

## Course Permission Form–Outgoing Students

AUS students may study at approved institutions provided they have met the requirements set by the International Exchange Office (IXO) and outlined in the catalogs. **All students seeking credit for courses taken outside of AUS must obtain the required approvals (as listed below) in the semester prior to start of program. Students going abroad in the fall semester must submit this form by the last day of spring semester classes, and students going abroad in the spring semester must submit this form by last day of fall semester classes. No credit will be awarded to students whose courses have not been approved or to students who do not submit this form by the deadline. There are no exceptions.**

**Students must follow the rules below to ensure that credits are transferred:**

- UAE Ministry of Higher Education and Scientific Research (MOHESR)** - Make sure the host university you plan to attend is MOHESR-approved.
- Business Administration courses** – They will be transferred only from programs that are accredited by [AACSB](#) or [EQUIS](#), or are approved by the AUS School of Business Administration.
- Engineering courses** – They will only be transferred from academic programs recognized by [ABET](#) or [Washington Accord](#).
- American Credit Model system** - For courses taken at institutions structured on the American model of course credits, courses must be at least 3-credits hour.
- European Credit Transfer and Accumulation System (ECTS)** - For courses taken at institutions structured on the ECTS, courses must be at least 6 ECTS credits (courses that are a minimum of 6 ECTS credits will be considered as 3 credits at AUS). In some institutions, you will only be allowed to take 4 courses.
- UK Institutions** - Ensure that each course will be worth 10 or 20 UK credits. Note well that some UK institutions will not allow you to take courses outside other modules. For instance, if you are a Psychology major, you can only take courses within the Psychology modules and would not be able to take courses outside the Psychology Department. In addition, some institutions will only allow you to take between 3-4 courses.
- Courses with Lab Component** - For all courses with a laboratory component at AUS, *both the lecture and the laboratory must be taken concurrently at the host university.*
- Upon Completion of the Courses** – All students must submit the following documents to the Office of the Registrar or the International Exchange Office (IXO)
  - An official sealed transcript** from the host university demonstrating that the minimum course passing grade requirement indicated on the permission form was met. The transcript must be submitted as soon as possible.
  - Host University Verification** (found in your AUS online application <https://aus.studioabroad.com>)
- Host University Registration** - Students are not allowed to register at the host institution for a course equivalent to AUS course without having met the AUS course prerequisite(s).
- AUS Registration** - Students will not be able to register in courses at AUS that have prerequisites completed at the host university until the official transcript is submitted.
- Grades and Credits** - Grades earned outside of AUS do not count in the student’s cumulative GPA (CGPA). Credit hours of transferred courses count in the cumulative earned hours and may apply towards meeting graduation requirements.
- Graduation Residence Requirements** - Candidates for the bachelor’s degree are expected to complete their last semester/term in residence at the university unless registered at an institution with which AUS has a study abroad agreement. A minimum of 36 credit hours of 300- and/or 400-level course work must be successfully completed in residence at AUS to obtain a bachelor’s degree. Coursework at the 300- and/or 400-level completed at an institution with which AUS has a study abroad agreement will meet the AUS upper-level requirement if the courses have been pre-approved by the relevant college/school.
- Passing Grades** - For credits to be transferred back to AUS, a minimum grade must be earned:
  - A minimum course grade of C** is required if the host university is an institution accredited by the U.S. Department of Education or an official AUS bilateral partner
  - A minimum course grade of B** is required for UAE Ministry of Education-approved institutions that are not accredited by the U.S. Department of Education or an official AUS bilateral partner
  - For both ISEP Exchange/Direct and Visiting programs, the minimum grade required will be:  
**C** = for country-accredited institutions in Australia, Canada, New Zealand, UK, and the USA.  
**B** = for all other universities
- Graduating students** - If you expect to graduate in the semester following your exchange semester, you must report to the Office of the Registrar right away once you return to AUS. If you fail to report on time, this may delay your commencement.
- Repeated Courses** - Students are not allowed to repeat courses abroad that were already taken at AUS.
- General Rules** - Students are always governed by the rules stipulated both in the graduate and undergraduate catalogs.

Name	Student ID	Current Semester (e.g., Spring 2020)
Present College/School	Present Major ( <b>and</b> concentration if any)	Class (e.g., Junior/Senior)
Mobile	Semester(s) during which student is permitted to take course(s) at the host university	Expected Graduation

Name of Host University (where student is permitted to take courses)	
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Contact Name at the Host University	Email
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<b>STEP 1: Approval by IXO:</b> The host university:	
1. is approved by the <u>UAE Ministry of Education</u> : Yes ___ No ___	
2. is accredited by the <u>U.S. Department of Education</u> or an <u>official AUS bilateral partner</u> : Yes ___ No ___	
3. has the <u>appropriate accreditation for the student’s major</u> (and concentration if any): Yes ___ No ___ N/A ___	
Comments/Special Requirements: _____	
4. is an institution which AUS has a study abroad agreement: Yes ___ No ___	
Signature of IXO _____	Date _____
	DD MM YYYY

**STEP 2: Students must complete the following.**

- Attach the course descriptions and syllabus to this form.

**Note:** Students who do not achieve at least the **Grade Required**, as indicated below, will not receive credit for the course.

Students should fill out the first three columns

The College/School Designate's should fill the last four columns

Course Code at Host University	Course Title at Host University	Course Credits at Host University	Equivalent Course at AUS	Program Area* if Considered <u>Gen. Ed.</u> or <u>Free Elective</u>	Grade Required	If prerequisite/s is/are Met, tick the box <input type="checkbox"/> for Yes	Head of the Department (HoD) or College/School Designate's Signature	Date approved

\* If it is a Free Elective or General Education Requirement, what Program Area does it fulfill at AUS (refer to the list of Program Areas below and write the no. to which the course corresponds to, on the table above, under column no. 5) :

- |  |  |
|--|--|
| 1. History and Culture of the Arab World | 8. Communication                                 |
| 2. Culture in a Critical Perspective     | 9. Ethical Understanding                         |
| 3. Arts and Literature                   | 10. Discipline-Specific Writing-Intensive Course |
| 4. Human Interaction and Behavior        | 11. Oral Proficiency                             |
| 5. Natural Sciences                      | 12. Information Literacy                         |
| 6. Mathematics                           | 13. Computer Literacy                            |
| 7. Statistics                            |  |

**STEP 3: Collect the following signatures.**

Signature of the Student's Advisor: \_\_\_\_\_

Date: \_\_\_\_\_  
DD MM YYYY

Signature of the Student's Associate Dean: \_\_\_\_\_

Date: \_\_\_\_\_  
DD MM YYYY

Signature of Financial Grants and Scholarships Manager: \_\_\_\_\_

*Includes AUS scholarships, i.e., Merit Scholarship, Sharakah School Scholarship, Chancellor's Scholar Awards, Chancellor's List Scholarship, Dean's List Scholarship*

Date: \_\_\_\_\_  
DD MM YYYY

Signature of Sponsorship Manager: \_\_\_\_\_

*Students sponsored by external sponsoring organizations coordinated with AUS Sponsorship Liaison Office, e.g.: SEWA, DEWA, Petrofac, etc.*

Date: \_\_\_\_\_  
DD MM YYYY

Signature of IXO: \_\_\_\_\_

*IXO use only - Student Type:* \_\_\_\_\_

Date: \_\_\_\_\_  
DD MM YYYY

The AUS Office of the Registrar must receive an official transcript from the host university before course credit can be awarded.

**Note: The student, as indicated by his/her signature below, agrees to the above terms. The student fully understands that if these conditions are not fulfilled, credits will not be transferred.**

Signature of the Student: \_\_\_\_\_

Date: \_\_\_\_\_  
DD MM YYYY

Signature of the Registrar: \_\_\_\_\_

Date: \_\_\_\_\_  
DD MM YYYY

CC: Student; IXO