

جامعة الأزوين

AL AKHAWAYN
UNIVERSITY

STUDENT HANDBOOK & PLANNER



2020 • 2021

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Services

Student Life

Student Conduct

Planner



Al Akhawayn University in Ifrane

Student Handbook and Planner

2020 - 2021



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



**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

Dear Students,

Fall 2020 marks the beginning of an academic year unlike any other. Indeed, there is probably not a person alive who has lived circumstance similar the current unusual circumstances linked to the Covid-19 pandemic and its unfolding aftermath. But while these circumstances are unprecedented and disquieting, they are also extremely constructive and may even prove to be invaluable if we succeed in capitalizing the opportunities cloaking behind.

collective crises like the one we are undergoing at a global scale are usually an opportunity to reconsider our behavior, our worldviews, our values, and our collective bonds and mutual responsibilities with each other, with our neighbors, as communities, and with our environment. We have all witnessed how the world changed in a matter of weeks, how our day-to-day activities came to a sudden halt, how livelihoods were jeopardized, and how lifestyles changed in a manner never imagined and never expected before. But the unusual Covid-19 climate characterized by uncertainty, panic, fear and special measures has also brought with it valuable lessons linked to the central role and importance of character traits such as resilience, flexibility and agility. The pandemic showed as well as the importance of values such as compassion, kindness, collective cooperation, social responsibility, as it revealed to us the urgent need to take care of our most prized asset: our environment. At the same time this crisis helped us put our finger on what is important and guided us away from the superfluous. Our health, our security and our education are what matters primarily, and science, technology, and social relationships are our main allies...

Here at your new home, at Al Akhawayn University, you will find yourself at the heart of what matters. And while the university will provide help and facilitate services, it will be up to you to take advantage of the opportunities presented to you, to co-mold your education and grow into a full-fledged world citizen with a strong culture of rights and responsibilities towards yourself, your community, towards the human race and towards the environment where we all thrive and prosper.

The Division of Student Affairs at Al Akhawayn University is committed to building responsible and caring student leaders for a global community. We believe we can make a difference in this world by

preparing our students for global companionate leadership. Together with our growing community of partners, friends and alumni we have a chance to make a difference in our communities—local, regional, and global.

So, discover your beautiful campus, ask questions, meet faculty and staff and learn all you can about your University. Study hard, make new friends, get involved and have fun.

We hope you reach all your goals and realize all your dreams.

Abdessamad Fatmi
Dean of Student Affairs

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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
No Violence Alliance (NoVA).....	9 or 0600663172
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 (VPSA).....	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
Center for Learning Technologies (CLT).....	2878
Language Center.....	2420
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To forward calls, dial 53+extension. To deactivate, dial 54.

To set phone to Do not Disturb, dial #1. To deactivate, dial *1

ACADEMIC CALENDAR

The University reserves the right to revise or amend the present academic calendar, in whole or part, at any time. Adjustments may be made for religious holidays.

FALL SEMESTER 2020

August 24	General Faculty Convocation
September 14	New and International Students Registration and Speech of the President
September 14-20	New Students Orientation Program
September 17-18	Continuing Student Registration & Fee Payment
September 1	First of Muharram (to be confirmed)
September 21	Classes Begin / First Day of Late Registration First Day of Add/Drop (schedule revision)
September 24	Last Day to Revise Schedule Courses Dropped will not Reflect on Transcript Last Day of Late Registration
October 29-30	Holiday: Eid Al Mawlid (to be confirmed)
November 6	Holiday: Green March and long week-end
November 16	Last day for faculty to return the Mid-Semester reports.
November 18	Holiday: Independence Day
November 19	Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"
November 23-27 & Nov 30-December 4	Mandatory Pre-Registration for Spring 2021
December 3	Last Day to Drop a Course with "WP" or "WF"
December 7	Last day for graduate students to register for project/thesis defense.
December 23	Last Day to Withdraw from the University
December 31	Last Regular Class Day
January 1	Holiday
January 3-10	Final Exams (including Common Exams)
January 11	Independence manifesto
January 14	Final Day for Faculty to Submit Semester Grades

SPRING SEMESTER 2021

January 18-27	Winter Intersession Program
January 25	General Faculty Convocation
January 27	New and International Students Registration and Speech of the President
January 14-18	New Students Orientation Program
January 27-31	Continuing Student Registration & Fee Payment
February 1	Classes Begin. First Day of Late Registration First Day to Add/Drop (schedule revision)
February 4	Last Day to Revise Schedule Courses Dropped will not Reflect on Transcript Last Day of Late Registration
March 24	Last Day to Return the Mid-Semester Reports
March 26	Last Day to Drop a Course with “W” Beyond this date “WP” or “WF”
March 29-April 2	Spring Break –Students and Faculty-
April 12-16 & 19-23	Mandatory Pre-registration for Summer and Fall 2021
April 16	Last Day to Drop a Course with a “WP” or “WF”
April 19	Last day for graduate students to register for project/thesis defense
May 7	Last Day to Withdraw from the University
May 14-15	Holiday: Aid Al Fitr (To be confirmed)
May 17	Last Regular Class Day
May 18	Review Day
May 19-25	Final Exams (including common exams)
May 29	Final Day for Faculty to Submit Semester Grades
May 30 – June 8	Summer Intersession Program

SUMMER SESSION 2021

June 8-9	Registration & Fee Payment
June 10	Classes Begin First Day of Late Registration First Day to Add/Drop (schedule revision)
June 11	Last Day to Revise Schedule Courses Dropped will not Reflect on Transcript Last Day of Late Registration
June 19	Commencement (to be confirmed)
July 5	Last Day to Drop a Course with “W” Beyond this date “WP” or “WF”
July 8	Last Day to Drop a Course with a “WP” or “WF”
July 14	Last Day to Withdraw from University
July 21-23	Holiday –Eid Al Adha
July 26	Last Regular Class Day
July 27	Review Day
July 28-29	Final Exams
August 1	Final Day for Faculty to Submit Semester Grades

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 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 utilizes state of the art technology in support of both 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 Forrest Restaurant, L'empreinte d'Ifrane, Foodie, Perce Neige Hotel and Restaurant, La Paix, Beethoven, Platane, Lynn, Mr. Latino, Bonsai Sushi, My Lil Rome, For You, 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 at 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 about 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, Imouzzer 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're 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 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 at 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 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.

- Michlifen (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 located 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 two 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.

Cèdre 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.





University Services

Health Center

Al Akhawayn Health Center has four doctors, four nurses, and an Insurance Officer who processes health insurance claims. A doctor is on call 24 hours a day, 7 days a week. Students are automatically enrolled in the University health insurance plan.

The Health Center is conveniently located in Building 26. The Center's hours of operation are from 8:00am to 11:00pm; however, medical consultations are from 9:00 am to 6:00 pm only. During business hours, the Health Center can be contacted via phone or email.

In case of emergency or need for medical attention after working hours, please contact the Hall Director (Men – ext. 555, Women – ext. 3333) or the nurse on duty at 2057.

Regulation of Medical Certificates

All medical certificate must be validated by the Health Center physicians. Medical certificates must be submitted to the Health Center the day the student returns to campus. In the case of a student's absence exceeding 24 hours, the certificate must be faxed to the Health Center (0535862007) or sent by email to a.guennoun@au.ma.

All medical certificate delivered from an external physician must be accompanied by medical prescriptions, blood test or radiological report. However, medical certificates issued at the Province of Ifrane clinic will not be accepted except in cases of extreme urgency.

During finals, medical certificates will not be delivered except in the following cases of hospitalization or extreme urgency.

Physical Therapy

Physical therapy services are also available to the community upon request. To make an appointment please send an email to: Kinesi@au.ma

Medical Partners

Al Akhawayn has an agreement with Military Hospitals in Morocco, Clinique Atlas in Fes, and Clinique Saiss in Meknes for emergency treatment of

students who require further tests or immediate hospitalization. Referral by an AI Akhawayn medical staff member is required.

Note: If a student is too ill to leave the room, the Hall Director will send a van to take the student to the Health Center. All necessary precautions are taken during cold weather. Please be aware that a doctor cannot go into a student's room except in life-threatening situations.

Contact us:

Building 26

Health Center: healthcenter@ai.ma Ext: 2057

Insurance

Total coverage (prise en charge) of 100% is provided by the health insurance only in the following cases and in accordance with contract terms:

- Illness requiring immediate hospitalization, or
- Accidental injuries that occur on campus.

*Other medical expenses are reimbursed at a rate of up to 80% and according to contractual terms and ceilings. Please check with the insurance office for details.

Contact us:

Building 26, Health Center

Student Health Insurance Officer: s.marjani@ai.ma Ext: 2452

Counseling

AI Akhawayn University offers confidential counseling services to all students. AUI counselors provide personal, social, academic, career, and crisis counseling.

AUI Counselors are available to students as needed. To schedule an appointment, send an email to: counselor@ai.ma

Walk-in sessions (individual session, no appointment needed) are offered each semester for people who cannot wait.

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.

Additionally, a psychiatrist comes to the AUI campus on a part-time basis to meet with students in need of further help. To make an appointment, please email: j.toufiq@au.ma.

Contact us:

Building 8B, Room 309 - Ext: 2157

Building 6, Room 108 - Ext. 2034

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

Campus Transportation

All students can use the University shuttle bus service. Tickets are available at the Campus Store and the Business Office. 50 MAD will get you a booklet that is good for 25 trips. The shuttle is free for residents of the University's Downtown and Annex residences.

*Please bear in mind that the Bus Shuttle schedule and ticket price are subject to change without prior notice. You can find the most up-to-date schedule posted on the SGA web site and at the Bus Shelters: <https://sga.aui.ma/vans/>

N.B. The use of the university van on campus is a privilege, benefiting from this service depends on the availability of the University vehicles and drivers. The Security Department may provide assistance in case of need, as possible, depending on transportation availability.

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

In order to ensure both order 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: 25 Km / hour,
- No overtaking,
- Respect of posted instructions (stop, one way, roundabout signs...),
- Reckless driving is prohibited,
- Driving while intoxicated is strictly 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 by the VPFA 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 will be required to pay the cost of removal.
- No parking is allowed:
 - On the grass,

- Handicap zones,
 - 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 or slow down enough to be acknowledged and identified before continuing for check at the main gate or when directing the traffic flow

In the case of the owner's refusal to submit his/her vehicle to a vehicle search, the University could ask for the intervention of the competent authority to investigate. Consequently, if the searches result in the discovery of illicit substances, the issue would fall under the judicial dimension according to the laws and the current procedures.

Motor Vehicle Violations

- Vehicle owners must have their vehicles under control at all times 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 vehicle.
- 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

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 have to escape from an attacker, uncomfortable shoes or pants can make running very 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 have to 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 you do not own a cell phone, 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>

Access Control IDs and Badges:

Purpose:

The access control and badges policy have been adopted to guarantee access to the authorized visitors only with the aim of ensuring the safety and security of Al Akhawayn University assets, community, its guests and visitors.

Policies and procedures

- Students, staff and faculty members must carry their identity cards (ID) at all times. Security has the right to ask any person located on the campus and other AUI annexes, to present their IDs. Security staff may refuse access or ask them to leave premises of the University.
- All non-associates to AUI must be issued a badge by the Security Staff at the main gate or appropriate administrative staff. Badges shall be properly designated as “Parents”, “Visitors”, “Suppliers”, “and Interns” or, “Event Participants”.
- All visitors will be issued a numbered badge based on the five categories which must be returned to the issuing party (main gate) when checking out.
- Badges must be visible when worn on campus and other AUI locations (Annexes, Downtown and Conference Center...).
- All visitors must submit their Identification documents (ID, passport, Driver’s license or other professional card) at the Main Gate. Exceptions to this rule are VIPs, ministers and ambassadors with advance notice from the President’s Office.
- Any attempt to enter the University in a clandestine way will be treated as potential security threat and referred to the Police Department.
- Students on campus must notify the VPSA and Security Director of visitors to receive (identity, CIN, passport, etc.).

- The ID / badge remains the property of the University; nobody should lend his or her card to someone else.
- The loss of a badge must be reported to the Department concerned and the Security Department.
- All visitors failing to abide by the access control policy are considered as unauthorized and will be asked to leave the University premises, assisted by a security agent, until the visitor complies properly with the procedure.
- The University reserves the right to impose additional security measures for the need of Service.

Contact us:

Building 9, Ground floor

Administrative Assistant: Z.Yassine@aii.ma Ext: 2071

Investigation Unit: R.Aitcharrou@aii.ma Ext: 2323

Main Gate: Ext: 2165

Central Security: Ext: 2222

No Violence Alliance (NoVA)

No Violence Alliance (NoVA) promotes a strong message that violence and harassment have no place in the AUI community. Through communication, education, training, and advocacy for victims, NoVA provides support and guidance to a victim and assists him or her in the development of solutions in any case of physical, psychological or other violence and harassment.

Composed of volunteer faculty and staff from all three schools, the LC, and ASI, and of volunteer staff including the counselors and the campus minister, and presently chaired by Professor Naziha Houki of SHSS. NOVA is dedicated to helping assure a safe AUI community while striving to empower individuals to respond appropriately to harassment and violence that they may experience or witness.

Any person of the AUI community may disclose a case of violence or harassment by calling NoVA's 24/7 hotline at 06 0066 3172 (or on campus by calling 888 to connect to the hotline), by sending a message to nova@aii.ma or by contacting NoVA members directly:

Staff: Katy Stubanas; SHSS: Naziha Houki; SHSS: Nancy Hottel SBA: Duncan

Rinehart; SHSS: Katja Zvan-Elliott, SHSS: Aure Veysière; Staff: Karen Smith; Staff: Leila Arjoui; Staff Soukaina Ourab;

All contacts are treated with full confidentiality: we report no information about our contact with you to anyone unless you request it.

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 advantage of on-campus housing is its convenience. Students can easily access classrooms, faculty offices, recreational facilities, computer labs, and the library. In addition to the convenience of proximity, campus accommodations include television, Internet and telephone connections, and water/ heating costs are included in the housing fees. Equally important, students become a part of the learning community and a sense of connection is established by being offered a vast range of in-doors activities by Resident Assistants (RA) such as regular movie projection/ debates, music evenings, cooking sessions, games tournaments and themed parties.

Al Akhawayn Housing and Residential Life Office offers a variety of accommodation choices ranging from triple rooms to single studios. Rooms are fully furnished and heated. However, students are responsible for bringing their own bed linens 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 making sure that residential buildings are quiet and conflict-free at all times.

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 for everyone.

Who to call at Housing Services and Residence Life

- Manager: from off-campus 0535862063 or from campus Ext. 2063

- Associate Manager: from off-campus 0535862062 or from campus Ext. 2062

On-Campus Hall Directors

- Front Desk of Building 38: from off-campus 05 35 86 3333 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

Rooms are assigned on a first-come-first-served basis. A link to an online Housing Questionnaire is sent to all incoming 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. Housing and Residential Life Office will make every reasonable effort to accommodate students' requests, but cannot guarantee all requests.

Freshman students are assigned specific residence halls in which they are required to spend two semesters at least in order to develop a sense of community. They are also urged to sign and notarize "temporary housing contract" and hand it to the housing managers during the move-in days.

Students who prefer to live off-campus must notify Housing and Residential Life Office managers 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 communicated to all students prior to the start of each semester and summer session. It includes information about deadlines for room reservation and payment. It is the responsibility of each and every student to read the information and abide by the deadlines. Excuses shall not be accepted. Only online reservations, through the portal, are considered and students cannot make a reservation in the name of others.

Students who do not make the online housing reservation within the deadline will have to seek housing off-campus. They may write an appeal for housing re-admission to the managers. If their appeal is accepted, they will be housed on campus under the conditions below:

- All other students are lodged,
- If space is available (the initial housing accommodation is not guaranteed).

Length of students' residency on-campus

Housing & Residential Life Office does not guarantee housing for students for more than 8 semesters. In order to ease the transition of new students into university life and create a sense of community while assisting them in adjusting to their new environment, students who have resided on campus for 8 semesters are advised to make the necessary arrangements for off-campus housing during their remaining time at the university.

This policy is also predicated on the fact that off-campus living can be a great opportunity for junior and senior students to experience more independence and responsibility.

Accommodation for students returning to AUI after academic suspension for one semester or more or dismissal

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 on-campus. Students who fall into this category should make housing arrangements in town. Suspended and semester off students may re-apply for on-campus housing, after one semester, when

they are in good academic standing.

Important note:

Online housing reservations for the following categories of students will not be considered. They are requested to write an appeal to the managers who will answer their requests after the housing committee meeting:

- Students who have been housed at AUI for eight semesters or more;
- Students who withdraw from the University for Personal Reasons;
- Students who take time 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. Students are advised to add their names in the waiting lists through the portal: https://my.aui.ma/ICS/Residence_Life/Add_your_name_to_the_waiting_list.jnz

With the purpose of enhancing openness and promoting 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 managers.

NB: Please be aware that single and studio occupancies are NOT granted to students on the basis of medical certificate alone 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 going to the Housing and Residential Life Office. The Housing managers process students' requests in a systematic manner. Room changes are permitted during the first 2 weeks after the check-in period with the approval

of the Housing and Residential Life Office managers, depending on availability and the merits of each particular request.

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

- *Students who change rooms without permission will be required to move back to their original rooms and will be charged a fine and for any damage to the room;*
- *All students authorized to make room changes must be properly checked-in and out of their respective rooms by a Hall Director;*
- *Every reasonable effort will be made to honor room change requests. However, changes depend on room availability.*

More information about Housing and Residential Life is available online at: <http://www.aui.ma/en/housing-menu/regulations-policies.html>

Vacancies and Room Consolidation

Al Akhawayn University is a residential campus, and requires housing for all eligible students, especially freshman. 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 campus 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, and so on. When such vacancies occur, rather than keep free beds, Housing and Residential Life Office consolidates those vacancies into free rooms to meet other university housing needs. Therefore, Housing and Residential Life Office shall proceed to move students residing alone in multiple/triple occupancy rooms, with available free rooms as needed.

At the end of the first two weeks of each semester, students who end up alone in a double or triple room 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 two 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 get along with, or
2. If space is available, a student may request to remain in a double room alone. However, he or she must pay a single room rate for a double room 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.

Students are given a specific amount of time to determine the option that is most fitting for their situation. All roommates must be approved by Housing and Residential Life Office managers. For those 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 managers 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 residence hall staff (Resident Assistant or Hall Director). 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

Single Room (when available)

Double Room
Triple Room
Studio/Single (when available)
Studio/Double (when available)
Studio/Triple (when available)
Apartment Room Types
A 4
A 6
L 4
L 6
Single Room A4 (when available)
The Annex Residence
Double room

**Please note that A4 and L4 refer to two small & large rooms within one apartment that sleeps four people.*

A4 is the small room and L4 is the larger one within the apartment.

Similarly, A6 and L6 refer to three rooms within one apartment that sleeps 6 people.

A6 is the small room and L6 is the larger one in the apartment.

Once a student withdraws from AUI or changes his/her room type, an adjustment is made to the housing bill.

If the room type change is done within the first month after the move-in days, the rate of the new room type is applied. After the first month, adjustment is done based on the number of days spent in each type. Housing costs can be found on page 60.

Check-in

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

*Note: It is very important that students inspect their room condition immediately at check-in and report any damages to the Housing and Residential Life Office. 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 later on at check-out time.

Check Out

Students who leave Al Akhawayn University 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 Hall Director will not continue with the check-out if the student's belongings are not removed.

During check-out, the Housing Officer will use the check-in form prepared at the beginning of the semester to make sure that the room is in the same condition 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, 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 that is conducive to student personal growth and success through its Resident Assistant (RA) program.

RAs are integral to the operation of residence halls, and therefore are asked to fill a variety of roles ranging from being a friend and resource to event organizing and peer advising. They help students build their own community within the halls and contribute to maintaining a positive living atmosphere among the residents by organizing social and educational activities that promote community living and team building.

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 on-campus.

All students are expected to behave in a mature manner that is 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 insure 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 policies that are strictly enforced.

AUI Residential Hall Lock Out Policy

It is the student’s responsibility to keep their room key with them at all times.

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 master key.

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 produce 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 lock-outs per semester. These lock-outs are subject to the fees below.
- Beyond the third time, a student may lose the on-campus housing privilege. In the event of key loss, a 500 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 common rooms is not to be moved or taken to individual rooms and vice versa. The furniture is intended to be used by all residents and must be kept in the common rooms. Violators will be fined 200 MAD. Repeat 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.

In case of need, the residents should discuss the need with their Hall Director.

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,*
- *A space of two (2) 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 for compliance with the health/sanitation standards, university regulations, and in response to an emergency situation. For the campus safety, particularly in the residential area, 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 at least one resident is obligatory; however, 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. In the event that the room occupants are not present, a note is left explaining the reason(s) for accessing the room.

In case of the discovery of illicit substances in an absent resident's side of the room, a written statement should be immediately made by all individuals present in the room (e.g. resident, students, friends, visitors) to determine the 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.

Noise

All residence halls must be reasonably quiet at all times particularly during designated quiet hours. Hall Directors and RAs are notified of any noise disturbances including:

- Door slamming,
- Yelling and shouting in hallways,
- 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.

Quiet Hours are as Follows:

Sunday through Thursday 10:00 P.M. to 9:00 A.M.

Friday and Saturday 11.30 P.M. to 10.30 A.M.

Final Exams Week 24 hours a day

Animals

Animals or pets of any kind are not permitted on all AUI residences at any time, with the sole exception of fish in an aquarium.

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 on campus. They may however receive guests between 8:30 AM and 8:30 PM. Students who wish to host their family members may make a reservation at the Downtown Residence by sending an email to reservation@aui.ma 48 hours in advance.

Liability

The university shall assume no responsibility for the loss, damage, or theft of personal 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 of time.

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 in order to benefit from University Storage:

- He/she must reside on campus;
- He/she must be registered and have made the housing reservation and payment 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 20 MAD per day after the period of storage pick-up, for a maximum of 10 days;
- 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

Description	Charge
Belongings left inside room/removal to storage	500 MAD
Lost key	500 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 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.

Maintenance Services

Residents experiencing plumbing, electricity, heating system problems must submit their request online at: <https://gm.aui.ma/SiteBS/index.php>

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

For telephone and network problems, students should fill out the Online Maintenance Request Form at: www.aui.ma/service-desk/

For emergency problems only, call Ext. 666.

Medical and Non-Medical Emergencies

Hall Directors 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 Hall Directors 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, tokens must be purchased at the campus store. Laundry tokens for both buildings 36 and 39 cost 10 MAD per load per washing and 10 MAD for drying. Full service is offered in Building 36 where you can drop off your clothes, detergent, and tokens 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 building 36:

Monday to Friday	10:00 AM - 07:00PM
Saturday	Closed
Sunday	12:00 PM - 04:00PM

Laundry in building 39:

Monday to Friday	10:00 AM - 07:00PM
Saturday	12:00 PM - 04:00PM
Sunday	Closed

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.

It is the responsibility of each resident to keep his/her room in an acceptable state of cleanliness. Students who keep dirty messy rooms or place trash in the hallways will be charged a hygiene violation fine ranging from 250 MAD to 500MAD

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 strewn 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

Our mission is to provide food services to the AUI community, including students, staff and faculty, in accordance with the highest quality standards. Dining Services are provided by two catering companies under the supervision of a university staff member who monitors the quality of meals offered and handles special menu requests, orders, dietary restrictions, and other related matters.

For students interested in organizing an event the staff at the Dining Services Office will help you design a menu and customize service that would satisfy your event's needs.

Students have the choice of five different restaurant options. Three of these eating establishments are open 7 days a week, while the other two are open 6 days a week.

BUILDING 3

The Moroccan and International Restaurant serves Moroccan tagines regularly, couscous on Fridays, and features a variety of cuisines from around the world. Several international dishes are offered on a regular basis.

Open Every Day from:

- Breakfast: 6:30am to 10:00 am

- Lunch: 11:30am to 3:00 pm
- Dinner: 7:00 pm to 11:00 pm

The Grill, as its name implies, serves grilled meats in addition to other dishes.

Open Daily from:

- Lunch: 11:30 am to 3:00 pm
- Dinner: 6:30pm to 9:30 pm

The Pizzeria is located upstairs in Building 3. It takes about six to eight minutes for the pizza of your choice to be ready. This restaurant also features an Italian cuisine menu.

Open Sunday-Friday from:

- Lunch: 11:30 am to 2:30 pm
- Dinner: 7:00 pm to 9:30 pm

BUILDING 2

The Cafe is located on the ground floor of Building 2. It offers a wide range of hot and cold drinks, pastries, Panini, cold sandwiches, fresh bakery items, and Moroccan traditional grab-n-go food such as harcha and meloui.

Open Daily from:

- 7:00am - 1:00am

BUILDING 14

The Club House is located at the Student Center. Its menu includes cheeseburgers, French fries, cold sandwiches, and various kinds of salads.

Open Daily from:

- Breakfast: 7.00am - 10.00am
- Lunch: 11:30am - 5:00pm
- Dinner: 6:30pm - 11:00pm

Ramadan Hours

Restaurants open at the call to prayer for breaking the fast.

- MOROCCAN/ INTERNATIONAL RESTAURANT: 9:00pm -midnight
- PIZZERIA: 9:00pm -midnight
- The GRILL: starting from Al Maghrib call to prayer until 1:00am
- The COFFEE SHOP is open from 2:00pm - 2:00am
- The CLUB HOUSE is open from call to prayer to 1:00 am.

**For non-fasting campus residents, breakfast and lunch are served at the Grill, International Restaurant, Pizzeria, and Club House as follows:

- Breakfast: 7:00am to 10:00am
- Lunch: 11:30am to 2:30pm

Methods of Payment

None of the restaurant facilities accept cash; the Cash Wallet card issued by the Office of Business Services (OBS) is the only method of payment. University visitors are requested to visit the OBS located in building 1 to purchase pre-paid tickets to buy food and drinks at any of the eating facilities at AUI.

Restaurant Regulations

- No utensils or furniture are to be taken out of the restaurant buildings! Any such act is a violation of university rules and is subject to disciplinary measures,
- Patrons who have finished their meal are kindly asked to remove their trays and place them in the designated place for cleaning,
- Students and patrons are expected to line up and wait for their turns. It is discourteous to cut the line in front of someone or ask someone to hold a place in the line for you,
- Students are expected to respect the opening and closing hours of the restaurant,

- All doors must be kept closed during periods of cold weather. Open doors increase heating bills and the cost of providing food services,
- Gratuities/tipping of food service personnel is not allowed,
- Students should carry their Cash Wallet card with them; the ID number alone is not sufficient,
- Consuming food or drinks before paying is prohibited,
- Smoking is prohibited in the restaurant premises.

Helpful Information for Cash Wallet Card Problems

If you lose your card, you should immediately notify the Business Office in order to deactivate and replace the card. An account may become “blocked” because of a damaged card or changes in an account. A blocked card cannot be used until the account is unblocked at the Office of Business Services.

Please bear in mind that cashiers are not authorized to:

- Accept Cash-Wallets belonging to anyone other than the client,
- Accept mutilated cards that do not show the holder’s photograph,
- Accept signatures in place of payment, except when the system is down.

A signature on a restaurant form constitutes an authorization to deduct the amount stated. If there are no funds on the account, the holder may be subject to a fine.

Contact us:

Dinning Services Coordinator: h.hafid@aui.ma Ext: 2709 or 0661323949

Dinning Services Assistant: z.slaoui@aui.ma Ext: 3287

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 reasonably 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 9:00am-7:45pm
- Saturday-Sunday 12:00pm-2:00pm & 2:30pm-5:00pm

Vacation Hours:

- Monday – Friday 9:00am-12:50pm & 2:00pm-5:30pm
- Weekends: closed

Ramadan Hours (subject to change):

Campus Store

- Monday-Friday 9:30am-5:00pm
- Saturday-Sunday 12:00pm-3:30pm

Ramadan Hours during vacation:

- 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 after purchase (in case the product is found damaged),
- Only visitors are allowed to pay by cash,
- Shoplifters are subject to serious disciplinary action.

Cash wallet 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

s.benzidi@aui.ma: Ext: 2072 or 2026

Information Technology Services (ITS)

The ITS Department's mission is to provide information technology support to the university's academic programs, research centers, and other development centers through campus wide IT infrastructure, services, and promotion of effective use of technology in all learning endeavors.

Service Desk (SD)

The SD is the single point of contact between ITS and all other users (Students, Faculty, and Staff). It has two main focuses: User request management and communication.

The Service Desk is responsible for providing the following services:

- Issue resolution, respecting emergency level,
- Request orchestration, dispatching and monitoring till resolution,
- Troubleshooter,
- Labs management,
- Internal communication.

All IT related requests must be directed to the Service Desk through the Service Desk Management System accessible at <http://sd.aui.ma>.

For urgent requests or for reporting major system outages, students can

reach SD through dialing 666/0535862400.

The Service Desk regular working hours are from 8:30 AM to 5:30 PM on all working days. However, for better service, the SD extends its support hours daily from 5:30 PM to 8:00 PM, and during the week-ends through dialing 666 or 06 61 51 51 25, and MS Teams use.

All major incidents, system wide outages, and service changes are communicated in a timely manner via email, service desk platform, and via the ITS website, accessible at www.aui.ma/its

IT Maintenance Service

ITS provides a free service to all AUI community for the maintenance and troubleshooting of their personal non-hardware computer problems. All students are welcome to submit tickets, requesting maintenance for their personal computers.

Computer Labs and Related Services

ITS manages and maintains a number of open and purpose-specific computing labs. All computers operate under both Windows and Linux environments, are kept up to date, and are equipped with a number of academic and entertainment software tools & programs.

Students digital Accounts

ITS provides all students with digital accounts to be able to use the University IT Resources. These accounts allow access to computers in all labs, and provide each student with a personal, and storage space of 4 TB on MS Azure Cloud: MS OneDrive. The same credentials are also used to access the Self-Printing multi-functional devices, the Service Desk platform, e-mails, and MS Teams.

Communication and Collaboration Services

ITS makes use of Office 365, one of the world's most popular software suites, to help students collaborate locally and globally. In addition to online hosted email and calendar, Office 365 also includes online storage with OneDrive (up to 4 TB), Teams for instant messaging and web conferencing, Planner for projects/tasks management, and more. Each student has a personal @ui.ma email account with a 100 GB

storage quota. All data on this account is confidential and is backed up periodically. Mobile devices can be used to access MS Outlook (emails) and other Office 365 apps (OneDrive, Teams, Planner, Sharepoint, OneNote, Sway, Yammer, Stream, ...etc).

Academic ERP System

ITS provides an academic ERP (Entreprise Ressource Planning) system, named Jenzabar, for the management of students' academic and campus related affairs, accessible through <https://my.aui.ma>

The main services offered by Jenzabar portal are the following:

- Enroll in classes,
- Manage current courses,
- View the courses' content and materials provided by professors,
- Submit assignments,
- View/reserve rooms,
- View account information,
- View semester and general grade reports and more

Internet Access

ITS provides a connection link of 2 Gbps. All dormitory rooms, classes, labs, library, and offices are equipped with Wired and Wi-Fi connection. Wi-Fi is also available at all University indoor and outdoor areas making Internet access ubiquitous all over the University campus.

Phone Services

All University buildings, facilities, and all dormitory rooms are equipped with phone sets connected to the University's internal phone network. Every phone line corresponds to 4 digits number and can communicate internally, free of charge, with any other phone line in the network. All phone lines can accept external incoming calls.

Printing Services

ITS provides a printing service based on the Pay4Print System. Each student has a printing account that can be fed at the Business Office with the amount he/she needs. Printers compatible with this service are placed in the following locations (which are subject to change):

Black/White Printers:

- Lab 7, Lab 8B, & Lab 11
- Library, Hall of Building 5, & Hall of Building 11
- Building 4, Building 6, Building 8, & Building 10

Color Printers:

- Lab 7, Lab 11, & Library
- Building 4 & Building 8

Copy Center

The Copy Center, in Building 9, is a copying and printing service. As a customer-friendly service provider, the Copy Center fulfills diverse needs (covers, spiral binding and binding bar) for students, faculty, and departmental staff, with a cost and time-efficient facility.

Software Library

The ITS Software Library provides AUI community with a simple way to download licensed software. All software programs/tools are available under the 'Downloads' section of the Service Desk Management System accessible at <https://sd.aui.ma>.

Student Part-Time Job Opportunities

ITS offers students the possibility of having part-time jobs in IT. They are mainly employed as Service Desk officers providing first level support. All accepted part-timers benefit from training sessions on basic networking concepts and first level ITS support techniques.

Contact us:

Building 9

Service Desk: servicedesk@aui.ma Ext: 666 or 0661515125

Submitting service tickets: <https://sd.aui.ma>

For more information: www.aui.ma/its

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 in the Academic Calendar. Students may register for classes on the regularly scheduled registration dates through the end of the Add/Drop period (4th class day in regular semesters and 2nd class day in summer sessions). Students must confirm registration during the online period before registration closes. If a student fails to confirm registration according to the schedule, a 1,500 MAD late registration fee will be charged for late registration. Students must be officially enrolled at AUI during the semester in which they graduate. Students enrolling late in a course should not expect special make-up assistance from the instructor.

Late Registration

For the purpose of 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. Preregistration 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. The student must commit to registering for only the agreed upon courses.

2- Pre-Registration - students reserve their classes online during their designated time (based on the number of semester credit hours earned).

3- Add/Drop - students revise their schedule online as needed over an extended period of time.

Note: Students with an academic hold will not be eligible to pre-register or add/drop courses online. They must go to Enrollment Services to complete these tasks.

Student academic information, including course schedules and grades, are posted online using the university's information system, EX Jenzabar. EX Jenzabar allows students to register for classes online each semester/session. 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. Further the portal not only provides students with information concerning academics (schedule, transcript, attendance, etc.), but it also provides financial information (invoices) for students' convenience.

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

Contact us:

Admissions & Outreach: admissions@ui.ma Ext: 2086, 2075, 2078, or 3667

Financial Aid: finaid@ui.ma Ext: 2173 or 2172

Registration: registration@ui.ma Ext: 2174, 2175, 2327, 2168, 2074, or 2352

Financial Information

Applicable as of fall 2020, fees are reviewed each academic year and are subject to change.

Fees and Expenses

All tuition and fees are due and payable before the beginning of each term using the following methods:

- 1- **Online credit card** (solution that updates your statement of charges automatically)
- 2- **AUI Personalized sub bank account** defined with your IDs, already communicated to you (update within 24h for bank deposit and 48h+ for wires)
- 3- **ONLINE bank transfers: FATOURATI.** (Via Chaabine/Attijari net/ Credit Agricole online/CIH online/BMCE/Barid Bank Mobile). FATOURATI steps are posted on <https://my.aui.ma/ICS/> under Business Office Forms section (updates your statement of charges automatically).

Special arrangements for payments in two installments may be made upon request. The cost for establishing a Deferred Payment Agreement is 250 MAD, if a student is qualified for AUI sponsored Financial Aid or 500 MAD otherwise.

Late or Failed Payments

Failure to make the full payment of a debit balance by the due date (after the add/drop period) will automatically fall under the “Deferred Payment Agreement” category, and will result in a late payment fee equal to 2% of the remaining amount due for each late business week (Monday through Friday). For example, a payment that is 15 to 21 days late will result in a late payment fee equal to 6% of the required amount, up to a maximum of 3000 MAD per installment.

Failure to make the second payment on time, including payment of any late fees, will result in the student being administratively withdrawn from the University. The University will take all legal action against the responsible party to collect unpaid amounts in accordance with the Deferred Payment Agreement. In addition, if installment dates are not respected, the student will not be allowed to pay in installments in the future, and a financial hold will be applied, blocking preregistration for the following semester. Furthermore, no document will be provided, be it a certificate, an attestation, a transcript, or any other document.

The student is the sole party responsible vis-à-vis the University with regard to payment matters. Payments can be made by wire transfers, cash deposit in banks, online credit card payments, or certified bank checks. They are subject to changes each academic year at the discretion of the Board of Trustees.

Registration Fees: 5,100 MAD

All registered students must pay registration fees regardless of status. Students who defend their theses, capstones, or internships before the end of a semester receive a prorated reimbursement of their registration fees. Registration fees cover such fixed costs as Student Health Services, student activities, athletics, swimming pool access, restaurant access and IT services.

Tuition

Semester tuition is calculated on the basis of total credits taken, except for students enrolled in the Language Center, they are charged a flat amount.

Undergraduate Tuition¹ (as of Fall 2020)

Moroccan students	2205 MAD per credit
International students ²	3360 MAD per credit
Internship for Moroccan students ⁵	1350 MAD per credit
Internship for International students ⁵	1900 MAD per credit

Graduate Tuition²

Moroccan students	2780 MAD per credit
International students ³	4200 MAD per credit
Internship for Moroccan students ⁵	1995 MAD per credit
Internship for International students ⁵	2800 MAD per credit

Language Center Tuition

(Flat fee per semester)

Visiting students ⁴	50400 MAD per semester
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Moroccan students

33075 MAD per semester

¹NOTE: Undergraduate students allowed to register for graduate courses to satisfy undergraduate degree requirements are charged undergraduate tuition. Undergraduate students wishing to register for extra graduate courses are charged graduate tuition for each graduate course.

²NOTE: Graduate students enrolled in Foundation Courses are charged graduate tuition for these courses.

³NOTE: International applicants qualify for Moroccan tuition if 1) one parent is Moroccan, or 2) both parents are non-Moroccan but have lived in Morocco and paid income tax (IGR) here for more than five years.

⁴NOTE: Except for Language Center tuition and testing charges, visiting students pay the same fees as AUI students.

⁵NOTE: Students doing an internship as the last degree requirement and who will graduate immediately following the internship should register and pay the common fees. Students doing an internship who will not graduate immediately following the internship should not register or pay common fees. Instead, the internship will be charged and registered to the subsequent semester (fall).

Combined Programs Tuition (BA/MA)

Students enrolled in combined programs pay undergraduate tuition for undergraduate courses and graduate tuition for graduate courses.

Summer Session Fees

Undergraduate and graduate students enrolled in summer session courses pay tuition according to registered credit hours. Other fees are fifty percent (50%) of the regular charges for a full semester.

Students enrolled in the Language Center during the summer session should pay the equivalent of three credits for each LC course. Students enrolled in FAS courses during the summer pay the equivalent of two credits for each FAS course.

Student Identification Cards (Cash Wallet)

Student Identification Cards (ID) are provided to enrolled students by the

Business Office following the payment of all tuition. Replacement cards are available from the Business Office for a fee of 100 MAD. Students are responsible for providing their own photographs. In case of loss of the ID card (cash wallet), the student must notify the Business Office immediately in order to block the old card and issue a new one. Students are advised not to bring their cash wallet cards into close contact with a computer, laptop, TV set, printer, heater, or water.

Cash Wallet refers to money applied to a student's account and available for use on campus only (Restaurant & AUI store). Students make deposits to their cash wallet on an as-needed basis. At the end of the semester, the balance related to cash wallet is shown in the account of the following semester. The final refund of the balance can only be done at the end of schooling after the graduation ceremony, at the conclusion of the final clearance procedures. The management of personal money for off-campus needs is the responsibility of the students themselves. The post office on campus offers students the possibility of opening savings accounts that provide them with flexibility in managing their money.

Additional money can be loaded through one of these means:

- Online Transactions at: https://my.aui.ma/ICS/Students/My_Cash_Wallet_Transactions.jnz
- Cash
- Credit Card at the cash desk (Business Office)

Health Insurance

Health Insurance is mandatory for full-time students and all students living in University housing. Details concerning the University's contracted insurance company and the coverage offered are available at the Student Health Center.

Student health insurance premiums amount to 1,320 MAD for a full year's coverage, beginning in January and ending in December. This amount is payable in three installments and at the beginning of each semester or session:

- Spring semester: **550 MAD**
- Summer session: **220 MAD**
- Fall semester: **550 MAD**

The insurance company representatives are available on campus during the registration period.

Housing Fees

Double occupancy A6/44	5,100 MAD per semester
Double occupancy - Standard	5,880 MAD per semester
Double occupancy - Large	A4 5,500 MAD per semester
Double occupancy - Large	A6 5,250 MAD per semester
Single occupancy (when available)	12,800 MAD per semester
Single occupancy A4 (when available)	11,600 MAD per semester
Triple occupancy (when available)	3,570 MAD per semester
Studio single (when available)	19,750 MAD per semester
Studio double (when available)	10,500 MAD per semester
Studio triple (when available)	7,560 MAD per semester
DT Studio - Double	7,000 MAD per semester
DT Studio - Single	14,000 MAD per semester

Room rates for students living in residence halls are given below. The room fees are due each semester. Rates include all utilities. Studios and single rooms are available on a very limited basis under special conditions. Summer session housing fees are half of those of a full semester.

Other Fees

Estimated book charges (Fall/ Spring)	3,000 MAD
Estimated book charges (Summer)	1,500 MAD
Graduation (in last semester)	1,550 MAD
Preregistration deposit (Fall/Spring)	2,000 MAD
Preregistration deposit (Summer)	1,000 MAD
Late registration for newly admitted students	1,500 MAD + late fees
Late registration for continuing students	1,500 MAD + late fees
CIP requirement Late registration	1,900 MAD

AUI Deposit for newly admitted students	3,000 MAD
Testing charges for newly admitted students	1,000 MAD
AUI ID Card	200 MAD
Orientation Fee for newly admitted students "First Year Experience"	2,500 MAD
Print Fee	100 MAD
Orientation Fee for newly admitted students GR	160 MAD
Residency Services fee for exchange students	160 MAD
Double Room Deposit fee for exchange students	1,000 MAD
Unpaid Payment Penalty (wire not received)	1,000 MAD + late fees
Cash wallet for newly admitted students	8,500 MAD

NOTE: The deposit is deducted from the student's account in case the student preregisters but does not complete the registration for that semester or session.

Late Fees

Two percent (2%) of the amount due will be added for each week that the required payment is late until the maximum charge is reached. The maximum charge will not exceed 3000 MAD per installment.

NOTE: Additional fees may be charged for some outdoor, physical education activities, required field trips, and for special tests.

Required Deposits

Newly-admitted students pay online a non-refundable deposit of 5,000 MAD before the published deadline. They also attend a mandatory preregistration program wherein original documents are submitted (high school diploma for bachelor's degree and bachelor's diploma or equivalent for master's degree) with an additional payment of 30,280 MAD, of which a further 5,000 MAD is non-refundable. The confirmation deposit is nonrefundable unless the University denies the student's enrollment

for reasons such as insufficient TOEFL results. Deferred enrollment can be granted for up to two semesters, after which the candidate must re-apply for admission.

All new students pay a sum of 3,000 MAD at the beginning of their first semester as deposit for any possible damage caused during their stay at AUI. This amount is refundable once they graduate or withdraw from the university.

Refunds

Students defending their thesis or capstones during the semester are allowed reimbursement of common fees on a prorated basis up to the day of their defense.

A student who withdraws from the University in accordance with official procedures is eligible for a refund of tuition fees after submitting an authenticated request showing his/her bank account information.

The final refund of the balance can only be done at the end of schooling after the graduation ceremony, at the conclusion of the final clearance procedures.

Tuition refunds

Tuition refunds are calculated according to the following schedule:

Refund Table for Fall/Spring Semester

Prior to the first class day - for new students	100% (deduction of non-refundable 10,000 MAD (following preregistration))
Prior to the first class day – for continuing students	100%
During the first five days of class	80%
After the fifth day of class	70%
After the tenth day of class	50%
After the fifteenth day of class	25%
After the twentieth day of class	None

Refund Table for Summer Session

Prior to the first class day	100%
During the first five class days	75%
After the fifth day of class	50%
After the tenth day of class	None

Refunds for Room

Refunds will be prorated based on the time remaining.

Refunds for Fees and Books

No refund is made for these charges unless, in the case of books, it can be demonstrated that the University incurred no expense.

Medical Reimbursement

Medical reimbursements are processed through wire transfers or credited to the student account (statements of charges) and no cash requests are authorized afterwards.

Part Time Job /Student Employment

No payment is made for any work or jobs done by students as part of their financial aid. The amount is instead credited to the student's account with the university to defray fees and tuition costs.

Student employment wages for tutoring or other jobs not covered by financial aid are paid by wire transfer directly to the student or parents' bank account, provided that the student is financially cleared.

Withdrawal:

Students wishing to withdraw from the University initiate the withdrawal process in the Registrar's Office. The process is complete only when the form, bearing all required signatures (library, housing and business office) is returned to the Registrar's Office. Students who officially or unofficially withdraw from the University while owing money to AUJ will receive neither their academic transcripts nor their official documents until the debt has been settled in full.

Final Clearance:

This is the last step that comes after the graduation. The clearance form is provided by the housing department. Only students with a cleared situation with the library, the housing department and the office of business services can get their diplomas. Students must send a recent photo to prepare their alumni cards.

Besides, students have to provide the OBS with their bank account certificate (RIB) or one's of their parents in order to transfer the refund.

Note: - the refund is not being sent if the student did not get his/her diploma. - Students can follow-up their refund processing on the portal.

Center for Learning Technologies (CLT)

The Center for Learning Technologies' mission is to provide support to educators and students in their pursuit for excellence and innovation in the teaching and learning processes through a meaningful and effective use of new technologies.

Goals:

- Support faculty and instructors in their use of new technologies and maximize their potential for teaching and learning,
- Disseminate best practices in teaching and learning,
- Promote effective use of innovative instructional technologies to enhance teaching and learning,
- Support course development and production,
- Research, evaluation, demonstration, and integration of appropriate learning tools and techniques through consultation on teaching,
- Promote distance learning (e-learning, MOOCs, mobile learning, etc.).

Contact us:

Building 4, Floor 3

Center for Learning Technologies: clt@aui.ma Ext: 2878, 3298, or 3146

For more information: <http://clt.aui.ma/> Fax: +212535863200

Address: Center for Learning Technologies, Al Akhawayn University in Ifrane, PO BOX: 1497, Avenue Hassan II, Ifrane 53000, Morocco

Center for Learning Excellence (CLE)

The Center for Learning Excellence (CLE) provides AUI students with both tutoring and mentoring services in order to ensure a holistically fulfilling learning experience. The CLE adopts a peer-to-peer methodology to transform learning from a vertical process to a horizontal one. This not only makes learning more approachable and less intimidating but also empowers students to structure their education in a way that works for them. On top of being equipped with a steady academic foundation, our tutors and mentors are internationally trained and certified so that they can meet the needs of their peers. While our mentors provide new students with advice and guidance, our tutors assist their fellow students by working to find the learning methodology which works for them. To make sure that these services are at the disposal of every student regardless of their schedule, our online platform allows students to book either tutoring or mentoring sessions at the times that suit them best. The CLE has received the College Reading and Learning Association's (CRLA) certification for both its tutoring and mentoring training programs ensuring international standards in CLE higher education assistance.

Contact us:

Building 7 - Room 101

Center for Learning Excellence Coordinator: Ext: 2185

Center for Learning Excellence Junior Coordinator: Ext: 2484

Email: CLE@ui.ma

Booking sessions: <https://kudos.aui.ma/>

*Sessions are scheduled 24 hours before your desired time. Your appointment is not set until you receive confirmation from the CLE Tutor.

Tutoring Services:

Private tutoring is offered in the Center for Learning Excellence by request

through Kudos. Students can request private tutoring to clarify course concepts, discuss book chapters, or prepare for quizzes and exams. Private tutoring is free of charge. The students are encouraged to make use of this service to try to improve their grades and get a better grasp of the course material. However, these private tutoring sessions are not meant to solve class assignments, homework, or projects; the CLE provides the tools for students to use throughout and beyond their education at AUI.

Group tutoring sessions consist of practice and problem-solving with the assistance of a tutor. Group tutoring sessions can be organized by the professor of a specific class in order to further support their students. Practice exercises will be suggested by the faculty teaching the course. Students may suggest an exercise they would like to work on, but it has to be approved by the tutor first.

Mentoring Services:

The Center for Learning Excellence is the first to introduce full peer-to-peer mentoring services at Al Akhawayn University. Each student is assigned a mentor during their first semester. The students meet with their mentors throughout the semester, to share their concerns, seek advice, and to learn several mechanisms in order to adjust to AUI. The mentors are responsible for providing accurate information to the students or orient them towards the appropriate person or entity to help them succeed physically and emotionally in their education. The experience our students have gained by being at Al Akhawayn University is priceless; hence, we want them to share as much as possible with their schoolmates through the mentoring services.

Inclusion:

In order to promote equality among its community members through inclusive practices school-wide and to eliminate any discrimination, Al Akhawayn University in Ifrane, through the Center for Learning Excellence (CLE), welcomes students with cognitive or behavioural disabilities and offers flexible support services tailored to their particular needs.

To seek assistance, the Inclusion Team strongly recommends students contact them and inform them about their disability and support needs. Students need to fill out a confidential form through the online platform Kudos.aui.ma. to inform the Inclusion Team of their Specific Learning Difference (SLDs) such as:

Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Hyperactivity Disorder (ADHD) or other learning disabilities.

Filling out the form will allow the team to acquire information about the student's support needs and give them background information before contacting the student for an appointment. Any provided information is kept strictly confidential and solely used to support student learning.

Tutoring Services for Freshmen Students on Academic Probation:

In order to increase student success, take responsibility for one's learning, and ensure complete understanding concerning tutoring services, students on "at risk" list sign an agreement with the CLE to ensure their involvement. We offer a wide selection of courses tutoring in addition to individual attention and assistance. We empower students to become independent learners by helping them develop study skills. The CLE also provides a supportive environment where students can become more self-confident about their own capabilities.

Academic Probation Fees:

A student under academic probation will be charged a 2,500 MAD student support services fee each semester, until she or he attains the Good Standing (GS) status. Once the student under probation achieves the GS status, she or he will no longer be charged the 2,500 MAD. If, however, the student loses the GS status after they are cleared, the 2,500 MAD will be reinstated and other academic probationary measures may be taken.

Writing Center

The Writing Center is a part of the Center for Learning Excellence in AUI; its primary goal is to enhance students' academic writing skills and help them become better writers. To provide AUI students with the best services, the Writing Center invites experts to train the tutors. The center provides certified educators who follow the Socratic method and are dedicated to assisting their peers. Students are encouraged to use the services provided by the Writing Center to sharpen their writing skills regardless of their levels or academic disciplines.

By way of creating a comfortable atmosphere and selecting a dedicated team, the center reassures tutees that they are not alone in their educational growth. Through peer tutoring, tutors and tutees can hone

their skills and strengthen their confidence as writers, and thus, work to realize their full academic and creative potential together.

Contact us:

Building 7 - Room 1115

Writing Center Coordinator: Ext: 2185

Writing Center Junior Coordinator: Ext: 2373 Email: Wcenter@aui.ma /
CLE@aui.ma

Booking sessions: <https://kudos.aui.ma/>

*Sessions are scheduled 24 hours before your desired time. Your appointment is not set until you receive confirmation from the Writing Center Tutor.

The First-Year Experience Program

The First-Year Experience Program (FYE) at AUI is developed by the Division of Student Affairs to help students make a successful transition to college life and learning while engaging in the mission of the university. The FYE consists of selected readings of relevant literature during the summer, a series of courses and academic experiences, residential experiences, and a series of events and programs throughout the first year. FYE starts with a mandatory comprehensive orientation, which primary objective is to introduce incoming students to the AUI community through educational and recreational programs.

Contact us:

Building 7, Office 114

First-Year Experience Coordinator: a.khallaayoun@aui.ma Ext: 2196

First-Year Experience Manager: o.bougamza@aui.ma Ext: 2444

Academic Advising for Freshmen

Upon joining Al Akhawayn University, each entering freshman student is assigned a faculty adviser from their respective school. The main objective

of academic advising is to ensure that students take the right courses in the appropriate sequence. The role of the advisor is to discuss with the student advisee the major, study plan, and concerns regarding courses and workload. The advisor answers questions, guides, and provides help when needed.

Faculty Office Hours

Faculty members are available during a pre-determined time during the week to meet with students, answer their questions and concerns. Their office hours are posted on the office door, included in the syllabus, or on the faculty's personal web page.

University Honors Program

What is the University Honors Program?

The University Honors Program at Al Akhawayn University is an academic unit under the Academic Affairs Office. Designed for students who want to satisfy their intellectual curiosity, the program attracts highly ethical, academically qualified, and self-motivated students seeking an enriched undergraduate education. The program offers an innovative, interdisciplinary arts and sciences curriculum taught by faculty open to engage with students' learning on a deeper level. Without delaying progress toward a degree, the University Honors Program provides students an opportunity to participate in a community of committed scholars and fosters intellectual friendship among students and their professors.

Who can apply?

- Students who have completed at least 30 SCH of regular course work.
- Students who have at least three semesters remaining before graduation.
- Students who have at least a 3.4 cumulative GPA.

How to apply?

Applicant submits the following documentation in hard copy to the office of the UHP Coordinator, who can be reached at uhp@aui.ma:

(a) UHP application form; (b) unofficial AUI transcript; (c) professional résumé (in English); (d) a 250-300 word statement of intention describing the student's academic interests, how the student envisions her/his involvement in the program, and how the honors experience would contribute to the successful pursuit of the student's goals at AUI and afterwards. (e) a 500-750 word essay (consult the UHP Handbook for detailed instructions).

Applicant sits for a group interview with two or three other applicants in the presence of the UHP Coordinator (or a UHP Committee member) and a representative of the Student Governing Body.

What do the UHP students do?

In order to qualify for a UHP certificate, students must complete a minimum of 18 SCH earned from the following categories: (a) 6 SCH (two courses) in designated honors sections of regular courses; (b) 6 SCH (two courses) in designated interdisciplinary honors seminars; (c) 3 SCH in internship with honors component; (d) 3/4 SCH in capstone project with honors component (students in SSE will earn 4 credits because the capstone project includes a laboratory component).

What are the UHP benefits?

Students in the University Honors Program receive a more intensive and innovative education without spending additional time to degree completion. Students who successfully complete all the requirements of the UHP receive special certificates noting this accomplishment and are publicly recognized at AUI's commencement ceremony. UHP students are given priority registration for courses. They are welcome to meet distinguished visitors to AUI, check out more books from the AUI library and use honors learning space. Finally, UHP students benefit from travel opportunities in Morocco and abroad, extracurricular events and lectures, and receive help with publishing opportunities for undergraduate research magazines. Graduation from the UHP, with its broad interdisciplinary arts and sciences curriculum, gives students a distinct advantage when applying for national awards and scholarships as well as graduate or professional schools.

Contact us:

University Honors Program Coordinator: uhp@aii.ma

Web page: <http://www.aui.ma/en/academics/programs/honors-program.html>

The Leadership Development Institute (LDI)

The LDI is where students learn to be leaders. The LDI is unique in Morocco being the first such program in the country, and providing real leadership training through skill based workshops, experienced speakers, personal mentoring, and hands-on service projects. The Leadership Development Institute integrates transformational, servant, social change and other models of leadership with best practices in student development and an active learning process of social engagement with a global perspective. We work primarily in Morocco and the MENA region to change the way leadership is viewed and done.

Students who finish the program earn a certificate of completion, a co-curricular transcript, and the opportunity to continue in the LDI's second year with a scholarship.

Some of the University's Community Involvement Program (CIP) hours can be met by completing the LDI program.

Our program is now also available for academic credit as part of AUI's Leadership Minor.

The LDI seeks to develop students with the skills and values needed to lead highly effective business, government and social development programs both in Morocco and internationally.

The foundation of our first year program is our skill building workshops through which students develop:

- Ethical leadership,
- Effective interpersonal skills,
- Effective public communication,
- Event planning,

- Running a meeting,
- Conflict management,
- Social responsibility,
- Leading change,
- Creative problem solving,
- Taking initiative and risk.

In order to encourage students to practice these skills and to promote effective leadership in Morocco, students collaborate with local associations in providing a needed and sustainable service. Through this service, LDlers come to see how they can make a real difference in peoples' lives. Participants gain the confidence needed to work with people from all levels of society. And they encounter the complex challenges of leadership in ways that cannot be provided in an academic class.

Contact us:

Building 14

For more information: ldi@aui.ma www.ldiifrane.org

Facebook: <https://www.facebook.com/leadershipdevelopmentinstitute>

YouTube: <https://www.youtube.com/channel/UCzrjCd2UAYU5K0eqLYPMm3g>

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 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 are required to submit a report or the final paper to the VPSA and make a presentation about 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.

Career Services & Alumni Affairs

The mission of the office is to encourage and enable all AI Akhawayn students and alumni to make fulfilling career choices, implement well-informed decisions about their careers and to promote AUI profile among recruiters. Also, the office acts as the bridge between the university and its alumni.

In order to fulfil its mission, the office provides the following services:

- One to one Career Counseling Sessions for students and alumni,
- CV Review for students and alumni,

- Mock interviews for students and alumni,
- Job/Internship openings for students and alumni,
- Opening dissemination & profile selection for companies and organizations,
- Presentation organization for companies on campus,
- Intermediary of alumni to the university for all matters,
- Collect and share statistics about alumni via surveys,
- Collect and share Alumni news and achievements;
- Collaborate with the university Alumni Association.

Contact us:

Building 2

For more information: Career@aui.ma Ext: 2033

International Academic Opportunities

AUI is by design and mission a highly internationalized university. The University's academic programs foster an international perspective and international understanding and encourages students to study abroad for at least semester as part of their education.

To that end, the Office of International Programs (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.

The OIP is the liaison for the academic partnerships of the university managing the University's educational cooperation and collaboration agreements with selected academic institutions around the world that are developed in cooperation with Academic Affairs and the President.

For students there are a wide range of study abroad program options. The exchange program is the most popular and is designed primarily for undergraduate students to literally exchange places with students from other institutions with which the university has an agreement. The

exchange program is generally for one semester although there are exceptions.

For all study abroad programs, including planned educational leave, the credits which the student obtains at the host university can be transferred to AUI provided the student enrolls in those courses for which approval had been given prior to departure.

Different programs have different criteria and students are encouraged to read the announcements, and plan for their studies abroad by working with the study abroad advisors of the OIP.

For graduate level students, there is a limited capacity which is determined by each graduate degree program. Information and opportunities about master or doctoral level programs are shared with graduating students.

For further information regarding studying abroad, students and parents are welcome to stop by the Office of International Programs.

Contact us:

Building 10, Office 2

Outbound Study Abroad Advisor: OIPC@ui.ma

Mohammed VI Library

Mohammed VI Library, the premier English language library in Morocco, provides resources and services that contribute to the achievement of the University's goals. It provides first class student and faculty centered services and resources to enhance both the learning experience of students and the teaching and research experience of faculty. The Library provides year-round Information literacy workshops, one-on-one trainings and course guides for students and faculty to further learning and teaching. It engages its stakeholders through Faculty Outreach Initiatives to build collections that serve the community's teaching and research needs.

Mohammed VI Library is a founding member of AMICAL, a consortium of libraries of 28 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 special features include large reading rooms, small group meeting rooms, working and discussion rooms, a ten-unit Active Learning Spaces for student group work, bookable online through <http://libcal.aui.ma/spaces?lid=3193&gid=5409>, a Zero Decibel study room for quiet study, a separate study room for graduate students and a Multimedia Learning Center, in addition to copying, printing, and scanning facilities. Research & Learning Services include Reference, Reserve, and Circulation. A newly redesigned, ergonomic, and user-centered library website details all the services offered by the Library and provides access to its online catalog, journals, and databases: <http://www.aui.ma/library/>

Mohammed VI library currently provides access to over 340,000 volumes, including 102,122 print volumes, and 2315 A/V materials. The library also provides access to a wide variety of electronic resources including over 236,300 eBooks, comprising 5,500 Arabic eBooks, 38 databases, 28,400 e-journals, 985 e-references, and 293 course guides. These resources are easily searched through OneSearch and are accessible from anywhere through the library web page: <http://www.aui.ma/library/>

The physical resources are accessible onsite daily, except holidays, for up to 16 hours, or longer prior to exam time. Open book stacks encourage browsing, with long-term borrowing arrangements for faculty and graduate students. Mohammed VI Library is also open by request to outside national and international researchers who wish to access its facilities and use its resources. To request permission to access and use library resources, please go to: <http://www.aui.ma/library/library-service/library-services-for-external-users>.

Mohammed VI Library has championed the transition from print to digital textbooks that provides a challenging learning environment to students, and now manages the University Bookstore 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, Mohammed VI Library aims to become the center for both physical and electronic University archives through a newly established University Archives unit. The mission of this unit is to preserve valuable AUI digital and analog data and documents and make them available and accessible.

Mohammed VI Library also promotes scholarly communication through its Digital Commons platform, AUI Authors Series, and Al Akhawayn University Press.

Mohammed VI Library Opening Hours:

- Monday to Thursday: 8:00am to 12:00am
- Friday: 8:00am to 6:00pm
- Saturday: 12:00pm to 6:00pm
- Sunday: 2:00pm to 12:00am

Hours are extended to 2:00am during midterm exam periods, and to 24/7 during finals.

Contact us:

For more information: <http://www.aui.ma/library>





Student Life

Student Life consists of several programs and services including dining, activities, health care, counseling, career development, and ample 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 goals, values and objectives of the University. 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 is responsible for writing and editing articles for publications for the interest of the whole community.

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 Athletic 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 life guards. The swimming pool also hosts 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 league teams preseason training.

Soccer Field Annex: An outdoor soccer field annex located close the lower parking lot and close to the university main gate. The soccer field annex is mainly used for free practice, soccer intramural competition and AUI rugby team.

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.

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 14 active sports club including: nautical club, extreme sports association, horse riding club, cycling club, Ultimate Frisbee, 8 pool club, tennis club, table tennis, badminton club, swimming club, arabesque club, hip hop club, archery club, and anybody can dance club.

Contact us:

Athletic Department Office: Ext: 3159

Athletic Director: Ext: 2015

Fitness Center: Ext: 3698

Sports Complex Control Desk: Ext: 2022

For more information: [http:// www.aui.ma/en/athletics.html](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 organizational skills through their involvement and contribution to various clubs and students organizations.

Educational Student Organizations

Association for Computing Machinery (ACM)

The club promotes education in computer science (CS) and information technology. It helps its members develop real-world CS skills, introduces them to the world of competitive programming and embedded systems, and to form a tight-knit and collaborative CS community. Members participate in annual national and international contests such as the highly esteemed Microsoft Imagine Cup.

AIESEC

Focused on providing a platform for youth leadership development, AIESEC offers young people the opportunity to participate in international internships, experience leadership and participate in a global learning environment.

AI Akhawayn Traders Floor

The main purpose of the club is to help students who are interested in trading financial markets get introduced to the market and become familiar with basic principles of trading.

Astronomy

This club exists to stimulate interest in astronomy science among students; to nurture an ongoing desire among members of the AUI community to understand the cosmos, and to provide different opportunities for members to participate in the joy and beauty of the astronomy world.

AUI Amnesty International

AUI Amnesty international undertakes different actions to increase awareness in regards to human rights based on the principles of international solidarity, universality and indivisibility of human rights, impartiality and independence, and democracy and mutual respect.

AUI Mechatronics Club

The purpose of the Mechatronics Club at AUI is to introduce the AUI community to the mechatronics field through various workshops that would enable the students to apply their theoretical and technical skills into fun and interesting projects.

Computer Science for Innovation

The Computer Science for Innovation Club helps students approach computer science in a more innovative, creative and inspiring way through the organization of different workshops and science fairs.

Model United Nations

MUN club promotes and teaches principles of the Model United Nations by carrying out trainings especially for high school students around Morocco and organizing various talks and conferences.

Moroccan Politics

This club promotes AUI students' interest for public affairs and assisting in the process of reconciling Moroccan youth with politics.

Speech & Debate Club

The club gives students the chance to improve their public speaking, research, and persuasive skills. Members will get the chance to express and argue their opinions in an organized manner, while in a welcoming environment.

The Green House

The club aims to raise the students' awareness on environmental issues and to promote ecological understanding.

Thoughts & Creativity Club

The purpose of the club is to consolidate the human values through thoughts and artistic creativity.

Cultural Student Organizations

Aytmatn Club

It tries to promote Amazigh culture on campus through organizing activities like special days, debates, conferences, music nights, classes and trips...)

Interfaith Alliance

Interfaith alliance club promotes understanding of world religions, the cooperation between individuals of different faiths and the support and the acceptance of religious diversity.

Islamic Art & Culture

The Islamic Art & Culture Club strives to represent the Islamic cultural and artistic heritage through events like calligraphy days, exhibitions about architecture and music nights.

Japanese Circle

The Japanese Club promotes a better campus understanding of the various aspects of the Japanese culture by organizing different events such as Japanese Day, Sushi selling, and Japanese classes.

Korean Wave

The club seeks to promote Korean culture and language by providing an environment where students with similar interests can interact and learn. The club organizes Korean days encompassing talks, exhibitions, movie nights, and other social events.

Mimouna

The purpose of the club is to promote the Moroccan-Jewish culture through various types of events such as: talks, exhibitions, music nights, conferences, symposiums, fieldtrips, etc.

Turkish Club

The mission of the club is to introduce and promote the Turkish Culture, History and Language to/among AUI community through a wide spectrum of events.

Social and Humanitarian Organizations***AUI UNICEF***

The club aims at overcoming the obstacles that poverty, violence, disease, discrimination, exploitation and abuse of all kinds place in the child's path.

Call for Help

The club aims to improve the living conditions in orphanages and nursing homes; enhance the wellbeing, resilience and potential of orphans; and finally promote awareness among AUI community on the conditions of orphans and seniors in Morocco.

Friends of Migrants

The mission of the club is to empower your Moroccans and spread awareness about migration and migrants in Morocco and globally.

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. Hand in Hand activities range from offering tutoring

classes in the local schools and youth centers to improving access to books and different resources in addition to the organization of different medical campaigns and solidarity actions.

Rotaract

Rotaract club fosters leadership and responsible citizenship, encourages high ethical standards in business, and community worldwide. The club conducts different social events and actions such as awareness days, blood drives, circumcision days, and different donations for the benefit of the surrounding community.

Recreational Student Organizations

Cooking Club

Cooking Club's mission is to help students learn about origins, history, and the culture of different cuisine. Through various practical and theoretical classes, the club aims to bring students to a deeper understanding about the foods they eat, to elevate the culinary proficiency level of our members, to create a culmination of recipes from around the world and to have fun.

Drama Club

Drama club provides a platform to AUI students to express themselves theatrically, pushing their individual boundaries, help them gain an appreciation of the arts, and to increase their self-confidence, self-esteem and creativity.

Explorers Club

Explorers club brings together people with an interest in travelling and exploring new and exciting places through hikes, and trips where students acquire new skills and discover new sites.

Gaming & E-sport

The club was created to serve as a platform where students can meet their fellow gamers and have fun doing together activities that they have been doing before individually. The club is also dedicated to promoting e-sports, which are a flourishing discipline mirroring sports, but replacing them with multiple competitive video games.

Guitar Club

Guitar Club is a vibrant community of guitar lovers whose mission is to develop and promote the understanding of Music as it relates to the guitar. The club is open to guitarists of all styles and playing abilities.

Rhythm Unity

Rhythm Unity is a club where students forming different bands have the chance to experience a musical journey throughout jamming and performing in different events.

Voices United Choir

The University choir (VUC) carries multicultural voices on journeys through global music genres: gospel, classical, modern, and oriental. VUC participates in the university talent show in addition to national and international music events.

Contact us:

Student Activities Office: SAO@au.ma Ext: 2767 or 2013

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

Community Involvement Program

The Community Involvement Program (CIP) is a graduation requirement for all AUI undergraduate degree-seeking students. It is a free core curriculum for undergraduate studies and it includes: CIP 1001 Human Development in Morocco, CIP 1002, The Role of Civil Society in Human Development, and CIP 2000 Community Involvement Fieldwork. CIP 1001 and 1002 are prerequisites to the third and final course.

CIP helps students understand themselves, their community, and their role; develop personally, professionally and academically; apply their skills and knowledge to societal problems; build capacity for learning and leadership; CIP aims to create leaders who are change-makers; who realize their own potential and promote capacity building for the people with the people, and who, can instill in others a desire to make their lives and communities the best they can be.

Students start the CIP with two on campus preparation and training seminars, CIP 1001 and 1002. Students may enroll in these two courses

upon earning at least 15 SCH and up to earning 45 SCH. Failure to register for and complete these seminars within the specified time frame may lead to administrative holds.

CIP 2000 involves conducting 60 hours of fieldwork within local, national or international development organizations or public institutions, one post fieldwork experience sharing roundtable, and submission of a reflective report. CIP 2000 and completion of the program must be finished before students earn a total of 90 SCH.

Students who have completed degree credits but have not completed the CIP requirements **MUST** pay a CIP registration fine equivalent to one credit per semester.

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 1001 & 1002:

- Attend (ATT) or Fail to Attend (FA)

For CIP 2000 (Round Table + Report):

- **In Progress (IP):** if a student registers for CIP 2000, 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 2000, attends the round table and validates his/her report.
- **Fail (F):** If a student registers for CIP 2000 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 2000 the following semester.

Important Note:

- Reports are submitted **ONLY** after attending Round Tables.
- Both **MUST** be completed during the same semester.

The Fieldwork – Where and When

The CIP Office has compiled lists of suitable community partners for the majority of Morocco's towns and cities. We now have more than 500 community organizations listed in our database where AUI students have conducted their fieldwork.

Locally, in the Ifrane region: students can spread out their 60 hours of service as a weekly activity throughout a semester at a local site near to the University.

Across Morocco: students can complete the 60 hours as an intensive placement during a mid or between semester break in sites all over Morocco.

Abroad: students can propose to conduct their service internationally with an accredited not for profit organization and upon approval from the CIP Office before the student departs.

The Fieldwork – Terms and Conditions

- Fieldwork 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.
- Exclusive fundraising is not acceptable: 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.
- Exclusive administrative work is not acceptable: 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,
- 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.

N.B : Students can contact organizations to inquire about service opportunities, but should not start their service until approval has been granted from the Community Service Coordinator.

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

Contact us:

Office of Community Involvement: Building 14 (next to Hand in Hand and the Interfaith Space)

Community Involvement Office: cip@aui.ma Ext: 2904, 2976, 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 for 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 the responsibility to make appropriate recommendations with regard to 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 jurisdiction 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 is 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 members of the General Assembly who are not part of the Executive Board. The Student Senate is organized in committees.

ARTICLE 10

All voting operations for the election of the General Assembly and the Executive Board 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 who are on disciplinary and/or academic probation are not eligible for membership in the General Assembly. 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 AUJ 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 weeks 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 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 new 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 in order to expand student activities on the 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

Members of the standing committees are elected by a simple majority vote during the first and second meetings following the election of the General Assembly and the Executive Board. The session of these committees shall be of the same duration of 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 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 meetings of the committee.
- 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 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 in order to address particular 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 members of the AUI General Assembly is open to all students enrolled in AUI (with the exception of 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. Following an interim period of 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 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 need be 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. Following an interim period of 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.



Student Conduct



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, and discipline as well as 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 are expected to maintain decent standards of behavior that are conducive to the smooth functioning of AUI.

Academic Integrity

Studies have shown that attendance is a key factor in academic success. Any absence, regardless of the reason, will prevent the student from getting the full benefit of the course. Therefore, students should be aware of the consequences of poor attendance, recognize the advantages of class attendance and punctuality, and consider it a personal responsibility.

Regular attendance and participation in all class meetings in which a student is registered is expected. Beyond merely attending each class, students are expected to participate actively and not remain passive learners. It is the instructor's responsibility to set and communicate to students the participation requirements for each course. Except for excused absences authorized by the University, the degree to which classroom participation is required, and whether or not work missed by a student during an absence, quiz, or exam may be made up, is at the discretion of the instructor. In addition, specific attendance requirements and absence policies apply in the Intensive and Super Intensive English Programs of the Language Center. Please check with the administration of the Center, and with instructors for details.

Attendance Policy

Attendance is controlled by faculty members. Students are advised to seek their professor's approval beforehand.

Excused Absences

Students may be authorized by the VPSA's office to be absent from class for institutional reasons such as external events and field trips, specified below. However, the instructor may deny the student permission to be absent if the student's academic performance is not judged to be adequate.

Once approved, these absences should not count in the student's absence record. Instructors should be informed before the absence to agree with the student on a suitable time and manner for make-up should it be necessary. A maximum of three of these absences per semester may be authorized.

1- External Events: The student must submit a completed and signed form from the Student Activities Office, the Athletic Department to the VPSA's office, the Office will then inform faculty members of the situation.

2- Examples of these absences include participation in University-sponsored sports, cultural or other events as a University representative.

3- Field Trips: Participation in a field trip as part of a class requirement or as authorized by a Dean: The Dean's assistant of the school offering or authorizing the trip should sign the absence request form.

4- Death in the Family: In the event of death in the family, students are allowed three days to mourn the death of a member of their immediate family such as spouse, father, mother, brother, sister, son or daughter. For a grandparent, the period is two days. As for other relatives such as an uncle, aunt, cousin or other close family member, the student is allowed one day only. However, consideration is given to those students who must travel long distances. All students must provide justification such as a copy of the death certificate to the Office of the Vice President for Student Affairs who in turn informs the concerned faculty members.

5- Illness: In case of protracted illness or emergency hospitalization, students must fax supporting documents to the VPSA's Office within 48 hours. If necessary, the Office will then inform faculty members of the situation.

As for short illnesses, students must produce a medical certificate from

the AUI Health Center to be validated at the VPSA's office. The student can then present the certificate to the concerned professor for consideration and approval.

N.B. Outdated certificates shall not be accepted by the health center. All absences are recorded by faculty until the student returns. Students must submit all medical documents to the University Health Center for validation. Please note that extended illness may invalidate the semester. No other excuse or justification will be accepted. Students should be prepared in case they have to be absent for personal or family reasons.

*Please note that Visa appointments, Driver's License exams, or any other similar events shall be deducted from the authorized number of absences allowed during the semester/session.

Ceilings or Maximum Number of Absences before a WF is assigned

When a student exceeds the ceiling given below, the instructor may sign an administrative withdrawal form for the following classes:

- 1- Classes that meet twice a week, the ceiling is set at 5 absences per semester.
- 2- Classes that meet three times a week, the maximum number is 7 per semester.
- 3- Classes that meet five times a week, the absence ceiling is 7 per semester.
- 4- For summer classes, the ceiling is set at 5 absences for the session.

1. Pre-authorized absences

Notification of planned absences using the Absence Request Form available at the Student Activities Office must be delivered to the instructor for approval. Once he/she signs and dates the form, the instructor will then inform the student of the deadline for completion of any missed assignment or examination where applicable. Make-up examinations, if necessary and acceptable to the instructor, shall be at a time and place mutually agreed upon by the instructor and student.

- 1- Faculty members are responsible for recording absences in the system.

- 2- During the Add and Drop period, no absence is accepted in a course; add and drop should be done outside class time.
- 3- In case of a late registration, students assume full responsibility for their absences as recorded from the first day of classes.

Attendance Follow-up:

The Office of the VPSA receives a weekly report giving number of excused, unexcused attendance, and tardiness:

- 1- At 7 unexcused absences, a letter of warning is sent to the student asking his/her to come to the VPSA's Office to explain the absences and to sign a warning contract;
- 2- In the following weekly reports, students who have been given a warning will be monitored for progress;
- 3- At 10 absences an email will be sent to the student in addition to calling to inform their parents.

This follow up is applied closely on all undergraduate students with less than 30 credits.

Administrative Withdrawal

When a student has exceeded the maximum number of absences according to the mentioned ceiling (except as stated for field trips and external events); the instructor has the right to drop a student from a course with a "WF" grade.

Special hardship cases such as death in the family or illness may be referred to the VPSA or to the School Dean/Directors for consideration. The Administrative Withdrawal Form must reach the Registrar's Office at least five days before the start of final exams.

Academic Honesty

It is the aim of the AUI faculty to foster a spirit of honesty and a high standard of 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 serious 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. Complete honesty is required of students in the presentation of any and all phases of course work as their own. This applies to all quizzes, as well as to all 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 responsibility of the student 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 Vice President for 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 VPSA'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

It is the expectation of the university that students will conduct themselves in a civil manner. Disrespecting a member of the university is not tolerated and is severely sanctioned with up to one year suspension or in some cases expulsion may be warranted.

Frivolous Accusations and False Testimony

Frivolous accusations and false testimony can lead to very serious 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 posed by the use of such equipment in hall residences.

Smoking

Smoking cigarettes in buildings is absolutely prohibited. For safety reasons, smoke detectors have been installed in all rooms. Smoking is prohibited in covered areas and within 5 meters from 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 strictly 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 strictly prohibited to possess, manufacture, use, sell, or distribute illegal drugs or alcoholic substances or any prescription drugs on university grounds. Same applies to persons 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, sebsis, 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 Offences and Sexual Harassment

Al Akhawayn University does not tolerate sexual harassment or offence, and most cases are also punishable under Moroccan law. Penalties for sexual offences or sexual harassment assessed by the University extend up to expulsion from the University, and those who harass or commit sexual

offences may be sued by victims through the Moroccan justice system.

Sexual coercion is any act of using physical, verbal, and emotional pressure, alcohol or drugs, or force to have sexual contact with someone against her/his will.

Consent is defined as freely expressed willingness to participate in mutually agreed upon sexual activity and may be withdrawn at any time. Consent is not present when physical force, threats, intimidation, and or coercion are used. Consent is the agreement by choice.

Silence does not constitute consent.

Rape is defined as 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 is an attempt to commit rape in which the perpetrator makes a substantial but unsuccessful effort to rape the victim.

Sexual Harassment

Sexual harassment is 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, chatting up, and other sexual flirtations and propositions); 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 Offences or Sexual Harassment

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, they may discuss their concern with a member of the No Violence Alliance (NoVA): nova@aui.ma: or telephone 0600663172 (or the on-campus extension 888). All such discussions will be kept full confidence for those of majority age and with complete discretion in all cases. At the request of a complainant, NoVA will work to obtain protection, assistance in getting harassment to stop, medical help, psychological/emotional support, and/or legal information and support in filing official complaints and assuring that formal complaints are investigated and adjudicated promptly.

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 is 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 strictly prohibited. Communicating by telephone, e-mail, voicemail or any other electronic or written communication in a manner 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 strictly prohibited.

Discrimination

Conduct that limits 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 mainly 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 strictly 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 strictly 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 strictly 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

Appropriate clothing is required, particularly in classes and offices. Students are urged to dress decently while on campus. It is advisable to avoid wearing see through clothes, low cut shirts that show cleavage, short shorts, or miniskirts. All students are required to respect the institution and its values.

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 permitted on campus as long as no betting or illegal transactions are made.

Weapons

Use, storage, or possession of dangerous weapons or devices including, but not limited to, 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, writing 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 strictly 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 at all times on University grounds. The existing IDs can be used for this purpose and will be considered as access permits to university grounds.

Campus Curfew

In order 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 provide an explanation 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 Vice President for 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 make arrangements for their own housing outside of campus.

The student can appeal the decision to the President within 48 hours 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 among and 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 taken into consideration when the Disciplinary Committee is assigning a punishment. Students are held responsible, not only for their behavior, but also that of their guests while on campus.

Sanctions may be imposed on the student when his/her guest, who is not a student of the university, violates the university's rules and regulations. Students are strongly advised and encouraged to consult with the SGA with regards to 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 substantially 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 purpose of the guidelines is to 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 it and a rationale can be provided for doing so.

How Sanctions are used

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 such time that 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 affect 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 VPSA office conducts a preliminary review of the complaint by questioning persons thought to have knowledge of the particular 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 VPSA within 48 hours 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 VPSA 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 not unfounded, 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 VPSA 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 of 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 the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary 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, the 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 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 to the completeness of the record and it shall 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 student involved. The record may also be available in the event of an appeal of the decision of the Committee or the institution.

*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 final 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 AUJ 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 possible 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 of time, may be cause for 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 be required to pay for damage or loss caused to either 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 period of 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 of time 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 taken action with regard to 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) are similar to the current offense (i.e., both involve smoking, both involve violence, both involve disorderly conduct, etc.), the sanction will generally be graduated from one level to the next.

*For example, a student who received a written warning for an incident involving smoking indoors, will generally 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. the will stay 100 meters 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- New 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 VPSA or his/her designate and will remain in effect until such time as the accused student shall appear before the VPSA 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, which are officially recognized by the university, shall be prohibited from engaging in, or authorizing its members to engage in, actions which are considered violations of the Student Code of Conduct.

Procedures

- 1- A committee that is composed of SAO officers and members of SGA and designated by the VPSA 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 whether or not the organization

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 VPSA.

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 VPSA 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 Vice President for Student Affairs or his/her designees shall review appeals for the decisions made regarding student organizations using the procedures described above.





Class Schedule

Day	Time	Class	Prof.	Bdg./Rm
Mon.

Tue.

Wed.

Thu.

Fri.

Faculty Office Hours

Course	Prof.	Bdg./Rm	M	T	W	Th	F
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.....
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Class Schedule

Day	Time	Class	Prof.	Bdg./Rm
Mon.

Tue.

Wed.

Thu.

Fri.

Faculty Office Hours

Course	Prof.	Bdg./Rm	M	T	W	Th	F
.....
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24 Monday

General Faculty Convocation

25 Tuesday

26 Wednesday

Notes

27 Thursday

28 Friday

29 Saturday

30 Sunday

31 Monday

1 Tuesday

2 Wednesday

Notes

3 Thursday

4 Friday

5 Saturday

6 Sunday

7 Monday

8 Tuesday

9 Wednesday

14 Monday

New and International Students Registration and Speech of the President

New students Orientation Program

15 Tuesday

New students Orientation Program

16 Wednesday

New students Orientation Program

Notes

17 Thursday

New students Orientation Program

Continuing Student Registration & Fee Payment

18 Friday

New students Orientation Program

Continuing Student Registration & Fee Payment

19 Saturday

20 Sunday

New students Orientation Program

21 Monday

Classes Begin. First day of late registration

First day of Add/Drop (schedule revision)

22 Tuesday

23 Wednesday

Notes

24 Thursday

Last Day to Revise Schedule - courses dropped will not reflect on transcript. Last day of Late Registration.

25 Friday

26 Saturday

27 Sunday

28 Monday

29 Tuesday

30 Wednesday

12 Monday

13 Tuesday

14 Wednesday

Notes

15 Thursday

16 Friday

17 Saturday

18 Sunday

26 Monday

27 Tuesday

28 Wednesday

Notes

29 Thursday

Holiday: Eid Al Mawlid (to be confirmed)

30 Friday

31 Saturday

1 Sunday

16 Monday

Last day for faculty to return the Mid-Semester reports

17 Tuesday

18 Wednesday

Holiday: Independence Day

Notes

19 Thursday

Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"

20 Friday

21 Saturday

22 Sunday

23 Monday

Mandatory Pre-Registration for Spring 2021

24 Tuesday

Mandatory Pre-Registration for Spring 2021

25 Wednesday

Mandatory Pre-Registration for Spring 2021

Notes

26 Thursday

Mandatory Pre-Registration for Spring 2021

27 Friday

Mandatory Pre-Registration for Spring 2021

28 Saturday

29 Sunday

30 Monday

Mandatory Pre-Registration for Spring 2021

1 Tuesday

Mandatory Pre-Registration for Spring 2021

2 Wednesday

Mandatory Pre-Registration for Spring 2021

Notes

3 Thursday

Mandatory Pre-Registration for Spring 2021

Last Day to Drop a Course with "WP" or "WF"

4 Friday

Mandatory Pre-Registration for Spring 2021

5 Saturday

6 Sunday

7 Monday

Last day for graduate students to register for project/thesis defense

8 Tuesday

9 Wednesday

Notes

10 Thursday

11 Friday

12 Saturday

13 Sunday

14 Monday

15 Tuesday

16 Wednesday

Notes

17 Thursday

18 Friday

19 Saturday

20 Sunday

Notes

24 Thursday

25 Friday

26 Saturday

27 Sunday

28 Monday

29 Tuesday

30 Wednesday

Notes

31 Thursday

Last Regular Class Day

1 Friday

2 Saturday

3 Sunday

Final Exams (including Common Exams)

4 Monday

Final Exams (including Common Exams)

5 Tuesday

Final Exams (including Common Exams)

6 Wednesday

Final Exams (including Common Exams)

Notes

7 Thursday

Final Exams (including Common Exams)

8 Friday

Final Exams (including Common Exams)

9 Saturday

10 Sunday

Final Exams (including Common Exams)

11 Monday

Independence manifesto

12 Tuesday

13 Wednesday

Notes

14 Thursday

Final Day for Faculty to Submit Semester Grades

New students Orientation Program

15 Friday

New students Orientation Program

16 Saturday

17 Sunday

New students Orientation Program

18 Monday

Winter Intersession Program

New students Orientation Program

19 Tuesday

Winter Intersession Program

20 Wednesday

Winter Intersession Program

21 Thursday

Winter Intercession Program

22 Friday

Winter Intercession Program

23 Saturday

24 Sunday

Winter Intercession Program

25 Monday

Winter Intersession Program

General Faculty Convocation for Spring Semester

26 Tuesday

Winter Intersession Program

27 Wednesday

Winter Intersession Program

New and International Students Registration and Speech of the President

Continuing Student Registration & Fee Payment

Notes

28 Thursday

Continuing Student Registration & Fee Payment

29 Friday

Continuing Student Registration & Fee Payment

30 Saturday

31 Sunday

Continuing Student Registration & Fee Payment

1 Monday

Classes Begin. First Day of Late Registration

First Day to Add/Drop (Schedule Revision)

2 Tuesday

3 Wednesday

Notes

4 Thursday

Last Day to Revise Schedule- courses dropped will not reflect on transcript- Last day of Late Registration

5 Friday

6 Saturday

7 Sunday

8 Monday

9 Tuesday

10 Wednesday

29 Monday

Spring Break –Students and Faculty-

30 Tuesday

Spring Break –Students and Faculty-

31 Wednesday

Spring Break –Students and Faculty-

Notes

1 Thursday

Spring Break –Students and Faculty-

2 Friday

Spring Break –Students and Faculty-

3 Saturday

4 Sunday

5 Monday

6 Tuesday

7 Wednesday

Notes

8 Thursday

9 Friday

10 Saturday

11 Sunday

12 Monday

Mandatory Pre-registration for Summer and Fall 2021

13 Tuesday

Mandatory Pre-registration for Summer and Fall 2021

14 Wednesday

Mandatory Pre-registration for Summer and Fall 2021

Notes

15 Thursday

Mandatory Pre-registration for Summer and Fall 2021

16 Friday

Mandatory Pre-registration for Summer and Fall 2021

Last Day to Drop a Course with a "WP" or "WF"

17 Saturday

18 Sunday

19 Monday

Mandatory Pre-registration for Summer and Fall 2021

Last day for graduate students to register for project/thesis defense

20 Tuesday

Mandatory Pre-registration for Summer and Fall 2021

21 Wednesday

Mandatory Pre-registration for Summer and Fall 2021

Notes

22 Thursday

Mandatory Pre-registration for Summer and Fall 2021

23 Friday

Mandatory Pre-registration for Summer and Fall 2021

24 Saturday

25 Sunday

26 Monday

27 Tuesday

28 Wednesday

Notes

29 Thursday

30 Friday

1 Saturday

2 Sunday

Holiday: Labor Day

3 Monday

4 Tuesday

5 Wednesday

Notes

6 Thursday

7 Friday

Last Day to Withdraw from the University

8 Saturday

9 Sunday

Notes

13 Thursday

14 Friday

Holiday: Aid Al Fitr (To be confirmed)

15 Saturday

16 Sunday

Holiday: Aid Al Fitr (To be confirmed)

17 Monday

Last Regular Class Day

18 Tuesday

Review Day

19 Wednesday

Final Exams (including common exams)

Notes

20 Thursday

Final Exams (including common exams)

21 Friday

Final Exams (including common exams)

22 Saturday

23 Sunday

Final Exams (including common exams)

24 Monday

Final Exams (including common exams)

25 Tuesday

Final Exams (including common exams)

26 Wednesday

31 Monday

Summer Intersession Program

1 Tuesday

Summer Intersession Program

2 Wednesday

Summer Intersession Program

Notes

3 Thursday

Summer Intersession Program

4 Friday

Summer Intersession Program

5 Saturday

6 Sunday

Summer Intersession Program

7 Monday

Summer Intersession Program

8 Tuesday

Summer Intersession Program

Registration & Fee Payment

9 Wednesday

Registration & Fee Payment

Notes

10 Thursday

Classes Begin First Day of late Registration.

First Day to Add/Drop (Schedule Revision)

11 Friday

Last Day to Revise Schedule - courses dropped will not be reflected on transcript.

Last day of Late Registration.

12 Saturday

13 Sunday

28 Monday

29 Tuesday

30 Wednesday

5 Monday

Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"

6 Tuesday

7 Wednesday

Notes

8 Thursday

Last Day to Drop a Course with a "WP" or "WF"

9 Friday

10 Saturday

11 Sunday

Notes

22 Thursday

Holiday –Eid AlAdha

23 Friday

Holiday –Eid AlAdha

24 Saturday

25 Sunday

Notes

29 Thursday

Final Exams

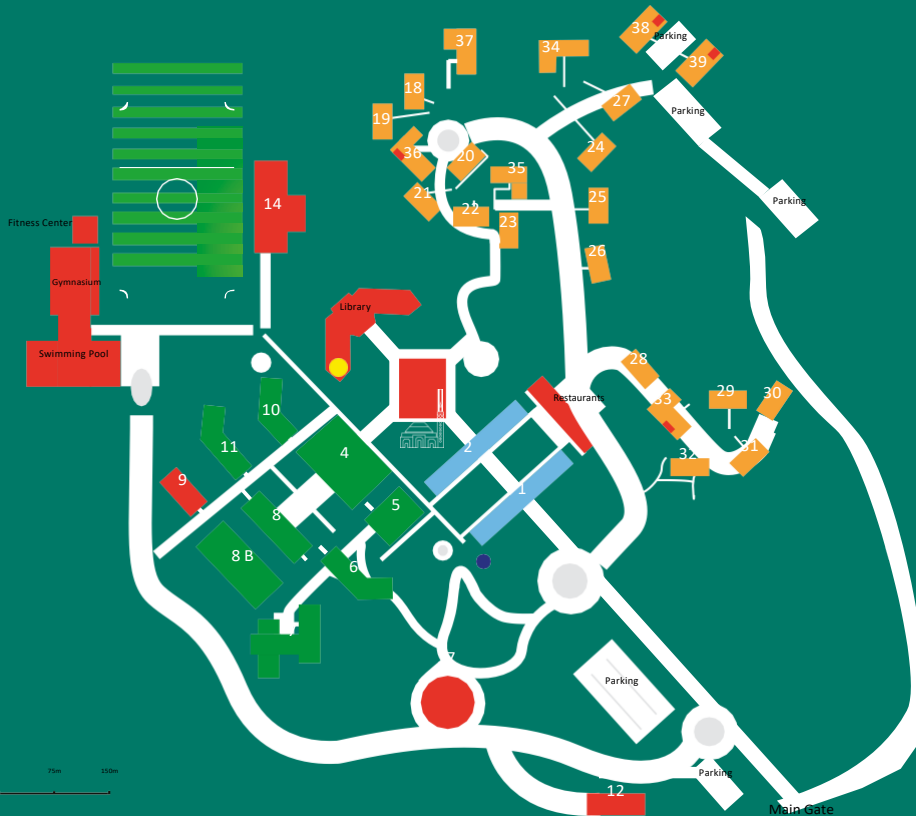
30 Friday

31 Saturday

1 Sunday

Final Day for Faculty to Submit Semester Grades

AUI Campus



Administrative Area

- 1 North East Wing:** Office of the Vice President for Academic Affairs, Chief Finance Officer, Board Room, Business Office
- 2 North East Wing:** Vice President for Student Affairs, Cafeteria, Campus Store, Human Resources Office, Hillary Clinton Center, Social Science Research Center
- South West Wing:** Department of Development & Communication, Event Space, Bookstore

- President's Office
- Quality Assurance Room

Academic Area

- 4** Auditorium, Language Labs, Center for Learning Technologies, Classrooms
- 5** School of Science & Engineering, Labs
- 6** Labs, Classrooms
- 7** Center for Learning Excellence, Labs, Classrooms
- 8** School of Humanities & Social Sciences, Language Center, Labs
- 8 B** Labs, Classrooms, Auditorium, Institutional Research, Business Ethics
- 10** Office of International Programs, Classrooms
- 11** School of Business Administration, Labs

Services & Facilities

- 9** Information Technology Services, Security, Copy Center
- 12** Grounds & Maintenance, Purchasing Services
- 14** Student Center, Club House, Student Activities Office
- 17** Main Auditorium
- 26** Health Center
- 33** Post Office/ATM
- 36, 38, 39** Laundry

Residential Area

- 18, 24, 25, 26, 27** Female Dorms
- 28, 33, 34, 35, 37**
- 19, 20, 21, 22** Male Dorms
- 23, 30, 32, 36**
- 28, 29, 31** Faculty Residences
- 36** **Left Wing:** Female Dorms
Right Wing: Male Dorms
- 38** **Left Wing:** Male Dorms
Right Wing: Female Dorms