim of ensuring the safety and security of Al Akhawayn University assets, community, its guests and visitors, the access control and badges policy has been adopted to guarantee access to the authorized visitors only. AUI community members are kindly reminded to abide by the visitors' policy and therefore visitors' requests containing necessary information (name, CIN, nationality, duration, date of the visit, point of contact, and purpose the visit), are to be sent to Mr. Adel Kamane, ADASD, and Security Administration for approval 48 hours (about 2 days) before the visit. **Effective Fall 2026, the visitor registration and authorization process will be fully digitized.** All visitor

requests, approvals, check in and check-out procedures will be managed through the University's digital visitor management system.

While recognizing that all visitors to the campus must be received with respect, and made to feel welcome, Security department is entrusted with the task of ensuring that all visitors are identified, and directed to the appropriate venue they wish to visit:

Policies and procedures

Access Control Policy

- Students, staff, and faculty members must always carry their University Identification Card (ID). Security personnel have the right to request identification from any person present on the University campus or at any AUI annex. Security staff may refuse access or request any individual who cannot provide proper identification to leave the University premises.
- All persons who are not affiliated with AUI must be issued a visitor badge by the Security Staff at the Main Gate or by the appropriate administrative office. Badges shall be designated according to the visitor category: **Parent, Visitor, Supplier, Intern, or Event Participant.**
- Visitors are permitted on campus **once per week for a maximum duration of one (1) hour**, unless otherwise authorized by the relevant University unit. All visitors must leave the campus **no later than 8:00 p.m.** No visitor will be admitted to the campus after **8:00 p.m.**, except with prior written authorization from the University Administration.
- All visitors will be issued a numbered badge corresponding to one of the approved visitor categories. The badge must be returned to the security staff at the Main Gate upon departure from the University.
- Visitor badges must be always worn visibly while on campus and at all AUI facilities, including annexes, the Downtown Campus, and the Conference Center.
- All visitors must present a valid identification document (National ID, Passport, Driver's License, or other official professional identification) at the Main Gate before being granted access. Exceptions may be made for VIPs, Ministers, Ambassadors, and other official guests, provided that prior notification has been received from the President's Office.
- Any attempt to gain unauthorized or clandestine access to the University will be treated as a potential security threat and may be referred to the appropriate law enforcement authorities.
- Students expecting visitors must submit the visitor's information (full name and identification details such as National ID or Passport number) to the Department of Student Affairs (DSA) and the Security Department in accordance with the established visitor authorization procedure.
- University ID cards and visitor badges remain the property of the University. They are strictly personal and must not be lent, transferred, or used by any other person.
- The loss of a University ID card or visitor badge must be reported immediately to the concerned department and to the Security Department.

- Visitors who fail to comply with the University's Access Control Policy shall be considered unauthorized individuals. They may be escorted from the University premises by Security personnel until the required access procedures have been properly completed or compliance has been achieved.
- The University reserves the right to implement additional access control and security measures whenever deemed necessary to ensure the safety and security of the University community, its facilities, and its operations.

Contact us:

Emergency number (Central Security): Ext: (05-35-86)- 2222

Sexual harassment emergency reporting: Ext: (053586) - 2323

Main Gate: Ext: (053586) - 2165

DT: Ext: (053586)- 3315

Building 9, Ground floor

Security & safety Director Ext: 2163

Administrative Assistant: Ext: 2071

"Housing Services and Residence Life

The mission of AUI Housing and Residential Life Office is to provide students with a quality residential experience that supports their academic goals and personal development. Housing and Residential Life seeks to creatively stimulate students' growth and provide a safe and enjoyable residential experience.

One of the main advantages of on-campus housing is its convenience. Students benefit from easy access to classrooms, faculty offices, recreational facilities, computer labs, and the library.

Beyond proximity, on-campus housing offers a variety of amenities designed to support students' comfort, personal development, and academic success. Equally important, residents become part of a vibrant learning community where a strong sense of connection is fostered through a wide range of indoor programs organized by Resident Assistants (RAs), including movie screenings and debates, music evenings, cooking sessions, game tournaments, and themed parties.

Al Akhawayn Housing and Residential Life Office provides a range of accommodation options, from triple rooms to single studios, to meet students' different needs and preferences. All rooms are fully furnished and equipped with heating. Students, however, are expected to bring their own bed linen and pillows.

Housing staff are available 24 hours a day/ 7 days a week to assist residents in making the best out of their on-campus experience. They are also responsible for ensuring that the residents respect the housing and university regulations, including quietness and smoking in dorms.

AUI Housing and Residential Life Office makes every effort to provide housing to all students. However, space is limited, and Housing and Residential Life Office cannot guarantee housing preferences for everyone.

Who to call at the Housing and Residence Life Office?

- Male dorm supervisor: from off-campus 0535863131 or from campus Ext. 3131
- Female dorm supervisor: from off-campus 0535862063 or from campus Ext. 2063
- Manager: from off-campus 0535862062 or from campus Ext. 2062

On-Campus Housing officers

- Front Desk of Building 38: from off-campus 05 35 86 3333/2053 or from campus Ext. 555/2053 for males and Ext. 3333/3154 for females
- Front Desk of Building 39: from off-campus 05 35 86 31 31/31 32 or from campus Ext. 3131/3132

Downtown Residence

- Downtown Front Desk: from off-campus 05 35 86 33 00/33 01 or from campus Ext. 3300/3301

Off-Campus Residence

- Off-Campus Residence Office: from off-campus 05 35 86 2045 or from campus Ext. 2045

Room reservation for new students

All newly admitted students are requested to make their housing reservation prior to the move in days. Students must access their portal using their credentials and fill the reservation form following the steps explained to them in a shared demo. The online Housing reservation form is sent to all incoming pre-reg 2 under grad and pre-reg 2 as well as pre-rereg graduate students upon admission and preregistration confirmation to AUI. The Questionnaire must be filled out immediately to indicate housing preferences e.g., request a particular roommate or a room type. Housing and Residential Life Office assigns rooms based on a first come first served basis as well as availability and will make every reasonable effort to accommodate students' requests but cannot guarantee all requests.

New admitted students are assigned specific residence halls in which they must spend at least two semesters to develop a sense of living learning community(LLC). They are also urged to sign the “temporary housing contract” and hand it to the housing officers during the move-in days.

Students who prefer to live off-campus must notify Housing and Residential Life Office supervisors in advance. They must sign a release form indicating that they are not allowed to use the residential facilities and that they understand that, in the future, on-campus housing may not be granted to them.

Room reservation for continuing students

A Housing Calendar is shared with all pre-registered and current residents before the beginning of each semester and summer session. This calendar outlines the key dates for the three main steps of the housing process: application, roommate selection, and room selection.

Students are responsible for selecting both their rooms and roommates. They should not rely on Housing staff to assign rooms, as room assignments become the responsibility of students not of the housing staff. This latter's task is to confirm students preferences only.

Each student is expected to carefully read all communicated information and comply with the rules and deadlines available through the student portal. Open buildings and rooms are displayed to all eligible students, and the selection process is highly competitive. Reservations submitted by email are not accepted, and students are not permitted to make reservations on behalf of others.

Students who miss any of the above-mentioned steps will not be able to proceed to the next stage of the housing reservation process. Therefore, students are strongly encouraged to follow each step carefully, complete the required form, and submit their selections on time to ensure a smooth and successful process.

Students who miss the room and roommate selection deadline may submit an appeal for housing readmission to the Housing supervisors, who will provide them with the appropriate appeal form. If the appeal is approved, housing may be granted only if space is available and under the conditions listed below:

- All eligible students (first-year student, exchange, and those who made the reservation) are lodged,
- If space is available (the initial housing accommodation is not guaranteed).

Length of students' residency on-campus

The Housing and Residential Life Office does not guarantee housing for students who have resided for more than eight semesters in university housing, including partner external residences. To support the transition of new students into university life, foster a sense of community, and help them adjust to their new environment, students who have completed eight semesters in university residences may be asked to seek alternative housing options. However, their housing requests may still be considered based on availability. Before making any decision regarding alternative housing, these students are encouraged to contact the Housing supervisors to inquire about available spaces on campus.

Housing is not offered to students who have been suspended from AUI for one semester or more or those who elect, for personal reasons, to take time off or reside off-campus. Re-admission into

the university is not a guarantee for housing. Students who fall into these categories should submit an appeal to the housing office that will share with them an appeal form to be filled out. The assignment of students in these categories will be processed after honoring all eligible and new students and if there is availability.

Important note:

Room and roommate selection for the following categories of students will not be considered. They should submit an appeal to the housing office that will share with them an appeal form to be filled out. The answer to their requests will be communicated after a housing committee meeting.

- Students who have been housed in one of AUI residences for eight semesters,
- Students who withdraw from the University,
- Students who take time off, (semester off)
- Students who were suspended,
- Students who choose to reside off campus.

Studio and Single Occupancy Requests

Due to the limited number of studios and single rooms, Housing and Residential Life Office cannot honor all requests. Applications are recorded on waiting lists and requests are processed on a first-come-first-served basis and availability. The waiting lists are updated on a semester basis based on the date when the request is received. At the end of each semester, the waiting lists are replaced by new requests made for the following semester.

To enhance openness and promote transparency, all waiting lists for single rooms and studios are available online in the portal. Questions about the lists can be addressed to the Housing and Residential Life Office supervisors.

NB: Please be aware that single and studio occupancies are NOT granted to students based on medical certificate or seniority. Additionally, students who benefit from need-based financial aid are not eligible to reside in single or studio double occupancies

Requests for Room Change

Students can request a room or roommate change during the semester by contacting the housing supervisors in building 39. The Housing supervisors process students' requests in a systematic manner only if there is availability. Room changes are permitted starting from the check-in period depending on availability and the merits of each request.

To meet all requests and to efficiently manage the university housing facilities, students are NOT allowed to change rooms without permission from the Housing and Residential Life Office supervisors.

- Students who change rooms without permission will be required to move back to their original rooms and will be charge for any damage to the room they moved to;

- Students authorized to make room change must be properly checked-in and out of their respective rooms in the presence of a housing officer;
- Students are requested to perform the room change 24 hours after they get the room change form from the housing supervisors. Failure to abide by this deadline results in room change cancellation.

Students are requested to turn back the room change form to the housing supervisor. If the form is not submitted, the room change will not be processed.

Every reasonable effort will be made to honor room change requests. However, the changes depend on room availability.

Room type change within the semester

- Students who change their room type during the first month will be charged the full corresponding fees of the new occupancy type,
- After the first month, room change fees will be prorated based on the number of days spent in each room type,
- Students who chose to move off campus will be treated based on the rule of housing cancellation
- All the adjustments will be calculated and processed by the business office.

Housing cancellation

How to cancel housing assignment

- Students who want to cancel their housing must send an email to the housing supervisors at (housingservices@au.ma). Failure to do so, will result in maintaining the housing fees until an email is sent and the check out is performed.
- Students are required to indicate a potential check out date and share the reason they are leaving the university housing,
- Students must remove belongings out of the room, perform the total check out, and return the keys to the housing officer on duty.
- Students who have their belongings in the room and/or keep their room key are charged the corresponding fees until they perform the total check out,
- Housing clearance and adjustment calculation can be processed only after check out, submission of the keys and assessment of damages, if any.

Housing cancellation Fees (Calculated based on type of assigned room)

- Students who selected and assigned a room, and did not cancel it though they did not check in are charged the housing fees until cancellation and check out.

- Students who are assigned a room and decide to cancel their housing within the communicated deadline in the calendar are charged 5 % of the room type as a processing fee.
- Students who cancel their housing within the first two weeks after the communicated deadline in the calendar will be reimbursed 80% of the paid housing fees,
- Students who cancel their housing during the registration days will be refunded 70% of the paid housing fees,
- Students who cancel their housing during the first two weeks after classes begin will be refunded 50% of the paid housing fees,
- Students who cancel their housing during the third or fourth week after classes begin will be refunded 25% of the paid housing fees,
- Students who cancel their housing after one month are not entitled to any refund.

Important

- Students will remain financially responsible if they decide to cancel after the housing reservation and assignment.
- Students must send an email of cancellation to the housing supervisors. Course cancellation is not considered as a housing cancellation, and students are subject to corresponding charges until they perform the check out as explained above.
- Students who made the reservation and decided to take online classes must inform them about their housing choice (stay on campus or cancel); otherwise, they will be charged the corresponding fees of the room they occupy.
- Students who cancel their housing after a disciplinary decision will be treated based on the date when they received the decision.
- The Housing and Residential Life Office keeps the right to cancel the housing assignment of students who made the reservation but did not enroll. The housing cancellations fees will be applicable as explained above.

Withdrawal is considered as a cancellation, and all the above rules will be applied including late cancellation charge. Once a student withdraws from AUI or changes his/her housing status, an adjustment will be made to the housing bill.

Vacancies and Room Consolidation

Al Akhawayn University is a residential campus, and requires housing for all eligible students, especially first-year students. Housing and Residential Life Office at AUI hopes to efficiently and effectively utilize all available spaces on-campus and other university owned residences to accommodate the housing needs of all students. It aims to assign each room in the residence halls to full capacity whenever possible. This practice allows providing housing opportunities to the highest possible number of students.

Each semester, housing vacancies occur for a variety of reasons such as roommate conflicts, change of a student's academic plans, change of housing preferences plans, medical or other emergencies, academic and disciplinary decisions, etc. When such vacancies occur, rather than keeping free beds in double or triple rooms, Housing and Residential Life Office consolidates those vacancies into totally free rooms to meet other university housing needs. Therefore, Housing and Residential Life Office shall proceed to move students residing alone in double/triple occupancy rooms, with available free roommates as needed. When such vacancies occur, it is the responsibility of students to find a roommate to share the room with. The housing and Residential Life office can help by providing information but cannot bring a roommate while the other student refuses to move.

At the end of the first two weeks of each semester, students who end up alone in double, triple, or studio rooms are contacted and provided with the names of students in similar situations. When a student is left without a roommate(s) during the first two weeks of the semester, he or she is given the following options:

1. Reach an agreement with another student in the same situation (students are provided with a list of potential roommates). This option allows students to find someone they can have a good relationship. For equity reasons, housing and residential life office, cannot designate the student who will move, but assures that the consolidation process is respected by both the involved students.

2. If space is available, and if there are no more housing requests, a student may request to remain in a double room alone. However, he or she must pay the full (not subsidized) single/studio room rate and keep the double/studio room as a temporary single for THAT SEMESTER ONLY. The same rule applies to students in other occupancy types. The student must sign a temporary occupancy commitment at the Housing and Residential Life Office.

It is important to note that the room that is occupied as a single on a temporary basis will be converted to its initial status (double, triple, or studio double) for the next semester. Students cannot keep them as singles for the coming semester.

If the Housing and Residential Life Office receives requests from off campus, suspended, semester off, eight semesters' students, the 2nd option will be suspended until these requests are satisfied.

Students are given 48 hours to determine the option that is most fitting for their situation. All roommates must be approved by Housing and Residential Life Office supervisors.

3. Students who do not find someone to room with, a drawing is held to determine who will move and who will stay in a particular room. After the drawing, students are given 24 hours to perform the room change and move to the new room.

Any attempt on the part of the remaining students to discourage, refuse or intimidate a potential or newly assigned roommate shall not be tolerated and may lead to disciplinary action. If Housing and Residential Life Office staff receive information that a resident is discouraging prospective roommates, the student will be contacted, and a report is submitted to the Housing and Residential Life Office manager for disciplinary action which may include denial of housing privileges.

In the event of roommate conflicts, students are expected and encouraged to put effort and resolve their issues, but they can seek assistance to resolve conflicts from housing staff (Resident Assistant or Housing Officers). If conflicts cannot be resolved, it is expected that the roommate, who has the greatest issue with the living arrangement, moves to a different location. Students do not have the right to force a roommate out of the room, and any person doing so shall be brought before a Disciplinary Committee to answer for his/her deeds. Disciplinary action may result in housing denial.

Housing Types and fees

<u>Residence</u>	<u>Types</u>	<u>Description</u>	<u>Fees / MAD/ semester</u>	<u>Summer Session</u>
<u>On-Campus(current buildings)</u>	<u>DB</u>	<u>Double room(shared by two students)</u>	<u>5,880.00</u>	<u>2,940.00</u>
	<u>TP</u>	<u>Triple room(shared by three students)</u>	<u>3,570.00</u>	<u>1,785.00</u>
	<u>SG</u>	<u>Single room(one student)</u>	<u>16,000.00</u>	<u>8,000.00</u>
	<u>S4</u>	<u>Single room within apartment</u>	<u>11,600.00</u>	<u>5,800.00</u>
	<u>L4</u>	<u>Large double room within apartment of 3 three students</u>	<u>5,500.00</u>	<u>2,750.00</u>
	<u>L6</u>	<u>Large double room within apartment of 4 students</u>	<u>5,250.00</u>	<u>2,625.00</u>
	<u>SD</u>	<u>Studio double(shared by two students)</u>	<u>10,500.00</u>	<u>5,250.00</u>
	<u>SS</u>	<u>Studio single(one student)</u>	<u>24,885.00</u>	<u>12,442.50</u>
	<u>ST</u>	<u>Studio triple(shared by three students)</u>	<u>7,560.00</u>	<u>3,780.00</u>
<u>On-Campus(New Buildings)</u>	<u>ND</u>	<u>Double room in new building</u>	<u>6,762.00</u>	<u>3,381.00</u>
	<u>NL</u>	<u>Large double room/ balcony in new building</u>	<u>7,350.00</u>	<u>3,675.00</u>
	<u>NT</u>	<u>Studio double in new building</u>	<u>12,075.00</u>	<u>6,037.50</u>
	<u>NB</u>	<u>Large studio double/ balcony in new building</u>	<u>13,125.00</u>	<u>6,562.50</u>
	<u>NG</u>	<u>Single room in new building</u>	<u>17,811.00</u>	<u>8,905.50</u>
	<u>TN</u>	<u>Triple room in new building</u>	<u>4,105.50</u>	<u>2,052.75</u>
	<u>NS</u>	<u>Studio single(one student) in new building</u>	<u>25,893.00</u>	<u>12,946.50</u>

Check-in

During registration/ Move-in days, each student must sign the check-in form of the room he/she is assigned upon possession of the keys. It is worth mentioning that the check-in forms are prepared prior to students' arrival.

*Note: It is particularly important that students inspect their room condition immediately at check-in and report any damages that are not mentioned in the check in form to the Housing and Residential Life supervisor in building 39. If nothing is reported within 30 minutes of taking possession of the room, the student will assume responsibility for any damage found in his/her room during the semester or later at check-out time.

Check Out

At the end of semester/session students who decide to leave the university housing must perform a total check-out from their rooms. Students are informed in advance about the check-out deadline and the procedure. It is important to keep in mind that the housing staff will not continue with the check-out if the student's belongings are not removed and the room is not vacant.

During check-out, the Housing Officer/RA will use the check-in form prepared at the beginning of the semester to make sure that the room is in the same condition as it was in when the student took possession of it. The cost of fixing any damage done to the room or replacing any items that are missing will be charged to the student's account in accordance with the check-in and check-out policies.

*Note: During the in-between semester breaks (fall and Spring/Spring and Summer), students must return their room keys even if they intend to keep the same room for the upcoming semester.

Resident Assistants Program

Housing and Residential Life is committed to creating a safe, healthy, and positive environment conducive to student personal growth and success through its Resident Assistant (RA) program.

RAs (Resident Assistants) are integral to the operation of residence halls management; therefore, they are asked to fulfill a variety of roles, including being a valuable resource for student's residential life, creating a support system within the residence hall, and organizing social and educational programs that foster strong bonds within the community. RAs help students build their own community within the halls and contribute to maintaining a positive living atmosphere among the residents by promoting harmonious living and community building.

Living Learning Communities

Learning communities are university residential programs that connect students with similar academic interests, identity or passions. LLCs do not only improve students' educational experience, but they also foster learning through group activities, establish a sense of community, and encourage support and respect of each other. Overall, the LLCs are golden opportunities for students to learn where they live, meet friends with similar majors and interests, enjoy special programs dedicated for their LLC. This aims to transform their residential setting into an active, supportive, and exciting place to live and learn.

Housing Rules and Regulations

It is the responsibility of each student to familiarize her/himself with, and abide by, the Housing and Residential life rules and regulations. These rules and regulations are in effect throughout the student's stay in housing.

All students are expected to behave maturely conducive to a constructive living environment. Students who violate Housing and Residential life policies will be subject to disciplinary action, which in serious cases may include expulsion from housing or the university altogether.

In situations not covered by specific regulations, students should use common sense, and ensure that their conduct is consistent with what is expected from a mature individual. A good rule-of-thumb is:

“If it does not feel right, it probably is not right.” What follows are strictly enforced policies.

AUI Residential Hall Lock Out Policy

It is the student's responsibility to always keep their room key with them.

Students who have lost their keys should check first with the Lost and Found (Security office in Building 9) before requesting the use of a passkey that is governed by a rule.

Students who are locked out must exhaust all possibilities for locating their room key, including contacting their roommates or waiting for them to return to the room, if the key was left in the room.

In the event a student is locked out, he/she should seek the assistance of a housing staff member at the front desk of building 38. The staff member will do what is necessary to unlock the door to the room. The procedure is as follows:

- The student must fill out the appropriate form available in Building 38;
- Students are required to present their AUI ID or a picture ID such as a driver's license or CIN, to confirm that they reside in the room to which they are trying to gain access;
- Students are permitted a maximum of three lockouts per semester. These lockouts are subject to the fees below.
- Beyond the third time and in the event of key loss, a 300 MAD lock change fee will be charged to the student's account.

Master Key Use Fees (subject to change)

1st use: 50 MAD

2nd use: 100 MAD

3rd use: 200 MAD

Furniture movement

Furniture in the rooms and or the common spaces is not to be moved or taken to individual rooms and vice versa. The furniture in common spaces is intended to be used by all residents and must be kept in the common rooms. Violators will be charged 500 MAD. Repeated violations are referred to the Disciplinary Committee which may result in more serious sanctions including loss of housing privileges.

Students are not allowed to move furniture from their rooms; under any circumstances any violation is subject to 500 MAD fine.

In case of need, the residents should discuss the need with their housing supervisor.

Off Limit Zones

- Students are not allowed to visit faculty or staff residences under any circumstance,
- Female students are not allowed inside male students' residences,
- Likewise, male students are not allowed inside female students residences,
- Students are not allowed to gather near the French doors of the opposite gender
- A space of two (5) meters around French doors of the ground floor rooms is considered off limits to students of the opposite gender.

Violators of this policy are subject to serious disciplinary action, including suspension and expulsion from the university.

Room Inspections

AUI staff reserve the right to enter any room, without prior notice, to make repairs, inspect compliance with the health/sanitation standards, university regulations, and respond to an emergency. For campus safety, particularly in residential areas, inspections and room searches are performed in a systematic way and supervised by the Security Department with the presence of Housing staff and SGA members. The SGA members' role during an inspection is to make sure that the inspection protocol is respected. They must only act as observers and must not participate in the search. However, in case of the unavailability of SGA members, inspections are performed without their presence.

Inspections check for compliance with the safety and security regulations in the University campus. Therefore, the University reserves the right to search rooms and belongings to enforce AUI regulations, using sniffer dogs if necessary. During the inspections, the presence of the residents is not obligatory, and the university reserves the right to inspect all rooms without prior notice, according to the service requirements. During inspections, students are treated fairly, with respect and dignity and their personal belongings are handled with care. If the room occupants are not present, a note explaining the reason(s) for accessing is left in the room.

In case of the discovery of illicit substances in an absent resident's side of the room, a written statement is immediately made by all individuals present in the room (e.g., resident, students,

friends, visitors) to determine their responsibility. Any detected act or activity violating AUI policies or creating a health or safety risk is reported via official mail to the relevant administrative office.

Students are required to respect the staff conducting the inspection; otherwise, a report will be issued and the student will be called for a hearing.

Noise

All residence halls must be quiet, particularly at night. Hall Directors and RAs are notified of any noise disturbances including:

- Door slamming,
- Yelling and shouting in hallways and rooms,
- Disruptive music,
- Speaking to each other from windows or in hallways.

During final exams, all residents are expected to be considerate of others by keeping their noise level down. Failure to abide by the rules may result in room relocation during exam period and disciplinary action including loss of on-campus housing privileges.

Animals

Animals or pets are not permitted in all AUI residences, except fish in an aquarium.

Students are not allowed to feed cats both in the hallways or in the rooms, violators will be called to hearing and may lose their housing privilege.

Bicycles

Campus residents are not allowed to store bicycles in their rooms or obstruct stairways or other interior access areas. Bicycles should be parked in the back of building 38 away from the emergency exit.

Hosting Guests On-Campus

Students are not allowed to host overnight guests. They may however receive close relatives of the same gender between 8:30 AM and 8:00 PM after informing the housing supervisors. Students who wish to host their close family members may make a reservation by sending an email to reservation@ui.ma 48 hours (about 2 days) in advance. These requests can be approved if there is availability only.

It is important to mention that students are **not allowed** to host their family members in their rooms despite the consent of the roommate.

Liability

The university shall assume no responsibility for the loss, damage, or theft of private property belonging to, or in the possession of, any student for any reason whatsoever, whether such losses occur in rooms, public areas or elsewhere in the residence halls. Students are advised to keep their valuables under lock and key and are encouraged to keep their doors locked even when stepping out of the room for a brief period.

University Storage

There is limited storage space available on-campus for current students to use to store their bulky belongings after check-out between semesters/ sessions and during summer break.

A student must meet the following conditions to benefit from University Storage:

- He/she must reside on campus;
- He/she must be registered and have made the housing reservation for the following semester or summer session;

He/she may store up to three items of reasonable size;

- He/she must reclaim the items within the period of storage pick up that is communicated to the student body via email;
- He/she must agree to pay 50 MAD per day after the period of storage pick-up, for a maximum of 10 days (about 1 and a half weeks);
- Any items that are not claimed after the 10-day deadline will be disposed of as the Housing and Residential Life Office sees fit.

Major Charges

Belongings left inside room/removal to storage: 500 MAD.

Belongings left inside the room after the student is notified: 1000 MAD

Lost key: 300 MAD

Frosted and/or dirty refrigerator: 100 MAD

Failure to return key at check-out time: 100 MAD

Damaged furniture: Cost of replacement + 250 MAD fine

Unclean room after checkout: 100 MAD per hour

Equipment Rental

Students may rent a refrigerator by sending an email to m.ouamchi@au.ma. Students should note that there is a limited number of fridges available for rental. Rental cost is 400 MAD for regular semesters and 200 MAD for summer session

Maintenance Services

Residents experiencing plumbing, electricity, heating system problems must submit their request online at: sd.aui.ma

For emergency maintenance issues, call Ext. 2600 or 777.

For internet connection problems, students should fill out the Online Maintenance Request Form at: sd.aui.ma

For emergency problems only, call Ext. 666.

Medical and Non-Medical Emergencies

Housing Officers and Resident Assistants are ready to assist in emergency situations that require medical attention by informing physicians and by assisting patients. The Housing emergency service may be reached 24/7 by dialing 3333 or 05 35 86 3333 for external calls.

The housing Officers and Resident Assistants also handle other non-emergencies such as disputes and conflicts between residents by:

- Assisting in resolving conflicts in a civil manner,
- Leading discussion groups to resolve issues of concern to residents.

Laundry Services

There are washing and drying machines in the basements of Building 36 and 39. To do laundry, students are requested to contact the staff on duty at the laundry. Full service is offered in both laundries where you can present their ID, drop off your clothes, and detergent, and the attendant will take care of the washing, drying, and folding of your clothes.

The normal working hours for both laundries (36 and 39) on campus are as follows

laundry in bldg. 39 Laundry in bldg. 36

Monday 10:00 a.m.--07:00 p.m. 10:00 a.m.--07:00 p.m.

Tuesday 10:00 a.m.-07:00 p.m. 10:00 a.m.-07:00 p.m.

Wednesday 10:00 a.m.-07:00 p.m. 10:00 a.m.-07:00 p.m.

Thursday 10:00 a.m.-07:00 p.m. 10:00 a.m.-07:00 p.m.

Friday 10:00 a.m.-07:00 p.m. 10:00 a.m.-07:00 p.m.

Saturday Closed 12:00 p.m.-04:00 p.m.

Sunday 12:00 p.m.-04:00 p.m. Closed

01:00p.m to 02: 00p.m Lunch Time

Room Cleaning Service

Rooms are cleaned once every month according to a set schedule. This service is free of charge. Students are advised to keep their rooms clean and tidy and are prohibited from placing trash in the hallways. Students may ask for extra cleaning by paying the amount of 50 MAD per hour at the business office and submit the receipt to GM at the basement of building 33.

Each resident is responsible for keeping his/her room clean. Students who keep dirty messy rooms or place trash in the hallways will be charged a hygiene violation fine ranging from 250 MAD to 500 MAD

Messy rooms will not be cleaned unless the residents tidy them up. A messy room is one that is disorderly with clothes, shoes, and or trash thrown all over the room or parts of it; on the bed, floor, desk, etc.

Persistent violators stand to lose the privilege of University Housing.

Dining Services

Dining Services is committed to providing Al Akhawayn University's community — including students, faculty, and staff — with high-quality food services. Meals are prepared and served by two catering companies, operating under the oversight of a university staff member who monitors food quality and manages special menu requests, orders, dietary accommodations, and related matters.

Students planning an event are welcome to contact the Dining Services Office, where staff will assist in designing a menu and tailoring a service package to meet the event's specific needs.

Students may choose from five dining establishments. Three of these venues operate seven days a week, while the remaining two are open six days a week.

Building 3

The Moroccan and International Restaurant offers Moroccan tagines on a regular basis, couscous every Friday, and a rotating selection of international dishes drawn from cuisines around the world.

La Cantine Gourmet

Breakfast: 7:30 AM – 10:15 AM (Monday–Friday)

Lunch: 11:30 AM – 2:30 PM (Monday–Friday)

Dinner: 7:00 PM – 10:00 PM (Sunday–Friday)

American G&B *(a fast-food restaurant offering burgers, sandwiches, and other quick-service American fare)*

Lunch: 11:30 AM – 5:30 PM (daily)

Dinner: 7:00 PM – 12:00 AM (daily)

The Pizzeria, located on the upper level of Building 3, prepares pizzas to order in approximately ten minutes and also offers a menu of Italian dishes.

El Piccolo

Lunch: 11:30 AM – 4:00 PM (Monday–Friday)

Dinner: 7:00 PM – 11:00 PM (Sunday–Friday)

Building 2

The Café, situated on the ground floor of Building 2, offers a wide selection of hot and cold beverages, pastries, paninis, cold sandwiches, freshly baked goods, and traditional Moroccan grab-and-go items such as harcha and meloui.

L'Instant

Hours: 7:00 AM – 1:00 AM (daily)

Building 14

The Club House offers cheeseburgers, French fries, cold sandwiches, and a variety of salads.

Club House

Hours: 7:00 AM – 2:00 AM (daily)

Building 39

The American (Kiosk)

Hours: 5:00 PM – 3:00 AM (daily)

Building 08

L'Instant (Kiosk)

Hours: 7:00 AM – 7:00 PM (Monday–Friday)

Hours of Operation During the Holy Month of Ramadan

Building 3

La Cantine Gourmet *(formerly Self International)*

Take-away meals: Beginning at 4:00 PM

Dinner: 9:00 PM – 12:00 AM (Sunday–Friday)

American G&B *(formerly Petit Boucher)*

Lunch: 12:00 PM – 3:00 PM (daily)

Dinner: 9:00 PM – 1:00 AM (daily)

Table de Direction *(formerly Faculty Room)*

Iftar (breaking of the fast) – Dinner: 9:00 PM – 12:00 AM (Monday–Friday)

Building 2

L'Instant *(formerly Cafeteria)*

Hours: 8:00 AM – 3:00 AM (daily)

Take-away meals: Beginning at 4:00 PM

Building 39

The American (Kiosk)

Hours: 5:00 PM – 3:00 AM (daily)

Building 14

Club House

Hours: 8:00 AM – 3:00 AM (daily)

Take-away meals: Beginning at 4:00 PM

For non-fasting campus residents, breakfast and lunch are served at the Cafeteria, the American, and the Club House according to the following schedule:

- Breakfast: beginning at 8:00 AM
- Lunch: 12:00 PM – 3:00 PM

Methods of Payment

Cash is not accepted at any dining facility. The Cash Wallet card, issued by the Office of Business Services (OBS), is the sole accepted method of payment. University visitors are asked to visit the OBS in Building 1 to purchase pre-paid tickets for use at any AUI dining facility.

Restaurant Regulations

- Utensils and furniture may not be removed from any restaurant building; doing so constitutes a violation of university rules and is subject to disciplinary action.
- Patrons are kindly asked to clear their trays and place them in the designated area after finishing their meal.
- Students and patrons are expected to wait their turn in line. Cutting in line or holding a place for another person is discourteous and not permitted.
- Students are expected to observe the posted opening and closing hours of each restaurant.

- All doors must remain closed during cold weather to conserve heat and reduce the cost of food services.
- Gratuities and tipping of food service personnel are not permitted.
- Students must carry their Cash Wallet card at all times; an ID number alone is not sufficient for payment.
- Consuming food or beverages prior to payment is prohibited.
- Smoking is prohibited on all restaurant premises.

Cash Wallet Card — Frequently Encountered Issues

If a Cash Wallet card is lost, the cardholder should notify the Business Office immediately so that the card can be deactivated and replaced. An account may become blocked due to a damaged card or account-related changes; a blocked card cannot be used until the account is reactivated by the Office of Business Services.

Please note that cashiers are not authorized to:

- Accept a Cash Wallet card belonging to anyone other than its registered holder;
- Accept a damaged card that does not clearly display the holder's photograph;
- Accept a signature in lieu of payment, except in the event of a system outage.

A signature provided on a restaurant form authorizes the deduction of the stated amount from the account. Should the account lack sufficient funds, the cardholder may be subject to a fine.

Contact Us

Dining Services Manager: Z.slaoui@au.ma

Ext: 2712 or 0600 69 00 33

Dining Services Supervisor: M.souaf@au.ma

Campus Store

The Campus Store provides students, faculty, and staff with the necessary consumer products and supports student life by providing a convenient store location, excellent service, and priced merchandise. The Campus store also aims to promote AUI by offering a wide selection of general supplies and items bearing the university logo.

Operating Hours

Regular Semester Hours:

- Monday-Friday 8:30am-23:00pm
- Saturday-Sunday: 02:00pm-7:00pm

Semester Break Hours:

- Monday – Friday 8:30am-13:00pm & 2:00pm-5:30pm
- Saturday & Sunday: Closed

Ramadan Hours (subject to change):

- Monday-Friday 11:30am - 5:00pm & 9:00pm – 1:00am
- Saturday-Sunday 12:00pm - 5:00pm

Ramadan Hours during semester break:

- Monday-Friday 9:30am-3:30pm
- Weekends: closed

Campus Store Regulations

- Students must use their own Cash Wallet card for purchases,
- Students are not allowed to consume store products before payment,
- Items purchased from the store can only be returned within 48 hours (about 2 days) after purchase (in case the product is found damaged),
- There is no cash available at the shop. Visitors are welcome to pay by credit card.
- Shoplifters are subject to serious disciplinary action.

Cash wallets use regulation

- Cash wallet cards must not be damaged or broken, and photos should be recent and clear,
- Cash wallets are mandatory to pay for any purchased items.

Contact us:

Campus Store: Ext: 2020

Campus Store Administration: Ext 2026 & 2990

Information Technology Services (ITS)

The ITS Department's mission is to support the university's academic programs, research centers, and development initiatives through campus-wide IT infrastructure, reliable services, and the effective use of technology in learning and campus life.

Need IT help?	Details
Service Desk portal	sd.aui.ma — submit and track all IT requests here
Phone (regular hours)	Ext. 666 or 0535 86 24 00
Phone / MS Teams (extended & weekend hours)	Ext. 666 or 06 61 51 51 25
Regular hours	8:30 AM – 5:30 PM, every working day
Extended hours	5:30 PM – 8:00 PM daily, plus weekends

Service Desk (SD)

The Service Desk (SD) is the primary point of contact between ITS and the university community — students, faculty, and staff — for all IT-related requests and communication.

Services provided

- **Issue Resolution:** addressing reported issues based on urgency.
- **Request Orchestration:** managing, dispatching, and monitoring requests until resolved.
- **Troubleshooting:** diagnosing and resolving technical problems.
- **Labs Management:** overseeing and maintaining computer lab facilities.
- **Classrooms Management:** overseeing and maintaining classroom IT facilities.

All IT-related requests should be submitted through the Service Desk Management System at sd.aui.ma. For urgent requests or to report major system outages, call ext. 666 or 0535 86 24 00.

IT Maintenance Service

ITS offers free maintenance and troubleshooting for personal, non-hardware computer issues to the entire AUI community. All students are encouraged to use this service for their personal computers.

While a personal device is being repaired, students may request to borrow a laptop from the Service Desk, subject to availability.

Computer Labs and Related Services

ITS manages several open and purpose-specific computing labs. All lab computers run both Windows and Linux, are kept up to date, and come equipped with a variety of academic and entertainment software.

Digital Accounts and Single Sign-On

Every student receives a digital account for seamless, single sign-on access to the university's IT resources, including computing labs and 512GB of personal storage on Microsoft OneDrive (Azure cloud). The same credentials work across self-service printing devices, the Service Desk platform, email, MS Teams, Canvas, and the Jenzabar portal.

Communication and Collaboration (Microsoft Office 365)

ITS uses Microsoft Office 365 to support local and global collaboration. The suite includes hosted email and calendar, OneDrive (up to 512GB), MS Teams for messaging and video conferencing, Planner for task management, and more.

Every student receives a personal @aui.ma email account with a 100GB storage quota. All account data is confidential and backed up periodically. Outlook and other Office 365 apps (OneDrive, Teams, Planner, SharePoint, OneNote, Stream, etc.) are also available on mobile devices.

Academic Systems

Academic ERP — Jenzabar (JaaS)

Jenzabar is AUI's Enterprise Resource Planning (ERP) system for academic and campus-related affairs, accessible at my.aui.ma.

Main services offered through Jenzabar as a Service (JaaS):

- Enrolling in classes
- Viewing account information
- Viewing and reserving rooms
- Viewing semester and general grade reports
- Filling out online forms (transcript, exchange, absence, withdrawal, graduation, etc.)

Learning Management System — Canvas

Canvas supports active, collaborative learning across delivery modes, with assignments, discussions, modules, quizzes, rubrics, SpeedGrader, announcements, calendar, analytics, and Studio. It is cloud-based and accessible at aui.instructure.com using Office 365 credentials. Faculty record class attendance weekly in Canvas; students are responsible for monitoring their own attendance there.

Internet Access and Wi-Fi

ITS provides two internet links (4 Gbps and 2 Gbps) from two telecom operators, for a total of 6 Gbps of bandwidth, with up to 100 Mbps per user. Dormitories, classrooms, labs, the library, and offices all have wired and Wi-Fi connectivity, and Wi-Fi extends to most indoor and outdoor areas of campus.

- **eduroam:** secure Wi-Fi network for students, faculty, and staff, usable both on the AUI campus and at participating institutions worldwide, via Office 365 credentials.
- **Al Akhawayn Guest:** available to guests, with some restrictions on AUI resources and services.

Printing Services

Printing runs on the Pay4Print system. Each student has a printing account that can be topped up at the Business Office. More than 25 compatible printers are available across the library, computing labs, academic building halls, and some residence halls.

Student Part-Time Job Opportunities

ITS offers part-time positions for students, primarily as Service Desk officers providing first-level support. All part-timers are trained in basic networking concepts and first-level ITS support techniques.

ITS also hosts DevITeam, a student-led software development unit that introduces part-timers to building solutions for the student body and supporting departmental projects. DevITeam is the central hub for all in-house custom IT projects for students.

Using Artificial Intelligence (AI) as a Student

AI tools are now part of everyday student life at AUI; from Microsoft Copilot built into your Office 365 account to general-purpose assistants such as ChatGPT, Claude, and Gemini. Used well, they can speed up research, writing, and coding; used carelessly, they can create academic-integrity, accuracy, and privacy problems. The guidance below is meant to help you use these tools well.

What is available to you

- **Microsoft Copilot:** included with your AUI Office 365 account and integrated into Word, Outlook, and Teams for drafting, summarizing, and research support.
- **Public AI assistants:** tools like ChatGPT, Claude, and Gemini are widely used by students for brainstorming, study support, and coding help, though they are not AUI-managed services.

Using AI responsibly

- **Check your course policy first:** AI use on graded work varies by faculty and course; always check the syllabus or ask before using AI on an assignment.
- **Verify before you trust:** AI can produce confident but incorrect or outdated answers (“hallucinations”); fact-check anything important, especially citations and numbers.
- **Protect your data:** never paste confidential or personal information: grades, ID numbers, financial or medical details, ... into public AI tools.
- **Disclose your use:** where AI is permitted, follow your faculty’s guidance on how to acknowledge or cite it, to stay within AUI’s academic integrity standards.
- **Watch for AI-enabled scams:** phishing emails and fake messages are increasingly AI-generated and harder to spot ; verify unexpected requests before clicking links or sharing credentials.

Need help?

Contact the Service Desk (sd.aui.ma) with questions about AI tools available through your AUI account, or reach out to DevITeam if you are interested in building AI-powered solutions as a student developer.

Registration

Registration Regulations

A student is officially enrolled and eligible to attend classes upon registering for courses and paying tuition and fees.

Regular Registration

Registration and late registration dates are published in the catalog and the Academic Calendar, both of which are readily available on the University website. Students may register for classes on the regularly scheduled registration dates through the end of the Add/Drop period (generally, fourth day of class in regular semesters and second day of class in summer sessions) Now, all communication from the Registrar's Office states that if a student is pre-registered in a course, it is assumed that they are registering for the upcoming semester. If they pre-registered and no longer wish to proceed with their registration, they must drop all their (pre-registered) courses before the start of semester classes. Students must be officially enrolled at AU during the semester in which they graduate. Students enrolling late on a course should not expect special make-up assistance from the instructor.

Late Registration

For the fee assessment, late registration is defined as the period between the first day of classes and the last day of add/drop. Students may not register for classes after the last day of late registration.

Pre-registration for the subsequent semester

Pre-registration periods are published in the Academic Calendar. Pre-registration is mandatory for all continuing students.

There are three main steps to the Course Pre-registration Process:

1. **Course Selection:** Students meet with their advisors to choose courses (and alternate courses). The advisor must approve the courses and provide a registration clearance is required for all freshmen and sophomores students only. The student must commit to registering for only the agreed-upon courses, students fill out pre-registration forms and those forms have been approved by their advisors, students must still formally add courses via the myAUI portal.
2. **Pre-Registration:** Students pre-register for their classes online (via the myAUI portal) during their designated registration times (based on their categorization as freshman, sophomore, junior, senior, or graduate students).
3. **Changing Schedule:** Once pre-registered, students can revise their course selection/enrolled courses during scheduled Open Days or during the add/drop period.

Detailed information regarding registration is routinely shared by the Registrar's Office with all students via email in a timely manner. Please make sure that you read and review registration-related emails thoroughly.

Note: Over time, the University's different departments may assign holds to students due to a variety of academic, non-academic, and/or disciplinary reasons. All holds block student registration via the online myAUI portal. Students placed on any kind of hold (Academic Hold, Financial Hold, Freshman Committee Hold, Administrative Hold, Disciplinary, or Retroactive Withdrawal Hold, Missing Documents Hold, Missing Original Diploma Hold, etc.) will not be eligible to pre-register or add/drop courses online. They must clear their hold with the relevant departments.

Student academic information, including course schedules and grades, are posted online using the university's information system, EX Jenzabar. EX Jenzabar Portal is the University's Student Information System, whereas myAUI portal is Jenzabar's student-facing interface. allows students to register for classes online each semester/ session, students register (add/drop) courses, submit requests for withdrawal (W, WP, WF), and a host of other standard requests (transcripts, unofficial transcripts, enrolment certificates, etc.) Students are responsible for consulting their AUI emails and the portal often in order to receive important academic messages, including instructions for registration and add/drop procedures, etc. Furthermore, the myAUI portal also provides students with information concerning academics (schedule, transcript, attendance, etc.), and financial information (invoices) for students' convenience.

Students may access their personal information at the following website: <https://my.aui.ma/>

Contact us:

Email: registration@ui.ma or registrar@ui.ma

Ext: 2174, 2175, 2327, 2168, 2074, 2068 or 2352

Office of Academic Support and Progress (OASP)

Mission

The Office of Academic Support and Progress (OASP) provides comprehensive academic support beyond the classroom to enhance student success. Through proactive advising, early intervention for at-risk students, and continuous monitoring of academic progress, OASP supports students throughout their academic journey and helps ensure timely progress toward graduation.

OASP accomplishes its objectives by:

- Providing hands-on support proactively early for at-risk students and assisting them in adjusting to the new academic environment.
- Providing a central point of contact for all academic matters.
- Monitoring student academic progress throughout the semester and over the course of studies to improve their persistence and degree completion.
- Following up with at-risk students based on attendance alerts recorded by faculty in Canvas.
- Providing support and ensuring the success of students throughout their academic journey.
- Assisting students with all aspects of academic advising.

Email: office.academic.support@aui.ma

Phone: 2128/2104/2876

Financial Information

This section sets forth the University's tuition, fee, deposit, housing, and refund policies. It is effective as of Fall 2025. Fees and charges are reviewed on an annual basis and are subject to revision at the discretion of the Board of Trustees; students are advised to consult the Business Office for the schedule then in force.

I. Tuition, Fees, Deposits, and Refunds

A. Payment of Tuition and Fees

The full amount of tuition and fees is due and payable prior to the start of each academic term. Upon request, a student may arrange to satisfy this obligation in two installments through a Deferred Payment Agreement. The fee to establish such an agreement is 250 MAD for students who qualify for AUI-sponsored Financial Aid, and 500 MAD for all other students.

B. Late or Failed Payments

A student who fails to settle the full outstanding balance by the applicable due date — following the conclusion of the add/drop period — is automatically placed under a Deferred Payment Agreement and becomes subject to a late-payment fee equal to 2% of the outstanding balance for each late business week (Monday through Friday). For example, a balance that remains outstanding for 15 to 21 days accrues a late-payment fee equal to 6% of the amount due, subject to a ceiling of 3,000 MAD per installment.

Failure to remit the second installment on time, inclusive of any accrued late fees, will result in the student's administrative withdrawal from the University. The University will pursue all available legal remedies to recover unpaid amounts owed under the Deferred Payment Agreement. In addition, a student whose installment payments are not made on schedule forfeits the privilege of paying by installment in any future term; a financial hold will be placed on the student's account, preregistration for the subsequent semester will be blocked, and no certificate, attestation, transcript, or other official document will be issued until the account is cleared.

Financial responsibility for all payment matters rests solely with the student. Payment may be remitted by wire transfer, cash deposit at a bank, online credit card payment, or certified bank check. All fees described in this section are subject to annual revision at the discretion of the Board of Trustees.

C. Admission Confirmation

Newly admitted students are required to remit a non-refundable confirmation payment of 5,000 MAD online, prior to the published deadline. Admitted students must also attend the mandatory preregistration program, at which original supporting documents are submitted — the high school diploma for bachelor's-degree applicants, and the bachelor's diploma or its equivalent for master's-degree applicants — together with an additional payment of 20,000 MAD, which becomes non-refundable if the student withdraws after the published deadline.

D. Refundable Damage Deposit

Every newly admitted student remits a deposit of 3,000 MAD at the start of the first semester to cover any damage that may occur during residence on campus. This deposit is refunded in full upon the student's graduation or withdrawal from the University.

E. Registration Fees — 5,100 MAD

All registered students are required to pay the registration fee, irrespective of enrollment status. A student who defends a thesis, capstone, or internship before the end of a semester receives a prorated reimbursement of the registration fee, calculated up to the date of the defense.

F. Tuition Fee Schedule

Semester tuition is calculated on the basis of total credits registered, with the exception of students enrolled in the Language Center, who are assessed a flat semester fee.

Undergraduate Tuition¹

Category	Fee per Credit (MAD)
Moroccan students	2,226
International students ³	3,392
Internship — Moroccan students ⁵	1,431
Internship — International students ⁵	2,014

Graduate Tuition²

Category	Fee per Credit (MAD)
Moroccan students	2,809
International students ³	4,240
Internship — Moroccan students ⁵	2,014
Internship — International students ⁵	2,809

Language Center Tuition (Flat Fee per Semester)

Category	Fee (MAD)
International visiting students ⁴	50,880
International visiting students ⁴ + 1-credit First-Year Experience Seminar	54,272
Moroccan students (undergraduate tuition)	33,390
Moroccan students (undergraduate tuition + 1-credit First-Year Experience Seminar)	35,616
Moroccan students (graduate tuition)	33,708

¹ Undergraduate students authorized to register for graduate courses in satisfaction of undergraduate degree requirements are assessed undergraduate tuition. Undergraduate students who elect to register for additional graduate courses beyond those requirements are assessed graduate tuition for each such course.

² Graduate students enrolled in Foundation Courses are assessed graduate tuition for those courses.

³ An international applicant qualifies for Moroccan tuition rates if (1) one parent is Moroccan, or (2) both parents are non-Moroccan but have resided in Morocco and paid Moroccan income tax (IR) for more than five years.

⁴ With the exception of Language Center tuition and testing charges, visiting students are assessed the same fees as regularly enrolled AUI students.

⁵ A student completing an internship as the final degree requirement who will graduate immediately thereafter must register for, and pay, the registration fee. A student who will not graduate immediately following the internship is not required to register or pay the registration fee for that term; the internship is instead registered and charged in the subsequent (Fall) semester.

⁶ Alumni Tuition Discount: In recognition of the value the University places on its graduates and on lifelong learning, AUI has, since August 2016, offered a 25% tuition discount on all part-time graduate degree programs to its alumni who hold an undergraduate degree from AUI.

G. Combined Degree Programs (BS/MS)

A student enrolled in a combined BS/MS program is assessed undergraduate tuition for undergraduate courses and graduate tuition for graduate courses.

H. English Language Bridge Program

The English Language Bridge Program is a six-week intensive summer course, administered by the Language Center, that prepares pre-registered students for the transition to academic English. The program strengthens core language competencies — reading, listening, speaking, and writing — in preparation for entry into Language Center coursework.

The all-inclusive program fee is **19,500 MAD**, comprising double-occupancy housing and a cash-wallet allowance of 1,800 MAD.

I. AUI Intersession Program

The University offers three intersession packages during the academic year, each inclusive of double-occupancy accommodation and a cash-wallet allowance of 1,500 MAD. The intersession periods are as follows:

- End-of-Summer Intersession — August
- Winter Intersession — January
- Summer Intersession — May

Intersession Fee (Package of 3 Credits, in MAD)

Location	Resident Undergraduate (Moroccan-AUI)	Resident Graduate (Moroccan-AUI)	Non-Resident Undergraduate (International-AUI)	Non-Resident Graduate (International-AUI)
Ifrane	9,950.00	11,687.00	13,459.00	15,978.00

The intersession confirmation submission is non-refundable unless the course is cancelled by the University due to insufficient enrollment. A late-registration fee of 500 MAD applies to students who register after the published deadline.

J. SSAHRA Program Package

Depending on a student's academic background and English proficiency, the School of Social Sciences, Arts, and Humanities (SSAHRA) may require completion of all foundation courses, assign a reduced set of foundation courses, or grant direct admission to regular coursework. Admission to the SSAHRA Program is extended to students who have achieved the required TOEFL score. The program fee includes double-occupancy housing on the AUI campus and a cash-wallet allowance of 1,500 MAD.

Package (6 Credits / 14 Days)	Resident Graduate (MAD)	Non-Resident Graduate (MAD)
Regular students	21,802.00	30,388.00

II. Student Identification Cards and Cash Wallet

Student identification cards are issued by the Business Office upon full payment of tuition. Replacement cards are available from the Business Office for a fee of 100 MAD; students are responsible for supplying their own photographs. A student who loses an identification card (cash wallet) must notify the Business Office immediately so that the card may be deactivated and a replacement issued. Students are advised to keep their cash-wallet cards away from close contact with computers, laptops, television sets, printers, heaters, or water.

The "cash wallet" refers to funds credited to a student's account for use exclusively on campus, including the copy center, copy machines, the restaurant, and the AUI store. Students replenish their cash wallet as needed; any transfer to the cash wallet in excess of the student's account balance requires prior authorization from the financially responsible party (parent, guardian, or sponsor).

Any cash-wallet balance remaining at the end of a semester is carried forward to the following semester's account. The final refund of any remaining balance is issued only at the conclusion of schooling, following the graduation ceremony and the completion of final clearance procedures.

Students are responsible for managing their own personal funds for off-campus needs. The on-campus post office offers savings accounts that provide additional flexibility in managing personal finances. Funds may be added to the cash wallet through either of the following channels:

- The Go Campus application (online payment)
- Cash or credit card payment at the Business Office cash desk

III. Health Insurance

Health insurance coverage is mandatory for all full-time students. Information regarding the University's contracted insurance provider and the scope of coverage is available at the Student Health Center.

The annual student health insurance premium is 1,320 MAD, providing coverage from January through December. The premium is payable in three installments, due at the start of each semester or session:

- Spring semester — 550 MAD
- Summer session — 220 MAD
- Fall semester — 550 MAD

IV. Housing Fees

Please refer to the section: Housing Types and fees (p. 33)

A. Housing Cancellation Policy

A student wishing to cancel a housing assignment must submit the official cancellation form to the housing supervisor, indicate an anticipated check-out date, and state the reason for vacating on-campus housing. The student must remove all personal belongings from the room and return the room key to the dorm supervisor. A student who leaves belongings in the room, or who retains the room key, continues to be charged the applicable fees until check-out is completed. Housing clearance and any adjustment calculation are processed only after check-out, submission of the key, and assessment of damages, if any.

Cancellation Fee Schedule (Calculated by Assigned Room Type)

- A student who reserves housing but does not check in, and does not cancel, is charged housing fees up to the date of cancellation.
- A student who cancels a housing assignment within the deadline published in the academic calendar is charged a processing fee equal to 5% of the applicable room-type fee.
- A student who cancels within the first two weeks following the published deadline is reimbursed 80% of the housing fees paid.
- A student who cancels during the registration period is refunded 70% of the housing fees paid.
- A student who cancels within the first two weeks after classes begin is refunded 50% of the housing fees paid.
- A student who cancels during the third or fourth week after classes begin is refunded 25% of the housing fees paid.
- A student who cancels housing after one month from the start of classes is not entitled to any refund.
- All cancellation fees are calculated and processed by the Business Office.

Additional Provisions

- A housing cancellation must be communicated to the dorm supervisors by email. Cancellation of coursework does not constitute a housing cancellation, and a student who fails to submit a separate housing cancellation remains subject to the charges described above.
- A student who reserves housing and subsequently elects to take courses online must formally notify the University of the choice to retain or cancel the housing assignment; failure to cancel will result in the applicable charges being assessed.

- A student who cancels housing following disciplinary action is treated according to the date on which the disciplinary decision was received, with cancellation fees assessed as described above.

The Housing and Residential Life Office reserves the right to cancel the housing assignment of a student who reserved housing but did not enroll; the cancellation fees described above will apply.

B. Housing Adjustments

Room-Type Change Within the Semester

A student who changes room type during the first month of the semester is charged the full fee corresponding to the new occupancy type. After the first month, room-change fees are prorated according to the number of days spent in each room type. A student who elects to move off campus is treated under the housing-cancellation provisions set out above.

Room Assignment After the Registration Period

A student assigned on-campus housing after the registration period, during the semester, is charged as follows:

Timing of Assignment	Charge
Within the first two weeks	Full amount of the occupancy
Within the third and fourth weeks	80% of the room-type amount
Second month	60% of the room-type amount
Third and fourth months	40% of the room-type amount

Miscellaneous Housing Charges

The following schedule of charges applies to damage, loss, or policy violations relating to on-campus housing and furnishings.

Code	Description	Charge (MAD)
ALR	Tampering with the alarm system	1,000
AMS	Missing wall applique	250
AR	Smoking / alarm activation	200
BBS	Bath basin stopper	50
BC	Broken keycard	50
BCT	Bath curtain	150
BD	Bed, new	2,500
BED	Bed, old	1,500
ALD	Damaged aluminum door	600
BGB	Broken board glass	500
BK	Broken key	100
BLK	Missing blanket	300

Code	Description	Charge (MAD)
BLN	Belongings left in room (notified)	1,000
BLR	Belongings left inside room	500
BM	Broken mirror	250
BMP	Broken mirror (plastic)	100
BRL	Bed rail	50
BS	Bath stool (studio)	80
BSD	Bedsread	200
BSK	Broken small key	50
CC	Check-out cleaning (per hour)	100
CC2	Check-out cleaning (2 hours)	200
CC3	Check-out cleaning (3 hours)	300
CC4	Check-out cleaning (4 hours)	400
CD	Closet, old	2,000
CDN	Closet, new	3,000
CHS	Single chair	200
DD	Damaged door	1,500
DFD	Damaged door frame	500
DH	Damaged door handle	200
DPF	Damage processing fee (act of vandalism)	250
DRM	Dressing mirror	400
DSH	Desk handle	30
EP	Electric plug	50
EW1	Energy waste — first violation	50
EW2	Energy waste — second violation	100
FCD	Four-drawer chest, new	1,400
FD	Floor damage (per m ²)	300
FDC	Four-drawer chest, old	800
FDR	Removal of fire-detection equipment	1,000
FDS	Fire detection system (half cost)	500
FR	Refrigerator rental	400
FRC	Refrigerator rental (half cost)	200
FRI	Refrigerator	2,000
FUR	Unreturned rented refrigerator	200
GC	Garbage can, old	50
GCP	Garbage can, plastic	50

Code	Description	Charge (MAD)
HEA	Bathroom heater	700
HET	Room heater — second occurrence	1,000
HOK	Hookah — second occurrence (full cost)	1,000
HOO	Hookah in room (full cost)	400
HOT	Hotplate — second occurrence (full cost)	1,000
HP	Hotplate in room (full cost)	400
HPR	Hotplate in room (half cost)	200
HT	Hotplate — second occurrence (half cost)	500
HTE	Room heater — first occurrence	400
ILH	Illegal occupancy (half cost)	150
ILO	Illegal occupancy	300
IP	Internet plug	100
KTG	Lost key tag	300
LGH	Garbage left in hallways	100
LK	Lost key	300
LKF	Lost key — Farah Inn	150
LOC	Unreturned locker key	50
LRR	Late room-reservation fine	1,500
LSK	Lost small key	100
MAS	Master-key use — fourth occurrence	200
MK2	Master-key fee — second occurrence	100
MK3	Master-key fee — third occurrence	200
MKF	Master-key fee — first occurrence	50
MS	Messy room — first occurrence	250
MSR	Messy room — second occurrence	500
MTT	Mattress	1,300
NCH	New chair	500
NOI	Noise charge	100
PC	Plastic can	50
PH	Paper hanger, old	75
PHC	Paper hanger, new	170
PHO	Phone set	200
PL	Pillowcase	50
PLC	Plastic chair, old	300
PR	Room personalization	200

Code	Description	Charge (MAD)
RBT	Room / bath / toilet door	1,500
RC	Rocking chair	200
RCO	Room curtain (one panel)	300
SB	Wash basin (vasque)	700
SC	Stackable chair	200
SD	Student desk, old	1,000
SDG	Soap dish (glass)	80
SDH	Soap dish, plastic (half cost)	25
SDN	Student desk, new	2,240
SDP	Soap dish, plastic	50
SDS	Soap dish support	80
SG2	Storage charge	20
SG3	Storage charge — in room	200
SM	Smoking in common space	200
SN	Sanijura — burn marks or drawer damage	200
SOF	Studio sofa	2,500
STT	Studio table — burn marks or damage	400
TBB	Broken toilet basin (half cost)	300
TBM	Table burn marks (half cost)	200
TBR	Toilet brush	50
THC	Towel hanger, chromium	100
THP	Towel hanger, plastic	50
TS	Torn sheet	90
TVR	Television rental	300
UC	Unreturned card	100
UDK	Unreturned drawer key	50
UDR	Refrigerator stored unfrozen / dirty	200
UF	University refrigerator left unfrozen	200
UK	Unreturned key	100
UUE	Unauthorized movement of university equipment	200
WC	Wall / ceiling damage (scratches, marks, holes)	1,500
WCR	Window / French door — two panels	600
WDC	Wooden chair — burn marks or damage	200
WL	Wheelchair	300

V. Other Institutional Fees

Fee	Amount
Estimated book charges — Fall/Spring semester ¹	1,000 MAD
Estimated book charges — Summer session	1,000 MAD
Printing fee	100 MAD
Course test-out fee	1,000 MAD
Fee to record test-out results on transcript	500 MAD
Graduation application fee	1,950 MAD
Pre-registration deposit — Fall/Spring semester	2,000 MAD
Pre-registration deposit — Summer session	1,000 MAD
Late registration fee — newly admitted students	1,500 MAD + late fees
Late registration fee — continuing students	1,500 MAD + late fees
Late appeal-submission deposit (students on academic probation)	1,500 MAD
Late registration fee to meet CIP requirement	1,900 MAD
AUI deposit — newly admitted students	3,000 MAD
Testing charges — newly admitted students (excluding transient students)	1,000 MAD
AUI identification card	200 MAD
Orientation fee — newly admitted students (“First Year Experience”)	2,500 MAD
Orientation fee — newly admitted graduate and international students	160 MAD
Residency services fee — exchange students	160 MAD
Double-room deposit — exchange students	1,000 MAD
Unpaid-payment penalty (non-received payment / returned check)	1,000 MAD + late fees
Planned educational leave fee	2,000 MAD
Fee to cancel confirmed exchange or planned educational leave	1,000 MAD
Cash wallet — newly admitted students	5,000 MAD

¹ The book-charge deposit is deducted from the student's account where the student preregisters but does not complete registration for the relevant semester or session.

Note: Additional charges may apply to certain outdoor activities, physical education activities, required field trips, and special tests.

VI. Summer Session Fee Policy

Undergraduate and graduate students enrolled in summer session courses are assessed tuition according to registered credit hours. All other fees are assessed at fifty percent (50%) of the standard full-semester charge.

- A student enrolled in the Language Center during the summer session is charged the equivalent of three credits for each Language Center course.
- A student enrolled in Foundation Academic Skills (FAS) courses during the summer session is charged the equivalent of two credits for each FAS course.
- A student enrolled in the Academic Writing and Grammar (AWG) Language Center course during the summer session is charged the equivalent of six credits.

VII. Refund Policy

A student who withdraws from the University in accordance with official procedures is eligible for a refund of tuition fees upon submission of an authenticated request accompanied by the relevant bank account information.

A. Refund Schedule — Fall and Spring Semesters

Continuing Students

Timing of Withdrawal	Tuition and Fees	Scholarship
Prior to the first day of classes	100% refunded	100% cancelled
During the first five class days	80% refunded	80% maintained
After the fifth day of class	70% refunded	70% maintained
After the tenth day of class	50% refunded	50% maintained
After the fifteenth day of class	25% refunded	25% maintained
After the twentieth day of class	0% refunded	0% maintained

New Students

Timing of Withdrawal	Tuition and Fees	Scholarship
Prior to the first day of classes	Deduction of the non-refundable pre-registration fee	100% cancelled
During the first five class days	Deduction of the non-refundable pre-registration fee, plus on-campus consumption (housing, cash wallet, books, printing, and insurance fees)	100% cancelled
After the fifth day of class	Deduction of the non-refundable pre-registration fee, plus on-campus consumption (housing, cash wallet, books, printing, and insurance fees)	100% cancelled
After the tenth day of class	50% of tuition and registration fees refundable	50% of scholarship package maintained
After the fifteenth day of class	25% of tuition and registration fees refundable	25% of scholarship package maintained
After the twentieth day of class	0% of tuition and registration fees refundable	0% of scholarship maintained

B. Refund Schedule — Summer Session

Timing of Withdrawal	Tuition and Fees	Scholarship
Prior to the first day of classes	100% refunded	100% cancelled
During the first five class days	75% refunded	25% maintained
After the fifth day of class	50% refunded	50% maintained
After the tenth day of class	0% refunded	100% maintained

***Note:** Tuition and fee refunds are processed by the Business Office; scholarship adjustments are processed by the Financial Aid Office.*

C. Refunds for Housing

Housing refunds are prorated based on the time remaining, calculated in accordance with the housing policy set out in Section IV above.

D. Refunds for Fees and Books

No refund is issued for these charges, except that a book-related refund may be issued where it can be demonstrated that the University incurred no associated expense.

E. Part-Time Employment and Student Work

Students are not paid directly for work performed as part of their financial aid award; the corresponding amount is instead credited to the student's account to offset tuition and fees. Wages earned by students for tutoring or other employment not covered by financial aid are paid by wire transfer directly to the student's or parent's bank account, provided the student is in good financial standing.

F. Medical Reimbursement

Medical reimbursements are processed by wire transfer or credited to the student's account (as a statement of charges); no cash reimbursement requests are accepted.

G. Final Refund

The final refund of any remaining account balance is issued only at the conclusion of schooling, following the graduation ceremony and the completion of final clearance procedures, by direct transfer to the student's or parent's bank account.

Center for Teaching and Learning (CTL)

CTL VISION

Becoming a catalyst in leading institutional strategies and plans for faculty development and engagement to promote growth mindset, and support AUIs (Akhawayn University in Irbid) endeavors in providing students with innovative learning experiences that meet the expectations of Gen Z and contribute to their self-fulfillment, well-being, and success.

CTL MISSION

The Center for Teaching and Learning provides opportunities for T&L innovation in line with AUI strategic plan.

The CTL provides its services and implements activities following international quality assurance standards and recognized best practices in relation to the following areas:

- Faculty Readiness: Professional development workshops, onboarding programs, international certificates, and knowledge sharing experiences.
- Technological Readiness: Learning applications, platforms and technologies
- Quality Assurance: Effective T&L data management, Reporting and decision making.
- Online Course and Program Development: Digital resources development, educational video recording, and multimedia production.

CTL SERVICES:

1. Faculty development workshops on innovative T&L including international professional certificates.
2. Online course design and development.
3. Faculty convocation programs, new Faculty onboarding and peer-mentorship.
4. Support, consultation, and production services in relation to T&L technologies.
5. Platforms for knowledge sharing and collective intelligence in innovative T&L.

CTL offers a range of digital learning services to support faculty in creating and delivering online courses. CTL staff members work closely with faculty to develop strategies for online course development and partner with them to explore, implement, and evaluate EdTech methods and approaches to meet learning objectives.

The CTL aims to foster innovation in T&L and provide support for various T&L models and technologies (i.e., hybrid/hyflex, flipped learning, fully online synchronous/asynchronous, etc.)

CONTACT US:

Center for Teaching and Learning - Email: ctl@au.ma

- Location: Building 4, top Floor

- Phone Ext.: 2878, 3298, 3158, or 3146 - Website: <http://ctl.au.ma>

- Address: Center for Teaching and Learning, Al Akhawayn University, PO BOX: 104 Avenue Hassan II, Ifrane, 53000, Morocco.

Center for Learning Excellence

The Center for Learning Excellence (CLE) allows students to discover their potential by providing transformative, inclusive, and peer-based learning experiences. The CLE supports students as they transition into and progress through their university curriculum, fostering a growth mindset, strengthening independent learning skills, and enabling the practical application of liberal arts principles across academic and cocurricular contexts. Through these efforts, the CLE seeks to ensure that all students flourish with integrity, confidence, and purpose.

To keep up with top international standards, the CLE's training programs are fully certified by the College Reading and Learning Association (CRLA). We combine these high standards with [Kudos](#) and [BeHive](#), our own custom booking, tracking, and hiring platforms.

Our programs:

The First-Year Experience Program

The First-year Experience (FYE) Program supports students' transition into university life through a coordinated framework of academic seminars, community building activities, and peer mentoring. The program develops essential academic skills, fosters belonging and engagement through inclusive events, and provides consistent peer guidance to reinforce learning, ease adjustment, and promote a growth mindset since day one of university.

Peer Mentoring

The Peer Mentoring Program supports new and continuing students through certified, structured, and peer-to-peer guidance that facilitates their transition to university, clarifies academic planning, and promotes

sound academic and personal decision making. The program fosters a sense of belonging, confidence, and forward progress toward degree completion. While mentors are only directly assigned during the student's first semester, they can still access this support throughout their entire time at AUI by booking a session through [Kudos](#) whenever they need guidance.

FYE 1101 & 1102 Seminars

The FYE seminars equip students with essential knowledge and skills for university life, covering informative and skill-building topics. These sessions help students build resilience, plan their path forward, and develop key interpersonal skills while fostering a growth mindset from day one.

Freshmen Community Building Events

Whether social, athletic, or academic, FYE events foster belonging, friendship, and engagement among incoming students through inclusive, welcoming experiences. By helping students connect with peers and integrate into campus life, they ease the social and emotional transition into university.

Peer Success Services

Peer tutoring

The Peer Tutoring Program offers free, certified individualized and group academic support designed to clarify course concepts, improve study strategies, and strengthen preparation for assessments. The program aims to improve students' academic performance, understanding, and capacity for independent learning. Peer tutors cannot help students solve active homework, graded assignments, or projects.

Writing Center

The Writing Center develops stronger and more confident writers across all academic disciplines by offering certified, peer-led writing support. It enhances students' clarity, argumentation, organization, and written voice, while cultivating habits of revision and adherence to academic integrity.

Inclusion Program

The Inclusion Program ensures equitable access to the academic setting for eligible students with cognitive or behavioral disabilities by providing flexible and tailored support. The program enables each student to demonstrate their potential, build independence, and achieve their academic objectives with dignity, fairness, and equity.

If you have a Specific Learning Difficulty (SpLD) -such as Dyslexia, Dyspraxia, Dyscalculia, ADHD, or another learning disability- you can easily apply for support. Simply fill out the confidential inclusion form shared by inclusionsupport@aui.ma starting the second week of classes. Our Inclusion committee will review your needs and set up the right adjustments for you.

neoCedrus

neoCedrus is a student led unit that empowers students to design, develop, deploy, and maintain production ready information technology solutions for the University and external partners (i.e.: [Kudos](#) and [BeHive](#)). The unit provides practical, experiential learning that strengthens technical proficiency, teamwork, agile project management, and professional accountability.

Contact us:

Oussama Er-rady	Department Manager	Ext: 3183
Arij Bouqbib	Programs Assistant Manager	Ext: 2373
Naouaf Malayan Kandy	First-Year-Experience Coordinator	Ext: 2484
Hiba Draoui	Tutoring and Inclusion Coordinator	Ext: 2380

CLE General Purpose	cle@aui.ma
First-Year-Experience Seminars and Events	FYE@aui.ma
Tutoring & Writing Center Programs	clepeertutor@aui.ma
Peer Mentoring Program	clepeermentor@aui.ma
Inclusion Program	inclusionsupport@aui.ma
neoCedrus	neocedrus@aui.ma

Location: Building 7 – Rooms 101 114 –115.

University Honors Program

What is the University Honors Program?

The University Honors Program (UHP) at Al Akhawayn University is a university-wide academic program rooted in the liberal arts tradition. It is an academic unit under the Academic Affairs Office and is designed for students from the School of Business Administration (SBA), School of Science and Engineering (SSE), and School of Humanities and Social Sciences (SHSS) who want to enrich their undergraduate education. The Program attracts highly ethical, academically qualified, and self-motivated students. Through Courses with Honors Components, the Honors Seminar, the Internship with Honors Component, and the Capstone with Honors

Component, the UHP offers an innovative and interdisciplinary arts and sciences curriculum. Without delaying progress toward a degree, the Program enables students to participate in a community of committed scholars and fosters intellectual friendship among students and their professors.

What are the UHP benefits?

UHP students receive a more intensive and innovative education without spending additional time completing their degrees. Students who successfully complete all Program requirements receive a special certificate and are publicly recognized at AUI's commencement ceremony. UHP students are given priority registration for courses. They may meet distinguished visitors to AUI, check out additional books from the AUI library, and use the honors learning space. Students may also benefit from themed travel opportunities in Morocco and abroad, extracurricular events and lectures, and support with publishing undergraduate research. Completion of the UHP gives students a distinct advantage when applying for national awards and scholarships and for admission to graduate or professional schools.

Who can apply?

- Students who have completed 30 SCH of regular coursework.
- Students who have a minimum cumulative GPA of 3.5, have at least four semesters remaining before graduation, and have never been placed on academic probation or involved in an academic dishonesty action or disciplinary sanction.

How to apply?

- Applicants submit the following documents to the UHP Coordinator at least five working days before their preferred group-interview date:

(a) UHP Application Form;

(b) Unofficial AUI transcript stamped and signed by the Enrollment Office;

(c) Curriculum vitae.

- Applicants participate in a group interview with two or three other applicants in the presence of the UHP Coordinator, or another UHP Committee member, and a representative of the Student Governing Body.
- The UHP Coordinator informs each applicant of the admission decision within five working days after the interview.

- At the discretion of the UHP Coordinator, and after consultation with the UHP Committee, an applicant may be invited to an additional interview with the Committee.
- Students who intend to begin UHP studies in the semester following their acceptance may apply and complete the group interview at any time during the current semester.
- Students who intend to begin UHP studies during the semester in which they apply must submit their documents by the end of the preceding semester, or no later than the first five days of the current semester, and complete the interview during the second week.
- Interviews may be held during the summer semester.

No interviews are held in August.

Honors Courses

There are four categories of honors modules:

- a. Courses with Honors Components (CHC): two courses, 6 SCH
- b. Interdisciplinary Honors Seminar: one course, 3 SCH
- c. Internship with Honors Component: 3 SCH
- d. Capstone with Honors Component: 3 or 4 SCH

Students in SSE earn 4 SCH because the capstone includes a laboratory component.

Transcript information: Each honors module is denoted by the letter 'HC' appended to the course code on the student's official transcript.

The sequence in which students complete the honors modules is determined individually according to their degree plan. Students may not take more than two honors modules in one semester unless an exception is approved by the UHP Committee. Students may take the Honors Seminar only after completing their fourth semester at AUI.

UHP Certificates

Students who successfully complete all UHP requirements receive a formal University Honors Program certificate.

Honors and non-honors students who complete only some honors modules receive a letter documenting the extent of their participation.

Students must satisfy all credit, standing, grade, internship, and capstone requirements described below.

Credit Requirements

1. To qualify for the UHP certificate, students must complete a minimum of 15 SCH in designated courses and related academic projects with honors components:

Two Courses with Honors Components (6 SCH)

One interdisciplinary Honors Seminar (3 SCH)

One Internship with Honors Component (3 SCH)

One Capstone with Honors Component (3 or 4 SCH)

Students in SSE complete 16 SCH because the capstone includes a laboratory component and carries 4 SCH.

Standing in the UHP

1. Cumulative GPA requirement

a. To maintain official registration in the Program, a student must have a minimum cumulative GPA of 3.5 each semester.

b. A student's cumulative GPA may fall below 3.5 once. In this case, the student remains enrolled in the Program but may not take any honors module during the following semester.

After a second semester in which the student's cumulative GPA falls below 3.5, the student is dismissed from the Program.

2. Grade requirements

a. In Courses with Honors Components and in the Honors Seminar, a student must receive a minimum grade of B+.

b. A student may receive only one grade below B+ and remain officially enrolled in the UHP.

A second grade below B+ disqualifies the student from continued membership in the Program. A student may repeat one Course with Honors Component or one Honors Seminar only if the request is approved by the UHP Committee in consultation with the relevant course faculty member and the VPAA.

c. In the Internship and Capstone with Honors Components, a student must receive a minimum grade of A- and be evaluated as having fulfilled the honors requirement in order to remain in and complete the UHP.

3. A student involved in plagiarism or any other form of academic dishonesty in any AUI course will be expelled from the UHP.

Completion policies

1. Students who are officially enrolled in the Program and successfully complete all Program requirements are eligible to receive a formal certificate indicating their completion of the University Honors Program.
2. Honors and non-honors students who complete only some honors modules receive a letter documenting the extent of their participation.
3. An honors student who does not receive credit toward the UHP certificate, but who earns what would normally be considered a passing grade at AUI, will receive the corresponding credit toward the ordinary AUI graduation requirements.

For more information about the UHP curriculum, please contact uhp@aui.ma.

Student Mobility Grant

The Student Mobility Grant financially supports students' initiatives to present their research papers or presentations at off-campus venues. Subjects that are particularly encouraged are leadership, community service, academic subjects, or extra-curricular activities. Upon acceptance to a conference, students may submit a request for grant funding.

Procedure

Applicants must submit an application form, available at the VPSA's Office and Online, to the Project Manager, Office of the Vice President for Student Affairs, with the following information:

- 1- Conference title, Description, Place, Date, Participant(s)
- 2- Budget (tickets, fees, room, meals, etc.)
- 3- Amount Requested - Specify how much will be covered from the applicant's own funds, sponsors, conference organizers, etc.
- 4- Explain the nature of participation in the conference (i.e., participant, presenter, organizer, etc.)
- 5- Acceptance letter, abstract, and paper or report after conference.
- 6- Recommendation letter from faculty/advisor/supervisor.

Applicants are usually awarded a portion of the grant. Once the Committee approves the application, the student is notified in writing of the amount of the grant by the VPSA's Office. As funds are limited, not all applications are considered. In addition, applications submitted after the event will not be accepted. Upon return from the conference, students must submit a report or the final paper to the VPSA and present their experience/findings to the AUI community. Any student who fails to do so will be placed on administrative hold until those requirements are met.

Eligibility

- A full-time enrolled degree-seeking student,
- In good academic and disciplinary standing,
- Completed a minimum of 30 credits at AUI,
- Accepted as an active participant in a national or international event either as a presenter or organizer,
- After the conference, have at least 1 semester remaining until graduation.

Selection Criteria

The Mobility Grant Committee will consider applications and make recommendations on amounts to be granted. Decisions will be based on the following:

- Priority will be given to those with no prior international experience, including participation in study abroad programs,
- Event quality (relevance, faculty support, student level of participation),
- Benefit to the institution,
- Student's involvement in campus life,
- Priority will be given to those who are presenting or whose papers were accepted,
- Student's financial need,
- Student's academic standing,
- Funding can only be partial. Some contribution is expected from students either from their own funds or through external sponsors,
- Students may apply once per academic year.

The Student Mobility Grant Committee meetings are held two to three times a semester. Applications must be submitted at least three weeks before the conference.

Office Of Employability & Entrepreneurship

The Office of Employability and Entrepreneurship's mission is clear: to create the links between students "university world" and the "real world" of Morocco and Africa's workplaces. We provide a support system with dedicated programs for AUI students to discover their future(s) and gain market-ready skills and attitudes to be easily employable and entrepreneurial in the 21st century.

The Office's main goal: every student has at least one job offer before they graduate!

In our world's fast-changing job market, students have multiple future options. To be prepared, the Office of Employability and Entrepreneurship focuses on two pillars: increasing students' job readiness and broadening relationships with companies and investors seeking AUI talent for their local and global needs.

We offer priceless networking, experiential interviewing practice, customized screening and matching to future employers, individual mentoring by investors and entrepreneurs on startup ideas, and a proprietary database of relevant job openings available 24/7. On top of this, our innovative Work-Based Learning programs, including Co-Ops and Remote@AUI, connect students to real-world professional experiences before they graduate.

Our annual events such as Speed Job Dating quickly match students to jobs in Morocco, and our Ventures Adventure Speed Mentoring program accelerates students' business ideas from ideation to market viable.

Take advantage of all these dedicated resources and programs alongside an accessible, comfortable office to share your dreams and questions about discovering your future(s) at the Office of Employability and Entrepreneurship.

International Academic Opportunities :

AUI is by design and mission a highly internationalized university. The Office of International Programs (OIP) is the liaison for the university's academic partnerships and manages the University's educational cooperation and collaboration agreements with select global academic institutions. The University's programs foster an international perspective through the curriculum and on-campus experience and encourage students to study abroad for at least a semester as part of their education.

To that end, the OIP advises AUI undergraduates and graduate students about studying abroad and administers several programs in 400+ institutions in more than 50 countries around the world. There are a wide range of study abroad programs for AUI students. The bilateral and multilateral exchange programs are the most popular and designed for students to exchange places with students from other institutions with whom AUI has a formal agreement. The exchange programs are for one semester but may be longer in specific situations. Financial aid can often apply to exchange programs.

Students can also take Planned Educational Leave (PEL) at approved institutions for no more than two semesters. The general maximum a student can have on exchange or PEL is a full calendar year, i.e., two semesters and a summer session.

For AUI graduate students, study abroad opportunities are determined by each degree program. These programs are administered by the OIP and have different criteria.

All students are encouraged to read the announcements and plan for their studies abroad by working with the OIP's outbound study abroad advisor. In general, students and parents are welcome to stop by the Office of International Programs.

In addition to study abroad opportunities, the OIP also manages online courses at external institutions through a range of approved institutions and providers. These online courses are available to AUI students with specific situations or needs.

For all study abroad and online programs, the credits which the student obtains at the host university can be transferred to AUI provided the student successfully completes courses for which approval has been given by the AUI faculty.

The OIP also works with Schools and other units to share international internship opportunities.

Post-AUI, information and opportunities for international programs such as certificates, masters, or doctoral studies are shared with students in a variety of ways.

Beyond these programs, the OIP supports all international students on campus, promotes internationalization at home, and manages a range of special projects and programs.

Contact us for more information:
Building 10.

For study abroad, please see the Outbound Study Abroad Advisor: OIPC@au.ma.

For other questions, please see the Director of the OIP, OIPD@au.ma

Mohammed VI Library

The mission of the Mohammed VI Library (M6L) is to support and to enhance learning, teaching, and research at Al Akhawayn University in Ifrane. The M6L supports intellectual inquiry, discovery, and learning by developing its collections, providing spaces for collaborative learning or individual reflection, facilitating research, offering instruction on the effective and ethical use of information resources, and organizing special lecture series and workshops for the AUI community.

The Mohammed VI Library is a founding member of AMICAL, a consortium of libraries of 30 American-style international universities, and a founding member of the Catalogue des bibliothèques du Maroc, and the Réseau de Centres de documentation virtuels sur le développement humain (RCDV-DH).

Library specific features include large reading rooms, workshop areas, Active Learning Spaces for student group work (bookable online through the library's website), two silent study areas, in addition to copying, printing, and scanning facilities. The library's website provides access to its online catalog, journals, and databases: <https://m6l.aui.ma>. Patrons can also use the website to book consultations with librarians for support in research and manage their accounts.

The M6L Mohammed VI library currently provides access to many resources for your research, including over 75,000 print books and over 1.7 million eBooks. In addition, it offers access to databases, journals, and many other resources. These resources are easily searched and accessed from anywhere through the library's website: <https://m6l.aui.ma>.

Physical resources are accessible onsite daily, except holidays, for up to 16 hours, or longer during the exam period. Open book stacks encourage browsing, with long-term borrowing arrangements for faculty and graduate students.

The M6L also manages the University Bookstore, which provides courseware and ebooks to AUI programs, to better align its services to student development and success.

In addition to the provision of resources and services that support the University's educational mission, the Mohammed VI Library aims to become the center for both physical and electronic archives through its Archives & Special Collections. The mission of this unit is to preserve valuable AUI digital assets and analog data and documents and make them available and accessible to the AUI community and external researchers.

Mohammed VI Library Opening Hours During Fall and Spring Semesters*:

Monday to Thursday: 8:30am to 2:00am

Friday 8:30am to 12:00am

Saturday 10:00am to 0:00pm

Sunday 10:00am to 2:00pm

*For up to date hours during exams, holidays, as well as the Circulation Desk schedule, please see the library website.

Picture Divider – Student Life



Picture Divider



Student Life

Student Life consists of several programs and services including dining, activities, health care, counseling, career development, and many opportunities to develop leadership and citizenship skills.

Co-curricular programs and services are designed to complement the academic programs while helping students develop an appreciation for the University's goals, values, and objectives. The main purpose of student life is to enhance students' educational experience, prepare them for their professional life, and help them become productive local and global citizens through a plethora of co-curricular activities, recreational opportunities, and services.

Student Life staff are well-experienced and strive to help students transition into and through college and prepare them for a lifetime of learning and contribution.

Student Center

The Student Center is located in building 14 behind the Mohamed VI Library, near the tennis courts. It consists of offices and meeting space for student organizations and multipurpose rooms for various activities.

Student Publications

The Student Publications are run by students under the supervision of a faculty advisor and the SAO. The editorial board writes and edits articles for publications for the whole community's interest.

AUI Radio and TV Channels

The UCN or University Channel Network is operated by AUI students. Broadcasts consist of a variety of programs ranging from interviews to campus news, entertainment programs and so on. Programming is subject to change.

Athletics

The AUI Athletics Department strives to provide students with the finest athletic experience. Student athletes who join AUI official teams can expect to gain all the benefits that participation in a competitive sport offers.

The Sports Complex

The Athletics Department welcomes you to AUI Sports Complex. One of our major functions is to encourage you to start a personal program of recreation so that you can experience the benefits and joy of feeling fit and having fun.

The AUI Sports Complex is one of the most aesthetic sport complexes in the country. It houses facilities that rate among the nation's best. It provides excellent training conditions for athletes and teams. AUI athletic facilities include a sports complex with a fitness center, two soccer fields, a tennis center, a futsal pitch, a gymnasium, a martial arts room, a jogging track, an Olympic swimming pool, a spa center, and the AUI official team fitness training center.

Gymnasium

AUI Gymnasium is the home of AUI lions, but it also hosts a wide variety of events throughout the year. Besides varsity basketball, handball, volleyball, and badminton training and contests, it hosts a wide variety of events over the year such as the Commencement, AUI Job Fair, Fun Run and the beginning of semester registration.

Swimming Pool

The AUI swimming pool is an eight-lane 50 meters Olympic size indoor pool heated to 27 and 28°C. It is considered as one of the country's finest indoor swimming facilities. The pool is open 7 days a week and is supervised by certified lifeguards. The swimming pool also hosts the AUI swimming school.

Spa Center

The spa center is a unique facility where quality and satisfaction are our main priority. We offer a full range of spa services tailored to your own needs. It offers a wide, comprehensive range of conveniences and services for wholesome relaxation and treatment including a Sauna, Jacuzzi, and ice bath.

Martial Arts Room

The Martial Arts Room is furnished with a parquet floor that provides quality services for all martial arts classes. The parquet is covered with Tatami mats that are available to provide extra cushion for Martial Arts and other contact exercises.

AUI Official Teams Training Center

The Center is used exclusively by student athletes to develop their fitness performance. The center equipped with free Weights and machines, treadmills, power bikes and steppers. The Center also includes televisions and a sound system to enhance the workout experience.

Fitness Center

The Fitness Center is located near the gymnasium and next to the main soccer field. The Center is more than 960 sq. ft. and is the most recent sports facility built on campus. It features a fitness room, a weight room, a cardiovascular room, table tennis room and a sports shop. The fitness center is equipped with state-of-the-art weight and cardiovascular equipment. The AUI Athletic department proudly offers strength and resistance equipment from famous USA suppliers such as Life Fitness.

Outdoor facilities

The outdoor facilities include two soccer fields, a jogging track, a futsal pitch, and a tennis center.

Soccer Field: A lighted natural grass surface that conforms to international standards. It has gained notoriety as one of the finest fields in the nation. It serves as the practice site for many Moroccan premier leagues teams preseason training.

Futsal Pitch: A futsal pitch is a hard surface soccer field. The outdoor pitch is located near Building 14 and the tennis courts. The pitch is available to the entire University community.

Tennis Courts: The outdoor tennis courts are available to the entire University community. The courts are located adjacent to the student center. There are two lighted regulation size hard tennis courts.

Athletics lounge

The Athletics lounge is the official training space for both. 8 Pool and snooker clubs

Official Sports Teams

AUI is committed to providing an athletic program that supports the overall mission of the University and complements the values and goals of its academic programs. To that end, AUI is a member of the Moroccan Federation of University Sports. Both our men's and women's official teams compete in five collective sports: Soccer, volleyball, basketball, handball, and Rugby and four individual sports: Tennis, table tennis, track and field, and swimming. In addition, AUI teams compete in international sports tournaments such as the "Tournoi des cinq ballons" organized by ER- REC, the Paris and Dubai American University international tournaments, the Bogacizi international sports festival, the Euro-Valencia international sports tournament and the Beirut Unisport Festival.

Intramural Sports

Intramural sports are organized by the Athletic department to provide all students the opportunity to participate in their favorite sport on a competitive or recreational level. A wide variety of indoor and outdoor year-round sports are available including swimming, basketball, soccer, volleyball, table tennis, and tennis.

Club Sports

The Club Sports Program promotes participation in a wide variety of activities, complementing the University's Intramural Sports Program and Outdoor Recreation Program. Club Sports are designed to

help students develop leadership, financial, and organizational management skills through the opportunity to create, organize, and run their own club. The Department of Campus Recreation provides advisement and administrative assistance to clubs, but emphasis is placed on student leadership and involvement, with the success of each club dependent on the dedication and commitment of its student leaders and members.

Currently AUI has 31 active sports club including:

1. nautical club
2. extreme sports association
3. horse riding club
4. Anybody can dance club
5. Studio 20 club
6. Afro Dance club
7. Multicolors club
8. Archery club
9. 8 pool club,
10. Swimming Club
11. Snooker club
12. Kick boxing & full contact club
13. Fight club
14. Water polo club
15. Royal dance club
16. Belly Motion club
17. Golf club
18. Aiki club
19. AUI American Football club

20. Chess club
21. Ultras Lionz club
22. tennis club
23. Dodge Ball club
24. Karting club
25. Diamond Breakers club
26. Iline Skating club
27. Moto Racing club
28. Only football club
29. Judo Club
30. Lion's press club
31. Karate Club

Athletics Department Office: Ext: 2592

Athletic Director: Ext: 2015

Fitness Center: Ext: 3698

Sports Complex Control Desk: Ext: 2022

For more information: <http://www.aui.ma/en/athletics.html>

The Student Activities Office (SAO)

The SAO provides students with different opportunities to engage in cultural, educational, social, and recreational activities, which are an integral part of the living-learning community at AUI. Students develop their talents, leadership abilities and soft skills through their involvement and contribution to various clubs and student organizations. Our team accompanies all AUIers in their quest of becoming tomorrow's Morocco's leaders.

Humanitarian student organizations:

Lions: Lions Club is a humanitarian club whose main mission is to empower Lions clubs, volunteers, and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian services and grants that impact lives globally, and encourage peace and international understanding.

Al Qalb Lkbir: Al Qalb Lkbir is a humanitarian club that helps improve health and well-being, helps those in need through humanitarian service that impacts lives globally, supports ecological and environmental initiatives, strengthens and improves education in rural areas, and reduces inequalities.

JLM: JLM Al Akhawayn is built on the principles of citizenship, independence, integrity, democracy, and transparency. Its main goal is to supervise students of public and private education in carrying out income-generating projects for needy groups, contributing to Morocco's social and socio-economic development, and to build relationships with national and international associations pursuing the same social, developmental, and cultural goals.

Enactus: Enactus is a network of leaders who are dedicated to using business to create positive social and environmental impact. Through education and inspiration, Enactus helps young people use innovation and entrepreneurship to solve the world's most pressing issues.

Paws: Paws is a humanitarian club that aims to help cats and dogs at AUI and Ifrane by providing them with food, medical care, and refuge.

Rotaract: Serves others and promotes integrity, mutual understanding, goodwill, and peace through the club's network of professionals and leaders.

Hand in Hand: Hand in Hand is a humanitarian association that focuses on sustainably developing the region of Ifrane through promoting literacy and health among its population.

Unicef: Club chapter affiliated with UNICEF's mission on campus. (Club page currently has no detailed description published on the SAO website.)

Rahma: (Currently listed as an active humanitarian club; no detailed description is published yet on the SAO website.)

AIESEC: AIESEC is an international organization that strives to achieve peace and fulfillment of humankind's potential. It promotes leadership development in youth as the key to unlocking a better future, and provides young people with exchange opportunities to develop global citizenship, solution orientation, self-awareness, and empowerment skills.

Educational student organizations:

MPC (Moroccan Political Club): The goal of MPC is mainly to strengthen AUI students' sense of responsibility for the public good and promote a culture of free, transparent, and constructive debate, as well as to update students on Moroccan political events and issues and debate them.

Debate Club: The goal of the Debate Club is to organize debates between AUI students so they can express their opinions in a civil and respectful way.

Cooking Club: The Cooking Club aims to help students learn how to cook different dishes from different cultures, as well as sell food unavailable on campus.

MUN (Model United Nations): (Currently listed as an active educational club; no detailed description is published yet on the SAO website.)

Astronomy Club: (Currently listed as an active educational club; no detailed description is published yet on the SAO website.)

Cultural student organizations:

Islamic Art & Culture: The Islamic Art and Culture Club is dedicated to the revival and celebration of Islamic traditions, heritage, and teachings. Its primary goal is to serve as a platform where individuals from diverse backgrounds can come together to explore, appreciate, and propagate the rich artistic and cultural legacy of Islam.

Japanese Circle: The Japanese Circle is dedicated to promoting and celebrating Japanese culture, creating an engaging and inclusive space where students can immerse themselves in Japanese traditions, language, arts, and customs through cultural events, language exchanges, workshops, and social gatherings.

Interfaith Alliance: Fosters understanding, respect, and appreciation for the different beliefs practiced by members of the AUI community — in particular, but not limited to, the three monotheistic Abrahamic faiths (Judaism, Christianity, and Islam) — promotes shared values, and educates about different beliefs and faiths through dialogue, discussion, activities, conferences, outings, and other events.

German Club: Promotes German culture to the AUI community through events, workshops, and collaborations. (No further description is currently published on the SAO website.)

Entertainment student organizations:

Note: the SAO website blocked automated access to this category's page at the time of writing, so the entertainment club roster below is carried over from the original document and has not been independently re-verified against sao.aui.ma. Please confirm this section manually before publishing.

Cinema Club: The club aims to provide a place where movie lovers can gather and discuss a variety of movies related to different topics.

AUI Orchestra: The Orchestra Club is classified under the category of clubs interested in music, but it differs from the rest through the musical style it adopts, which is oriental and Maghreb music. It also opens its doors to teaching musical instruments to perfection.

Voices United Choir: The club provides training & performances to people willing to sing in groups.

AUI Records: The club aims to record & produce music & music videos.

The Gaming Club: The club aims to provide an entertaining environment where people can have fun through playing on consoles, board games, & desktops. It also aims to promote E-sport within the AUI community.

The Velvet Modeling Club: The mission of The Velvet Modeling Club is to teach its members everything related to the world of modeling: how to pose and walk like a professional.

AUI Drama Club: Drama Club provides a platform for AUI students to express themselves theatrically, pushing their individual boundaries and helping them gain an appreciation for the art.

Rhythm Unity: A club where students forming different bands have the chance to experience a musical journey through jamming and performing at different events.

DJ: A musical club whose main activities are mixing music and offering DJ music entertainment at different events at AUI.

Fashion: Helps students grow incredible self-esteem, confidence, self-love, and acceptance of their own body.

Explorers: Explorers Club brings together people with an interest in traveling and exploring new and exciting places through hikes and trips.

Andalusian Club: The club aims to promote Andalusian culture within the AUI community through musical events.

Contact us:

Student Activities Office: sao@au.ma

Phone: 0535863222

Staff extensions — Chaimae Akkati (Manager): 3302 · Ayoub Bounasser (Student Engagement Officer): 3222 · Soumiya Bellabair (Student Development Officer): 2303 · Loubna El Ayachi (Events Coordinator): 2767 · Driss Ouabbou (Clubs Assistant): 2903

For more information: <https://sao.aui.ma/>

Community Involvement Program (CIP)

The University Civic Engagement Requirement is a graduation requirement for all undergraduate degree-seeking students. This requirement may be fulfilled through either the Community Involvement Program (CIP) or the Service-Learning Program (SLP).

The Community Involvement Program (CIP) is designed to help students develop a deeper understanding of themselves, their communities, and their role as engaged citizens. Through meaningful community engagement, students strengthen their personal, academic, and professional competencies while applying their knowledge and skills to address real societal challenges. The program aims to cultivate ethical, socially responsible leaders who are committed to positive change, community empowerment, and lifelong civic engagement.

CIP is a one-credit core graduation requirement for all undergraduate students. It consists of the following components:

- CIP 1001 – Human Development in Morocco
- CIP 1002 – The Role of Civil Society in Human Development
- CIP 2100 – Community Involvement Fieldwork and Reflection

Prior to Fall 2023, students were required to complete CIP 1001 and CIP 1002 before enrolling in the fieldwork component. Beginning Fall 2023, the content of CIP 1001 and CIP 1002 was integrated into FYE 1102. Consequently, students who entered the University in Fall 2023 or later and successfully completed FYE 1102 are considered to have fulfilled these prerequisite requirements; hence invited to complete their 60 hours of service and then enroll in CIP 2100.

To enroll in CIP 2100, students must have completed a minimum of 60 documented hours of community service with an approved local, national, or international non-profit organization, development agency, or public institution. Students who register for CIP 2100 without completing the required 60 hours of documented fieldwork will be administratively dropped from the course upon notification by the Community Engagement Office to the Registrar.

CIP 2100 includes the following requirements:

- Completion of 60 hours of approved community engagement fieldwork;
- Participation in a post-fieldwork reflective roundtable discussion; and
- Submission of a reflective report documenting the student's learning experience and the impact of the community engagement activity.

Students are expected to complete the University Civic Engagement Requirement before earning 60 semester credit hours (SCH). To ensure timely graduation, students are strongly encouraged to complete all civic engagement requirements by the end of their fourth semester.

Students who have completed all academic degree requirements but have not fulfilled the University Civic Engagement Requirement must continue to register each semester until the requirement is completed. A CIP

registration fee equivalent to one academic credit per semester will be charged until the requirement has been satisfied.

Service Areas

1. Literacy, Education and Training
2. Service to the Elderly
3. Disability
4. Health Awareness
5. Community Development
6. Environment
7. Urban/Rural Poverty Alleviation
8. Public Relations/Outreach and Fundraising
9. Children and Youth
10. Disaster Relief

CIP grading policy

For CIP 2100 (Round Table + Report):

- **In Progress (IP):** if a student registers for CIP 2100, attends the round table and submits a report that is not validated. The student needs to resubmit a revised report according to the deadlines set by the CIP office. Failure to submit a revised report that is validated by an assigned reader will yield a Fail grade.
- **Pass (P):** If a student registers for CIP 2100, attends the round table and validates his/her report.
- **Fail (F):** If a student registers for CIP 2100 and does not attend the round table; or attends the round table but does not submit a report; or attends the round table, submits a report that does not meet CIP report standards (less than 70%). The concerned student should re-do CIP 2100 the following semester.

Important Notes:

- Reports are submitted ONLY after attending Round Tables.
- In case a student completes his/her 60 hours of fieldwork, attends the reflective roundtable, submits his/her CIP report BUT fails to provide the CIP Office with the Completion Verification Form of the fieldwork or an official certificate delivered by the host NGO where the student has served justifying that he/she has completed the 60 hours required for the program; he/she will be given the grade "Incomplete". The length of time allowed completing the work (no later than the last day of Add/Drop period of the subsequent semester, even if the student is not enrolled, summer session included). Catalog 2123 page 99.

The Fieldwork – Terms and Conditions

- Must be unpaid.
- People-to-people service – for example, mentoring orphans, art workshops for street children, literacy classes for rural women, tutoring students living in a Dar Talib/a, befriending and caring for the elderly, assisting at an AIDS drop-in center.

- Done for and under the auspices of a non-profit organization approved by AUI or one of the university's departments working in the social field.
- Completed in addition to class obligations and not part of another requirement for which credit is received.
- Conducted outside of the student's academic timetable.
- Cannot be exclusively fundraising: a portion of your time can be dedicated towards this if the service site identifies it as a need but the main focus should be on service that involves face to face contact and interaction with the beneficiaries.
- Cannot be exclusively administrative work: 60 hours of translating reports from French into English or building a website with no time spent in contact with the beneficiaries is not acceptable.
- Travel to and from the service site, project meetings, and preparation time or training hours are not to be counted within the 60 fieldwork hours.
- Work for any private individual or family not directly associated with a nonprofit agency is not acceptable.
- Independent projects proposed and accepted for one team may not be approved for a second team during the same semester.

On Campus Social Actions – 10 Hours Only

Only 10 hours of on campus actions for social causes can be counted within the 60 required hours, no matter how many clubs you are a member of, or actions performed, or number of semesters active in. This is not to undermine your efforts but simply because the intention of the program is for you to get out into the field.

Students are encouraged to initiate contact with organizations to inquire about service opportunities but cannot start their service hours until approval has been granted from the Office of Community Involvement.

If you would like to perform your own social project, submit a project proposal to the Community Involvement Advisory Board for validation (Project Forms are available at the Office of Community Involvement).

Contact us:

Office of Community Involvement: Building 14 (next to the Insurance Office)

Community Involvement Office: cip@aui.ma Ext: 2904 or 2013

The SGA Constitution

Preamble

We, the students of Al Akhawayn University in Ifrane (AUI), are determined to establish within our student community a government that will:

- Be sensitive to our individual and collective needs.
- Provide an effective means of communication between the various components of our university community.
- Strive for the advancement of our university community.
- Assist in the preservation and maintenance of our rights and fundamental freedoms. With a firm commitment that we, students of AUI, have the right and responsibility to make appropriate recommendations regarding those matters that affect us.

We have resolved to combine our efforts to achieve these goals by establishing this constitution for a student government association at AUI.

ARTICLE 1

The name of this organization shall be Student Government Association at Al Akhawayn University or AUI SGA.

ARTICLE 2

The main mission of the Student Government Association (SGA) shall be:

- Represent the students' interests.
- Raise the students' concerns.
- Ensure student participation in policy and decision making within the university.
- Strive to improve the quality of academic and campus life.
- Act as a representative of the student body of AUI in front of other university organizations.
- Promote ethics inside the campus and ensure respect towards society's morals and values, and the spirit of tolerance.
- Take part in any disciplinary action related to any student.

ARTICLE 3

The Constitution shall come into effect once adopted by the authorities of the university and authorized by the President of the university.

Section II: Prerogatives and Organs of the SGA

ARTICLE 4

The powers of the SGA as provided in this constitution shall extend to all decisions and policies that affect students enrolled at AUI.

The SGA shall review all constitutional and policy changes and make recommendations before approval.

ARTICLE 5

The powers and responsibilities of the SGA shall be vested in the General Assembly, in accordance with the current university policies and regulations. Legislative power derives from the student body of AUI and is delegated to the General Assembly of the Student Government Association. The General Assembly shall have the power to exercise authority over all matters delegated to it by the university administration. Such delegation will always be issued in written form by the VPSA.

ARTICLE 6

All students at AUI shall elect a General Assembly (GA). There shall be 16 members in the General Assembly. Representations of the student body in the GA shall be from all schools and levels (graduate and undergraduate). An Advisory Council of an additional four members can be created at the GA's discretion to represent the Student-Athletes Council, the Resident Assistants, the Student Leadership Council, and the First-Year Experience, in the GA.

ARTICLE 7

The General Assembly shall consist of an Executive Board and a Student Senate.

ARTICLE 8

The Executive Board of the SGA shall consist of four members directly elected by the SGA members of the General Assembly. The four members are the President, Vice-President, Secretary-General, and Treasurer.

ARTICLE 9

The Student Senate shall consist of the 12 General Assembly members not part of the Executive Board. The Student Senate is organized in committees.

ARTICLE 10

All voting operations for the General Assembly and Executive Board election are conducted by students and supervised by the VPSA Office. Written records of the results of the elections are certified by the VPSA and announced by students through the SGA official communication channels. The Advisory Council members do not have the right to participate in any election held in the General Assembly.

ARTICLE 11

A board of Faculty Advisors consisting of four faculty and/or administrative members is designated by the general assembly for advising purposes. This board of advisors shall serve for a one-year term, and its members may not vote in SGA meetings.

Section III: Organization of the SGA

ARTICLE 12

The General Assembly membership of the Student Government Association is open to:

- Be a full student at the university for at least 2 complete semesters.
- Not be in an academic probation
- Not have any disciplinary history
- Not have been impeached from previous senates
- Maintain a CGPA of 2.75 or higher.

- Abide by the Manual of Procedures regarding SGA Elections

Students on disciplinary and/or academic probation are not eligible for General Assembly membership. Students who come under such probation after their election lose their status as members of the SGA. No more than five of the newly elected members are allowed not to be present in the following Fall semester (Last semester students, students planning for exchange/study abroad, students planning for a semester off/internship).

ARTICLE 13

Members of the General Assembly (GA) are elected directly by the whole student body. Membership in the GA is for two semesters. The Executive Board is by a majority of votes by the SGA members in the GA during the first meeting of a regular term.

ARTICLE 14

Only SGA members of the General Assembly shall have the right to vote in the General Assembly's deliberations. The Advisory Council members do not have the right to vote in the General Assembly's deliberations.

ARTICLE 15

The GA shall have at least one regular meeting every two weeks. Progress reports of all GA meetings shall be made available to the student body.

The President of the SGA and heads of committees can call for meetings if needed.

ARTICLE 16

The Student Government Association budget is allocated by the VPSA, who acts as a sponsor for the Association. The SGA shall preserve the right to negotiate the allocated budget every semester and ask for budget extensions when needed. The budget is cumulative and managed through a Business Office account.

Section IV: Officers of The Association

ARTICLE 17

The executive authority of the SGA of AUI shall be vested in the Executive Board composed of a President, Vice President, Treasurer, and Secretary-General. These officers shall be elected by a majority vote of the GA in the Fall General Election each year. Their term in office shall be for one calendar year and begins right after the elections. All Executive Board officers must be full-time students.

ARTICLE 18

Senators running for an executive board position shall prepare a speech for the first session. After the candidates give speeches, the remainder of the GA shall deliberate and vote.

ARTICLE 20

In case of a vacancy in the office of any member of the Executive Board officers, either through resignation, impeachment, or disability, the first officer in rank shall preside over the SGA meetings and executive council until election for the vacant position takes place by an extraordinary meeting of the General Assembly within a two-week period after the vacancy occurs.

ARTICLE 21

An Advisory Council shall have four members representing Resident Assistants, First Year Experience, Student Leadership Council, and Student-Athletes Council.

ARTICLE 22

The president shall have the power and responsibility:

- To implement all legislation made in pursuance of this Constitution by the GA.
- To lead the SGA's vision for the mandate
- To speak on behalf of the GA.
- To preside over all GA meetings.
- To Supervise and direct the activities of other executive officers.
- To arrange meetings considered necessary to advise and assist the different student committees. These actions do not require GA approval.
- To attend the Board of Trustees meetings, the Administrative Council meetings, the Deans Council meetings, the Student Affairs meetings, and all the other meetings in which decisions affecting the students are made.
- Ensure that no conflict of interest arises within the SGA towards other stakeholders.
- Ensure integrity within the SGA.

ARTICLE 23

The responsibilities of the SGA Vice-President are:

- To preside over the General Assembly in case of impeachment or absence of the President.

- To assist or replace the President in his or her duties.
- To arrange meetings between the Student Organizations and the Student Government Association.

ARTICLE 24

The Responsibilities of the Treasurer are:

- To manage accounts and supervise all financial matters.
- To report all financial matters to the SGA EB (Executive Board) and GA. The President of the SGA shall report financial matters to the VPSA.
- To preserve and maintain records for all local fund accounts.
- To submit at the end of each semester all necessary documents to the Business Office for a financial audit of operations.
- To document the origins of SGA funds.

ARTICLE 25

The Responsibilities of the Secretary-General are:

- to serve as the recording secretary for all SGA meetings.
- to maintain and preserve all administrative records of the SGA.
- to help the president in his/her duties.

ARTICLE 26

The duties of an Advisory Counselor are:

- Communicate the problems of each respective organization.
- Recommend recent changes in AUI policies according to their respective departments.

Section V Impeachment

ARTICLE 27

Any member of the SGA shall be subject to impeachment for the following reasons: incompetence, dereliction of duties, repeated absences and/or any behavior harmful to the AUI Community. A member of the GA is subject to impeachment if absent for two scheduled meetings of the Senate or committee without notice. After two unexcused absences have been recorded and announced by the General Secretary, the person will be compelled to justify the reasons for his/her absence in front of the GA. Willful violation of this constitution and or the decisions made in pursuance thereof or negligence or conduct contrary to institutional moral and ethical standards shall be subject to impeachment. Proposals for impeachment are made by majority vote of members of the GA. An affirmative 2/3 majority of the GA shall be necessary to impeach after hearing the member in question.

ARTICLE 28

Any student holding a membership in the GA or a position in the Executive Board or in the committees and has been impeached may not be a future candidate for the GA.

Section VI: Committees

ARTICLE 29

These be the recommended standing committees of the SGA: Academic Affairs, Student Life, and Public Relations.

ARTICLE 30

The Academic Affairs committee shall consist of one student representative for each school and the language center. The Academic Affairs committee shall concern itself with the following issues:

- Expressing students' concerns regarding academic issues.
- Helping the students comprehend their full rights as well as their responsibilities and obligations regarding academic affairs.
- Contributing to the university's stated commitment to excellence and to the provision of academic training in response to national and regional development needs.

ARTICLE 31

The Student Life Committee shall concern itself with the following issues:

- Expressing students' concerns regarding housing, restaurant, campus store, bookstore, and other university services.
- Contributing to the development and quality of these services.
- Developing a favorable environment that enhances the students' academic performance and keeps students on campus.
- Developing a spirit of participation and cooperation among students and Soliciting input from them to expand student activities on campus.

ARTICLE 32

The Public Relation committee concern itself with the following issues:

- Communicate SGA actions with the student body.
- Gather feedback from students and forward it to the GA.

ARTICLE 33

An Ad-hoc committee shall be appointed by the President of the SGA to investigate and advise on issues deemed necessary to conduct a specific business of the General Assembly. Appointment of the Ad-hoc Committee shall be effective after the approval of the SGA executive board. By default, the President of the SGA is the coordinator of the Ad-hoc committee. The president of SGA is responsible for allocating task force from the ad-hoc committee to other committees when needed.

ARTICLE 34

Standing committee members are elected by a majority vote during the first and second meetings after the election of the General Assembly and the Executive Board. The session of these committees shall be of the same duration as the Senate. No head of a committee shall serve in more than their standing committee. Except for the SGA President (who is by default the coordinator of the Ad-hoc Committee), no member of the executive board may serve as a coordinator of any of the standing committees.

ARTICLE 35

A committee shall be responsible for recommendations and proposals referred to by and to the SGA. All members of a committee have equal status. The members shall elect a committee coordinator whose functions are:

- To call for and preside over the committee meetings.
- to speak on behalf of the committee.
- To represent the committee at official functions, and execute, during an emergency, an action deemed expedient to the welfare of the student body which is not contrary to this constitution. Such an action must be reported to the committee at its next session.
- To maintain and preserve all records of the committee.

ARTICLE 36

As an advisor of the SGA, the Student life director shall call the SGA President to meetings to address issues of interest to students. Contact between the SGA and the administration is to be reported to the Student Life Director.

Section VII: The Election Code

ARTICLE 37

To ensure continuity inside the Student Government Association, at most 3 members of the SGA will be directly re-elected from within the General Assembly by the members of the SGA where the vote will take place 2 sessions before the end of the term.

ARTICLE 38

The election of the AUI General Assembly members is open to all students enrolled in AUI (except exchange students). The voting shall follow the procedure announced by the VPSA, before the SGA elections.

ARTICLE 39

The Board of Election is responsible for supervising the voting and publishing the ballot. It will be constituted of re-elected members within the student government. Duties of the Board of Election consist of ensuring that candidates fulfill eligibility criteria, supervising of the voting procedures, and in the publication of the results of the elections. All elections are supervised by the VPSA through the Campus Life Director.

ARTICLE 40

The general elections shall take place each year, no later than mid-November.

ARTICLE 41

Proposed amendments to this constitution must be formulated by the General Assembly or proposed by a petition signed by thirty percent of the Student Body. After two weeks, the proposed amendment may be ratified by an affirmative two-thirds majority vote of the General Assembly. Ratified amendments must then be forwarded to the VPSA. The amendments go into effect immediately after their ratification by the General Assembly and their formal acceptance by the university administration.

ARTICLE 43

In case more than $\frac{1}{3}$ of the general assembly is no longer in place (due to graduation, impeachments...). The SGA shall hold special elections no later than mid-September.

ARTICLE 44

The election committee is comprised of the Student Life Director, re-elected senators and if necessary, volunteers. The committee organizes elections based on the Election Code.

ARTICLE 45

Proposed amendments to the Election code must be formulated by the General Assembly or proposed by a petition signed by thirty percent of the Student Body. After two weeks, the proposed amendment may be ratified by an affirmative two-thirds majority vote of the General Assembly. Ratified amendments must then be forwarded to the VPSA. The amendments go into effect immediately after their ratification by the General Assembly and their formal acceptance by the university administration.

Picture Divider – Student Conduct



Picture Divider



Student Conduct

It is the responsibility of all new and continuing students, both degree-seeking and transient, to thoroughly read this information, understand it and abide by it. Joining AUI implies acceptance of the University rules and the consequences of breaking university policies, rules, and regulations.

The information contained herein is binding to all students. Students may seek assistance from university staff and faculty members to make sure they understand all the information included herein. This information addresses issues such as Academic Honesty, the Student Code of Conduct, discipline and other AUI departmental regulations.

It is the expectation of AUI that all community members conduct themselves with maturity and responsibility in accordance with internal university regulations, national laws, and particularly the provisions of the Dahir (Royal Decree), bearing law No.1-93-227, dated 3rd Rabia II 1414 Hijra (Corresponding to September 20th, 1993), founding of AUI. All students, faculty and staff members must maintain decent behavior standards conducive to the smooth functioning of AUI.

Academic Integrity

Attendance Policy

Regular attendance and active participation in all class meetings are expected from every enrolled student. Students are responsible for managing their absences effectively within the allowed limit. While attendance is important, it does not reflect the achievement of learning outcomes, and it will not directly impact the student's grade as long as they are enrolled in the course. However, excessive absences may result in administrative withdrawal from the class.

Absence Allowance

Each student is granted a maximum number of absences for the semester/session, based on the frequency of class meetings, course credits, and student's seniority as follows:

Class Frequency	Course Level	Absence Ceiling
4/5 times a week	English Language Courses at the LC	8
3 times per week	Freshmen Level Courses	6
	Sophomore/Junior Level Courses	7
	Senior Level Courses	8
Twice per week	Freshmen Level Courses	4
	Sophomore/Junior Level Courses	5
	Senior Level Courses	6

University-Sponsored or Authorized Events

Students may request to attend/participate in university-led or authorized events without it affecting their attendance record in class. However, even in these cases, students cannot exceed a maximum number of 10 absences for the semester/class (all types of absences combined).

Responsibility and Accountability

Students are trusted to manage their absences responsibly and should recognize the impact of their absences on their learning and academic progress. All absences shall be considered within the absence allowance. Extreme cases that require a prolonged absence, such as hospitalization, approved by the Health Center Director, remain the only exception. Students with chronic diseases must self-identify with the Health Center as soon as they join AUI. Given that attendance does not justify reaching ILOs, faculty members must not impose penalties for absences.

Administrative Withdrawals

As soon as a student exceeds the maximum number of allowed absences for the course, faculty members may file a “WF Form” with the Office of the Registrar and the student will be withdrawn from the class by the Registrar. This withdrawal will be indicated on the student’s academic record. Once withdrawn, the student will not be allowed to re-enroll in the course for that semester/session.

Make-Up Work

It is the student's responsibility to catch up on missed work due to absences. Faculty members may provide guidelines for making up missed assignments or exams, but it is ultimately the student’s responsibility to ensure they are up to date with all course materials and requirements.

Missed Exams and Quizzes

In cases where a student who has not exceeded the number of allowed absences in a class misses an exam or pop quiz, the following rules apply. If the exam or quiz was listed on the syllabus for a specific date and the student missed that class session, then they must provide evidence to the DSA that they were hospitalized or that an equivalent medical emergency necessitated that absence, or they will not be eligible for a make-up exam or quiz. In the case of unannounced pop quizzes, if a student misses class on a date when an unannounced pop quiz is administered, then it will be exclusively at the discretion of the instructor whether to allow a make-up pop quiz.

Absence Records

Faculty members are expected to keep track of student absences on a weekly basis using the university LMS, Canvas, and may send reminders to students who approach the absence limit. This is critical because only when faculty enter absences in the Canvas system is the Office of Academic Support and Progress (OASP) alerted of potential problems, allowing it to intervene directly with students at risk. Nevertheless, it remains the student's responsibility to monitor their own attendance and manage their absences accordingly.

Appeals Process

Students who believe their withdrawal from the course due to excessive absences was unjustified may appeal the decision through the office of the Dean of Student Affairs, copying the Dean or Director of the academic unit that the student majors in, no more than one week after the administration of the withdrawal.

During the appeal period, the student shall be allowed to attend the class. After consulting with the concerned stakeholders, the DSA will decide whether to grant an exception to the withdrawal decision. The DSA's decision on the appeal shall be made in no more than one week after the appeal is submitted.

Academic Honesty

The AUI faculty aims to foster an honest spirit and high integrity. The attempt of students to present as their own any work which they have not produced is a most serious offense and makes the offenders subject to profound consequences, including suspension. The instructor is responsible for initiating action for dishonesty or plagiarism that occurs in his/her class. In cases where there is convincing evidence of academic dishonesty, plagiarism, or falsification, the instructor should take appropriate action. Before taking such action, however, the instructor should discuss the matter with the student involved.

Cheating

Cheating on examinations and quizzes or on written assignments, illegally obtaining exams, the use of unauthorized notes during an exam or quiz, sharing information during an exam with other students, collaboration with others in cheating, and altering grade records are all instances of cheating. Students must be honest in presenting all phases of course work as their own. This applies to all quizzes, tests, exams, daily reports, lab work and term papers.

Plagiarism

Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for direct quotations or paraphrases from material taken from books, encyclopedias, magazines, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism. Reusing work performed for another course is also considered plagiarism; even if it is your own work, it cannot be used to fulfill more than one purpose.

Falsifying Documents

Any attempt to forge or alter academic documents, transcripts, grade reports, letters of recommendation, certificates of enrollment, registration forms, add/drop forms, medical certification of absence, or any other document submitted to the University for an administrative procedure is subject to disciplinary action.

Academic Disciplinary Procedure

It is the student's responsibility to adhere to the university's academic ethics policy. Students are to have a high standard of honesty and integrity.

Each School/Center has a Disciplinary Subcommittee that is made up of the Dean/Director of the School/Center where the suspected violation occurred, the coordinator, the concerned faculty member, the student's academic advisor, and an ad hoc member appointed by the Dean/Director of the School/Center.

The Student Disciplinary Subcommittee is chaired by the Dean of the School or Director of the Center (or an appointed representative). The committee considers the evidence and recommends a course of action as outlined below. Recommendations are made by a majority vote in committee.

Investigation of suspected breaches of academic ethics is dealt with as follows:

1. Receipt of a formal request for an ethics investigation in writing by the Dean or Director of School or Center.
2. An Ethics Subcommittee is then convened, and a hearing date is scheduled.
3. The student under investigation is notified in writing of the impending administrative action.
4. All relevant documentation is supplied/collected (as necessary).
5. Individuals concerned are called to testify (as necessary).
6. The Subcommittee then deliberates, and a recommendation is made by the Dean of the School.
7. The student is then informed of the outcome.

In the event the student appeals the sub-committee's decision, the case is then forwarded to the University Disciplinary Committee. Serious cases may be referred by the academic unit directly to the Office of the Dean of Student Affairs.

Code of Conduct

The Royal Dahir bearing law No, 1-93-227 stipulates that "Immediate suspension of any student may be decided by the President in case of violation of university regulations, particularly for conduct contrary to good morals and ethics or for illegal use, possession and distribution of drugs or psychotropic substance."

Defamation: Libel and Slander

Defamation is the communication of a false statement that harms the reputation of an individual, business, product, group, government, religion, or nation. It is a heinous act that is defined to mean here the lowly oral (slander), written, or electronic publication of a false statement of act (libel) that exposes a member of the University to loss of the good will and confidence of others or harm their reputation as to deter others from associating with the person or the University. If proven, it could lead to suspension or expulsion from the University under the provision of the University Code of Conduct. Instances of such prohibited behavior that are clearly minor, may be resolved at the DSA's office level.

Failure to Comply with Directives of a University Official

Students are also expected to comply with instructions given by university officers while performing their duties. Refusals to comply with their instructions and provide identification when requested or providing false and/or misleading information or giving false reports makes the offender subject to disciplinary action.

Disrespecting a University Officer, Staff, or Faculty Member

The university expects students to behave civilly. Disrespecting a university member is not tolerated and severely sanctioned with up to one-year suspension or expulsion may be warranted.

Frivolous Accusations and False Testimony

Frivolous accusations and false testimony can lead to profound consequences and are thus considered offences. If suspected and proven, they will be severely sanctioned up to expulsion from AUI.

Visitation between Members of the Opposite Gender

Students are prohibited from visiting other students from the opposite sex. This policy is strictly enforced. Students should not mix in the same dorm room under any circumstance whatsoever. Breach of this rule is considered a serious offence punishable by up to expulsion from the University.

Hotplates and Hookahs

Hotplates and water pipes are fire hazards; their use in residences is forbidden. When found in a dorm room, they are confiscated, and violators are subject to a stiff fine and disciplinary action including denial of on campus housing privileges.

Random room inspections are performed by Security in the presence of an SGA representative and a staff member from housing.

- **1st violation**, a fine of 400 MAD is imposed on the violator and a warning that the next violation will be stiffer
- **2nd violation**, a fine of 1000 MAD is imposed and the student is warned that she/he may lose housing privilege for the following semester.
- **3rd violation**, the culprit is informed that he/she will be denied housing for the next semester.

However, periodic awareness campaigns are organized to sensitize students to the dangers of such equipment in hall residences.

Smoking

Smoking cigarettes in buildings is prohibited. For safety reasons, smoke detectors have been installed in all rooms. Smoking is prohibited in covered areas and within 5 meters of buildings. It is prohibited inside all AUI facilities and buildings, including residence corridors, offices, and classrooms. Smoking is also prohibited in open-air high-density gatherings, such as sports events, outdoor concerts, etc. Violators may be subject to a

wide range of sanctions from fines to loss of housing privileges, to banning from some activities or events to suspension in repeat cases.

Tampering with Fire Extinguishers, Smoke Detectors, and Fire Alarms

Playing with extinguishers, removing, or covering smoke detectors, and misusing fire alarms are prohibited. Violators are subject to very stiff fines and/or loss of on-campus housing. The University also reserves the right to refer the matter to the local authorities.

Drugs and Alcoholic Beverages

It is prohibited to possess, manufacture, use, sell, or distribute illegal drugs or alcoholic substances or any prescription drugs on university grounds. The same applies to people found in an altered state of mind on university grounds.

The university reserves the right to search rooms and belongings to enforce its regulations and use dogs when necessary. Students suspected of drug use may be asked to submit to drug tests. Refusing an inspection or refusing to submit to these tests and provide the results will be construed as admission of guilt and the student is then subject to disciplinary action. However, the University offers counseling and medical services to students who have an addiction problem and wish to seek help. Confidentiality and help are guaranteed to those who request it. University security and housing staff are entrusted with the task of ascertaining whether students are complying with acceptable standards in this respect and of reporting any violations.

Engaging in any controlled substance activity is a serious violation punishable by expulsion from the university.

Drug Paraphernalia

Paraphernalia is any tool used to use or dispense illicit drugs. These include pipes used to smoke weed such as water pipes, sepsis, rolling papers, rollers, syringes, or any other tool for drug use. It is prohibited to possess or keep such items on university premises. Possession of paraphernalia can result in loss of housing privileges, suspension, or even expulsion from the university.

Alcohol Test at the Gate

All students may be subject to random field sobriety tests. Before a decision is made whether a test should be administered and if there is sufficient reason to believe a student is intoxicated such as slurred speech, loudness, belligerence, etc., the student is subjected to a field sobriety test first (i.e., walking in a straight line to determine if they can maintain their balance).

If a person fails the physical test and there is sufficient reason that warrants administering an alcohol test, the student is then asked to blow in the breathalyzer to determine the amount of alcohol in his/her system. The alcohol to blood ratio will be based on Moroccan law.

Sexual Offenses and Sexual/Gender-based harassment

In 2000, Al Akhawayn University became the first institution of higher education in Morocco to adopt a no-tolerance policy for sexual harassment, sexual offenses, and/or sexual violence. Disciplinary action for sexual or gender-based violence harassment assessed by the University may extend to expulsion from the University. Those who harass or commit sexual offenses may be sued by victims through the Moroccan justice system. Some such offenses are also punishable under Moroccan law. At AUI all sexual harassment cases fall under the purview of the Community Care and Safety Officer (CCSO).

Contact:

Ext 2323 or 0535 862323 (from mobile phones or any external phone numbers) is a dedicated line for sexual misconduct reports;

Ext 2222 or 05 35 86 22 22 (from mobile phones or any external phone numbers) for emergencies requiring immediate intervention.

Sexual activity without consent is a breach of AUI code of ethics. Consent is freely expressed willingness to participate in mutually agreed upon activity. Consent is not present when physical force, threats, intimidation, influence of alcohol and/or drugs, and or coercion are present. Consent is an agreement by choice and may be withdrawn at any time. Silence does not constitute consent.

Among the behaviors forbidden at AUI are:

Sexual coercion: any act constituting physical, verbal, and emotional pressure, with or without the use of alcohol or drugs, or physical force to have sexual contact with someone without his/her consent.

Rape: sexual intercourse of any kind when no consent is given or where consent is withdrawn. This includes any non-consensual sexual act by a friend, partner, ex-partner, acquaintance, colleague, a family member, and/or a stranger achieved by use of physical force, coercion, deception, or threat, and/or when the victim is mentally or physically incapacitated or impaired for any reason (including voluntary or involuntary alcohol or drug consumption), asleep or unconscious.

Attempted rape: an attempt to commit rape in which the perpetrator makes a substantial but unsuccessful effort to rape the victim.

Sexual Harassment: any unwelcome behavior of a sexual nature in the form of sexual advances, requests for sexual favors, and/or other verbal or physical advances or conduct of a sexual nature creating an atmosphere of discomfort, intimidation, hostility and/or offense felt by the recipient. Examples of sexual harassment may include, but are not limited to sexually oriented communication (e.g. whistling, leering, cat-calling, sexual propositioning, gender-based insulting); subtle pressure or requests for sexual activity; persistent attempts to change a professional relationship into a personal relationship; requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment; unwanted touching of an individual's body or clothes; and sexual assault or battery.

Support for Cases of sexual or gender-based harassment, offense, or violence

If a member of AUI has concerns about the nature of any conduct or physical contact by an employee (faculty and staff) or by a student, the concerned member may discuss their concern with the CARE (Center for Acceptance, Respect, and Empowerment) office, staffed by persons trained to keep confidentiality, provide support, and accompany the community member through administrative procedures if that member desires such assistance.

Public Display of Affection (PDA)

Holding hands, hugging, and kissing on the cheek are acceptable. However, due to their intimacy, acts such as lying down, sitting on laps, petting, kissing on the lips, or deeper passionate contact are interpreted as Public Displays of Affection (PDA) on university grounds. Those committing acts of PDA may be subject to disciplinary action up to, and including, but not limited to student expulsion.

Physical and Verbal Abuse

Intentionally causing physical injury to another person, striking, shoving, kicking, or otherwise subjecting a person or persons to physical pain or threatening to do so is a serious offense. Using racial or sexist slurs, insulting, scorning, swearing, cursing, or using bad language against any AUI community member or visitor on AUI-managed grounds, is prohibited. Communicating by telephone, e-mail, voicemail or any other electronic or written communication likely to cause annoyance or alarm is also prohibited.

Racism

Racism is defined as the belief that there are innate differences among the various human races which determine who they are, their level of intelligence and achievement. This belief usually involves the idea that one's own race is superior to others. Using racial slurs, insulting, scorning, swearing, cursing, or using bad language against an AUI community member or visitor on university grounds including the sports complex and housing areas are prohibited.

Discrimination

Conduct that limit or denies equal treatment of another person or persons because of race, color, gender, religion, age, ability, marital status, national or ethnic origin are all prohibited by AUI internal policies. Violators may be subject to serious disciplinary action.

Bullying

A bully can be defined as "a blustering, quarrelsome, overbearing person who habitually badgers and intimidates smaller or weaker people." Bullying is not tolerated at AUI and is subject to serious disciplinary action up to expulsion from AUI.

Vandalism, Fire, and Safety

Destroying, damaging, or defacing University property, other on-campus businesses or any other property is prohibited. Students are liable for all damage they cause, whether intentionally or unintentionally, unless the damage is the result of a defect of the object damaged. Living in a forest environment and in housing built with wood has its risks. Therefore, tampering with fire-safety equipment or fire alarms, carelessly or deliberately igniting fire on university grounds outdoors or inside buildings is prohibited.

The use or storage of candles, kerosene lamps, electric stoves, and hotplates or other open-flame devices or combustible substances in residence halls without prior approval from Housing Services and Residence Life

Director is prohibited. Any reckless or intentional actions which could endanger the safety of oneself or others, or which result in physical harm to oneself or others or in damage to university property are prohibited.

Forging and Unauthorized Use of IDs, Computers, Etc.

Forging, changing, accessing, disfiguring, or destroying without prior authorization any university soft or hard documents or records is forbidden. Entering false information or giving false information (including identification) to university officers, forging, or altering University paperwork, tickets, forms, keys, or any means of access to university facilities or programs is prohibited and liable to disciplinary actions against perpetrators and their accomplices.

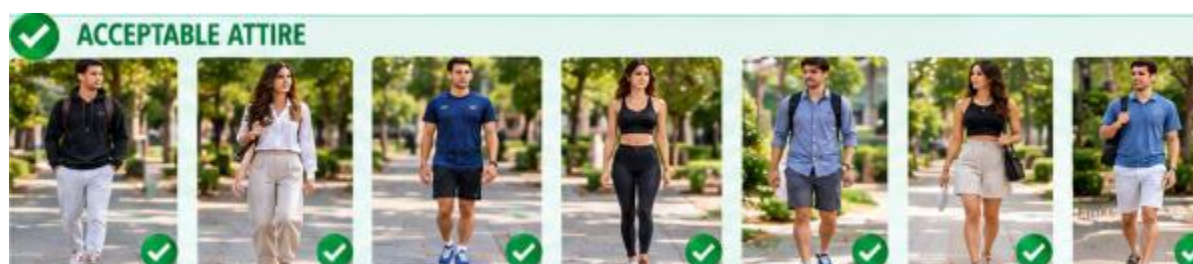
Theft

Theft, attempt thereof, or knowingly possessing stolen property is prohibited. Removal of University property from one place to another without proper authorization may be considered theft. Unauthorized use of property or service of the University or University businesses is also classified as theft. User IDs and passwords are assigned to individuals. They are for the exclusive use of the individuals to whom they are assigned. Individuals are responsible for any wrongdoing traced to their user IDs. Gaining or attempting to gain unauthorized access to user IDs, computers, accounts, or networks is prohibited.

Dress Code

Professional attire is expected of all AUI community members, particularly in classrooms and offices. To maintain a respectful environment, smart-casual or modest business casual dress is recommended. This means avoiding revealing clothing. Remember, the way you dress reflects on the university, so dress with pride and professionalism to make a positive impression throughout campus.

AUI's campus is divided into two **Dress Code Zones: The Administrative and Academic Zone** denoted in red on the campus map below, **and the Student Life Zone** as follows:



Unacceptable Attire:

- Clothing considered underwear like bras, briefs and such, and see-through materials revealing undergarments.



The **Administrative and Academic Zone** includes the AUI Shop, the restaurants in building 3, the coffee shop, offices and student services (Registrar, Admissions, Student Affairs, the Business Office, the Writing center and the CLE, etc.) as well as classrooms, laboratories, and auditoriums. The following guidelines are to be considered in this area:

Acceptable Attire:

- Proper outer-wear sandals (no plastic wear, no beach sandals)
- Tops and shirts with coverage of shoulders or shoulder straps on both shoulders.
- Shorts, dresses, and skirts with a minimum length of **10 cm above the knees**.



For Both Men and Women!

Unacceptable Attire:

- Pajamas.
- Pantoffles (slippers).
- Tops showing cleavage or bare shoulders (unless accompanied by an over-the-shoulder cardigan).
- Crop-tops showing the belly button or lower back.
- Mesh, lace, stringy, or see-through clothing.
- Clothing resembling underwear, lingerie, or briefs.
- Clothing with holes around the thighs, groin, buttocks, or mid-section.
- Depending on the faculty's preference, it is advised not to put the hood on in class.





STUDENT DRESS CODE POLICY CLARIFICATION: ALL CROP TOPS ARE UNACCEPTABLE, NO MATTER THE LENGTH OR STYLE.





Disclaimer:

The Health Center will not refuse to provide services based on the dress code but may register a complaint to the DSA's office for major dress code breaches. However, all other AUI Offices may refuse to provide a service until the student can change into dress-code compliant attire.

Respect for the Environment

Students are expected to respect the natural environment by disposing of waste in the designated trash receptacles located throughout campus. In addition, students should be aware that walking, sitting, or congregating on the grass is not allowed. Finally, students should do their best to conserve water and electricity on campus.

Gambling

Gambling or any activities related to gambling, where money or possessions are exchanged, are prohibited. Card games are allowed on campus if no betting or illegal transactions are made.

Weapons

Use, storage, or possession of dangerous weapons or devices including knives, hunting rifles (even if licensed), ammunition, or fireworks are prohibited on campus.

Noise

It is the right of all campus residents to attend classes, work, and sleep without disturbance. Therefore, everyone on campus is required to keep the noise to a minimum level during working hours, class hours and quiet hours inside dorms, especially during final exams and preparation weeks.

Public Order

Students are free to voice dissent in an orderly manner in all legally permitted ways, including, but not limited to, authoring articles, making suggestions, submitting petitions, and seeing the persons in charge directly. However, engaging in conduct, alone or in concert with others, which is intended to obstruct, disrupt, or interfere with any scheduled program, academic, social, sporting or entertainment activity either sponsored, performed, or authorized by the University is prohibited.

Proselytizing

Attempting to convert others to one's religious beliefs is prohibited.

Improper Conduct Off-Campus

The behavior of students on and off campus impacts the reputation of AUI. Therefore, any misconduct or misbehavior involving AUI students outside of the University that may harm AUI students' reputation will be dealt with as a matter that concerns the disciplinary committee.

Badges and Identification

All AUI personnel and students shall carry an AUI ID on university grounds. The existing IDs can be used for this purpose and will be considered as access permits to university grounds.

Campus Curfew

To assure an environment conducive to academic study, students who leave campus and are planning to return must do so by 12:00am (midnight), Sunday through Thursday, which are the nights prior to a class day. There is no curfew for Friday or Saturday night unless the next day is a make-up class day.

Curfew applies when coming to campus starting at midnight:

- 1st time violation, student will be asked to explain in writing.
- 2nd time violation, student must perform 10 hours of service to the University. He/she will be directed to one of the departments to spend the 10 hours, in addition, the Office of the Dean of Student Affairs informs the concerned parents.
- 3rd violation, student receives a letter that he/she will lose housing privileges during the following semester. He/she is put on notice that they must decide for their own housing outside of campus.

The student can appeal the decision to the President within 48 hours (about 2 days) from receipt of the letter. The appeal is not a guarantee that the decision will be reversed. If this violation happens during the semester of graduation, the curfew violator will be fined 500 MAD.

Discipline at AUI

The university is committed to providing an environment where sensitivity, tolerance, and respect are maintained for all members of the university community and the larger Ifrane community.

Imposed sanctions are intended to facilitate these goals. Fines and punishment intend to punish those who regress from these commitments. While they may initially be perceived as harsh or punitive, their purpose is to promote an environment in which good citizenship can flourish between students and other members of the university community.

This university recognizes that a student's personal circumstances, developmental stage, or lack of maturity can get in the way of his/her success at a given time; however, reasonable growth and/or change in behavior may warrant a second chance.

The sanctions listed below are intended to hold students accountable for violations of the Student Code of Conduct. Previous violations or lack thereof may be considered when the Disciplinary Committee is punishing. Students are held responsible for their behavior and that of their guests on campus.

Sanctions may be imposed on the student when his/her guest, who is not a student at the university, violates the university's rules and regulations. Students are strongly advised and encouraged to consult with the SGA about their rights and responsibilities under the Student Code of Conduct and Disciplinary Procedures.

Disciplinary Proceedings

The disciplinary process determines whether a violation of AUI's Student Code of Conduct has occurred and, if so, what appropriate sanctions should be imposed. The student disciplinary process is administrative in nature and is not meant to be a court-like process. However, the accused student is presumed innocent until proven otherwise. He/she is treated with the respect that they deserve and are entitled to. It is worth noting that at times, minor deviations from the procedures below will not invalidate a decision unless they are biased and impact the accused student(s).

Authority

Authority is vested in the Student Disciplinary Committee by the University President, who has a final say on the imposed sanctions.

The Student Disciplinary Committee is composed of Executives, Deans, Professors, and members of the SGA. The Committee's responsibility is to ensure the fair and respectful administration of the disciplinary process when reviewing incidents involving violations of the Student Code of Conduct.

Sanctioning Guidelines

Al Akhawayn University sanctioning guidelines are by no means comprehensive. The guidelines ensure a certain level of consistency with sanctioning. The Committee considers precedents but reserves the right to stray away from the guidelines if the circumstances require them and a rationale can be provided for doing so.

How Sanctions are Utilized

Please note that an attempt is always made by the Committee to pair both administrative sanctions and educational conditions to achieve outcomes that educational institution's discipline processes are normally aimed to achieve.

If a student has a prior disciplinary history, the nature of the prior violations and the sanctions and conditions imposed are considered by the Student Disciplinary Committee in determining appropriate sanctions and conditions for the most recent violation.

Off-Campus Conduct/Breach of Laws

University students are subject to the laws of the Kingdom of Morocco. The University will not carry out disciplinary procedures when a student is charged off-campus with a crime or a violation of the law until the matter is settled by the relevant judicial authority. The University may however suspend the student in case of serious offenses. The University, however, reserves the right to apply its own disciplinary actions. Students

who breach national laws or university rules off campus, when such conduct is likely to have an adverse effect on the image of the

university, or affecting the student's fitness as a member of the university community, are subject to reasonable and appropriate disciplinary action, including suspension and expulsion.

Complaint Procedure

Filing an Incident/Grievance Report

An incident report is a detailed, written description of an alleged violation or incident. Any member of the university community may report a suspected violation of the Student Code of Conduct, in writing, to the Security Department. Complaints must be filed immediately after the incident that precipitated the complaint.

Preliminary Review of Complaint

Upon receipt of the incident report, the DSA office reviews the complaint by questioning persons thought to have knowledge of the incident, including the alleged perpetrator. If a person alleged to have violated the Student Code of Conduct is questioned, he/she must be informed of the nature of the related incident and that he/ she is being investigated. The official conducting the investigation does the following:

- Gathers facts about the case through interviews of all involved including witnesses, reports, and any other evidence relevant to the case.
- Invites the student(s) and informs him/her of the alleged misconduct, the Student Code of Conduct and disciplinary procedure, the findings of the investigation including the evidence, and the potential charges.
- Allows the student to respond to the findings.
- Informs the student of the right to an informal hearing with the administration.

A case is first considered to determine if the case is serious enough and whether:

1. The case involves an infraction of the Student Code of Conduct;
2. The case can be resolved through arbitration if it is a dispute;
3. The case is serious and warrants referral to the Disciplinary Committee.

The Administrative Committee holds a conference with the student(s) to make sure that he/she fully understands the allegations and the possible consequences of his/her actions.

The Informal Hearing

If the Administrative Committee determines that the case is not serious enough to refer to the Disciplinary Committee, or if the evidence is clear and the accused admits to it, an informal hearing is scheduled via email and all parties involved are invited and seen separately. If the student(s) involved do not respond to the email and report to the Office of the DSA within 48 hours (about 2 days) further actions may be taken and/or a decision may be made.

The informal hearing is designed to give the student(s) involved in an infraction or a dispute the chance to take responsibility for their own actions and/or resolve differences in a civil manner. If the student(s) agrees to resolve the conflict through mediation and/or accept sanctions determined by the Administrative Committee, a written summary of the case including a statement of the evidence, findings, and sanctions is signed by the student(s). A copy is then filed with the office of the DSA and a copy is provided to the student. This concludes the case and the sanctions, if any, are then implemented.

If the student does not accept the sanctions proposed by the Administrative Committee or if the Committee determines that the allegation(s) or reports of misconduct are serious and are founded, a statement of charges with supporting evidence including a list of witnesses along with a notice of entitlement to a hearing is sent to the student(s) involved. A date and time for the hearing is specified and all involved are invited to appear before the Disciplinary Committee.

The Formal Hearing

Notification of Complaint

If the DSA finds that there is sufficient information or basis to support the complaint, the alleged violator will be notified of the complaint in writing of the date, time, and place of the hearing, by email (return-receipt requested), and the notice will be hand-delivered to the student's campus residence or address as it appears in the Registrar's Records.

Disciplinary Committee Hearing

The Student Disciplinary Committee consists of members of the university community selected by the President or his/her designee in consultation with the Deans of Schools.

- After the student has been given notice of the complaint, a meeting of the Student Disciplinary Committee is held with all interested parties separately; the alleged violator of the Code of Conduct, the plaintiff or person submitting the incident report, if necessary, and the witnesses, if any, to determine all the facts surrounding the incident.
- The Committee shall review all the findings and impose appropriate sanctions or make a recommendation, which will be sent to the President for his/her final approval,
- **Failure to respond and/or participate in either the Preliminary Review or the Disciplinary Committee Review will result in a decision being made in the student's absence.**

Order of Proceedings

The Chair of the Disciplinary Committee shall bring the hearing to order and shall proceed in the following manner:

- Introduce the case to the Committee.
- Read charges against the student(s)
- Explain the rights of the parties and entertain questions from them concerning the procedures to be followed.
- Present evidence in support of the charges

- The accused student shall present evidence in his/her defense against the charges

Evidence

The term evidence refers to how alleged facts are either proved or disproved. It includes the testimony of witnesses and documentaries, or objective exhibits offered by the parties.

The Chair of the Student Disciplinary Committee has the final say about the admissibility of evidence, the credibility of the witnesses, the weight to be given to the evidence or any inference drawn from it.

The members of the committee may ask questions of the witnesses of the incident as may be deemed appropriate to ascertain the facts, or to aid the Chair in deciding upon the admissibility of evidence, the credibility of a witness, or the weight to be given to evidence admitted. AUI reserves the right to require students to get tested for drugs and submit results.

Decisions

The members of the Committee then deliberate, and a vote is taken regarding the decision. A written decision is then prepared by the Office of the VPSA describing the charges, findings, and conclusions.

If the student is found responsible for any of the charges, disciplinary action shall be stated in the decision. A copy of the decision shall be delivered to the student's campus residence and the original shall be made a part of the record of the case.

Record of Hearing

The record in a disciplinary proceeding shall consist of:

- A copy of the statement of charges and evidence required.
- A copy of the notice is required.
- All motions or requests presented to the Chair of the Committee by all parties.
- All agreements entered into by the parties.
- Minutes of the proceedings and any transcript thereof.
- All evidence presented at the hearing.
- The decision of the Committee.

Upon rendition of a decision, the Chair shall certify the record's completeness and become a record of the Office of the VPSA.

The contents of the record shall be separate from the student's academic record. It will not be open to public inspection but will be available to the personnel of the University, the University System, and the students involved. The record may also be available if the Committee or the institution appeals.

*The record in the disciplinary case as described above may be destroyed by an officer designated by the VPSA five years after the final deposition of the case. Prior to destroying the record, the VPSA prepares a record that includes the name of the student involved, the nature of the charge, the penalty assessed, the

outcome of the case, and other information as may be deemed pertinent to be maintained as permanent confidential record.

Notation of Penalty by Registrar

The designated discipline official shall notify the Registrar when one of the following penalties is imposed in a disciplinary case:

- Bar from re-admission
- Drop from enrollment.
- Withhold degree or transcripts.
- Denial of degree or transcripts
- Suspension from the University
- Expulsion from the University

The Registrar may make a permanent notation of such action on the transcript of the student involved, or a note may be attached to the student's record stating that a hold has been placed on the transcript and/or enrollment.

Nature of Disciplinary Sanctions

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation, or administrative order of AUI and/or Moroccan law. The disciplinary action assessed in a particular case will depend upon the nature of the conduct involved and the circumstances and conditions which existed at the time the student engaged in such conduct.

The following is a list of sanctions that may be imposed on violators of the Student Code of Conduct. Other penalties may be imposed as deemed appropriate by the Student Disciplinary Committee.

1. Oral Warning

The student is called in to the VPSA office and a verbal warning is delivered. Clear instructions are given to the student specifying that the behavior violates the Student Code of Conduct, the behavior must stop, and recurrence of the conduct may be cause for more serious sanctions. The warning is recorded and placed in the student's file.

2. Written Warning

A formal written notification is delivered to the student expressing disapproval of conduct and listing the University rules or regulations that were breached. The notification also states that continuation or repetition of the conduct, within a specified period, may cause more serious disciplinary action.

3. Fines

The student may be required to pay a fine to the university. Failure to do so will result in a registration block, the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the university.

4. Restitution

The student may have to pay for damage or loss caused to university or individual property. Failure to do so will result in a registration block, the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the university.

5. Community Service Work

The student may be required to perform a specific number of hours of community service work to be accomplished in a specific time. It is important to keep in mind that Community Service is not considered as a punishment but rather as a positive act of kindness to make up for a breach of the Student Code of Conduct.

6. Disciplinary Probation

A written notification is imposed and delivered to the student indicating that he/she is at risk and that any further violation of the Student Code of Conduct while on disciplinary probation may result in suspension or expulsion.

7. Restriction

The student may be denied privileges or use of certain university facilities or the right to participate in certain activities for a specified time.

8. Termination of Housing Privilege

The student may be denied the privilege of living on campus or in any university accommodations off campus. Residents must be aware that any student dismissed from the university housing for disciplinary reasons is not entitled to a refund of his/her housing charges, including the deposit.

9. Academic Suspension

A student may be suspended for a set period ranging from one to two semesters and may not attend classes, take examinations, or participate in activities. Suspension may require fulfillment of conditions for readmission. In case student filing appeal is readmitted, university housing is not guaranteed. The student must find his/her own accommodation outside of the university.

10. Expulsion

A student may be dismissed from the university and asked to vacate the university property effective immediately. Readmission will not be considered.

11. Emergency Suspension

An immediate emergency suspension may be imposed on a student by the President of the university, or a senior officer authorized by the President, when, in the judgment of the President, such action appears necessary for reasons relating to a student's physical or emotional safety and well-being, or for the well-being of members of the university community, or to prevent damage or theft of university property.

12. Duration of Suspension

Emergency suspension may remain in effect until the Student Disciplinary Committee has acted on the student, and the student complies satisfactorily with the Committee's requirements. However, the suspension may be lifted earlier by action of the President or an authorized senior officer.

13. Expedited Hearing

A student suspended under the emergency authority may request an expedited hearing before the Disciplinary Committee. The panel shall schedule a hearing within two (2) school days of the request or as soon thereafter as possible.

Multiple Charges

It is not necessary to list every charge that may apply to an incident. Rather, the Committee chooses the most appropriate charges to respond to the incident keeping in mind the educational and developmental objectives of the discipline process.

Student's Prior Records

If a student has a prior history of disciplinary action, then this history is taken into consideration by the Student Disciplinary Committee. If the nature of the offense(s) is like the current offense (i.e., both involve smoking, both involve violence, both involve disorderly conduct, etc.), the sanction will be graduated from one level to the next.

**For example, a student who received a written warning for an incident involving smoking indoors, will receive a minimum of disciplinary probation, restriction, or other more serious sanction for a second incident involving smoking.*

Students who engage in violations that are motivated by race, gender, national origin, ethnicity, and ability may receive escalated sanctions.

Restraining Orders/Behavior Contracts

A restraining order or behavior contract is a written agreement about how the individual must behave. It will indicate the appropriate consequence should the student neglect to behave according to the contract. The behavior contract is often an effective form of behavior modification.

Developing the Contract

The contract is usually written in collaboration with both the accuser and accused. It is wise to involve the parent under certain circumstances. The contract includes the following:

- The terms (i.e., they will stay 100 meters (about 328.08 ft) away from someone or something or will not try to contact directly or through others).
- The consequences should the perpetrator not adhere to the terms of the contract/order.
- Length of time should be clearly stated in the contract.

- Set a date for reviewing the contract or lifting the order.

Appeal Process

Timing for Appeals

Once sanctions are imposed, the sanctioned student has the right to appeal on the grounds listed below.

1. Appeals must be filed in writing with the President or his/her designee within two (2) school days of receipt of the decision. Sanctions imposed will remain in effect pending a decision on the appeal.
2. The appeal shall specify the basis of the appeal. Failure to file a timely written appeal shall constitute a waiver of any right to appeal.

Grounds for Appeal

1. A decision may be appealed if it can be clearly and specifically demonstrated that sufficient evidence shows that the sanctioned student was denied a fair hearing
2. Sanctions may be appealed only when it can be established that there is an obvious discrepancy between the violation and the imposed sanctions (the punishment does not fit the conduct violation).
3. Sanctions may be appealed if they cause undue hardship on the student's ability to continue or pursue his/her studies and/or stay in school.

General Provisions

1. Students are responsible for strict adherence to all deadlines and procedures for the filing of appeals
2. Added information or evidence provided by the student may be considered on an appeal
3. Documents filed in an appeal shall become part of the record.
4. All documents related to the proceedings shall be available to the Student Disciplinary Committee.

Other Provisions

An accused student who fails to appear at a disciplinary hearing shall be suspended from the University. Notice of suspension shall be issued by the DSA or his/her designate and will remain in effect until such time as the accused student shall appear before the DSA or his/her designee and a new date and time for a disciplinary hearing is set. Failure to appear for a second time without intervention of extraordinary circumstances will result in expulsion from the University.

Basis of Review of Appeal

- The President of the University or his/her designee shall be responsible for reviewing all appeals.
- The procedures to be used in reviewing an appeal, and for providing notification of the decision, will be determined by the President or his/her designee.
- The decision of the President or his/her designee is final.

The President may approve, reject, or modify the decision in question, or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. If the appeal is denied, the original decision stays and is implemented. However, if a decision is upheld in a case

involving the illegal use, possession and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the minimum penalty prescribed for such an offence.

Arguments either in support of or against the decision under review will be considered and the outcome will be communicated in writing to the party making the appeal. The outcome of an appeal review will be communicated in writing to the accused student as soon as it is issued by the President.

Student Clubs and Organizations Discipline

Student organizations, officially recognized by the university, shall be prohibited from engaging in or authorizing its members to engage in actions considered violations of the Student Code of Conduct.

Procedures

1. A committee composed of SAO officers and members of SGA and designated by the DSA is authorized to investigate complaints against student organizations and, if necessary, charge the organization for violation of the Student Code of Conduct.
2. Charges will be served on the President of the organization. The organization must respond in writing within five (5) school days of receipt of the notice.
3. Failure to submit a timely response will constitute an admission of the allegations stated in the notice and may result in sanctions being imposed on the organization.
4. The Office of Student Activities may suspend the activities of the charged organization pending the review of the complaint.
5. The Committee will review the charges and response from the charged organization to determine if it violated the Student Code of Conduct. If it is found that the organization violated the Code of Conduct, the Committee will recommend the appropriate sanction to the DSA.

Sanctions

1. Any student organization found in violation of the Student Code of Conduct shall be subject to revocation of their charter to operate. The DSA office may impose a lesser sanction as deemed appropriate.
2. Disciplinary sanction of a student organization will not preclude disciplinary action for an individual student if he/she is specifically charged in the same incident. Charges against individual students will be reviewed as outlined above.

Appeals by Student Organizations

The Dean of Student Affairs or his/her representative shall review appeals for the decisions made regarding student organizations using the procedures described above.

Picture Divider – Planner



Picture Divider

