

# American University of Beirut

## Study Abroad for Graduate AUB Students

AUB Graduate students may choose to study abroad for up to one year in an approved program of study, without losing their status at AUB. They may apply for an established program at a university that has an exchange agreement with AUB, or they may initiate their own proposal in coordination with their thesis and program advisor for study abroad at a university of their choice that is recognized by AUB. In both cases, an application (see below) and approval of the Faculty are required.

PhD students are encouraged to spend some time at an overseas partner university to pursue their chosen research topic in coordination with their research advisor at AUB and a faculty co-advisor available at the host university. The exposure of PhD students to an alternative educational system is essential to the forming of well-rounded PhD graduates. The opportunity of studying abroad will open up a range of specialized courses that students may select to fulfill their graduate credits requirements.

### I. Eligibility and Academic Conditions

1. Graduate students in good standing who have completed a semester with a minimum of 6 credits at AUB may apply for study abroad. Some programs abroad may require a minimum level of language skill.
2. Students may spend up to one year in another university, may earn up to 9 credits of course work, and perform research work related to their thesis in a study abroad program during **regular semesters or a summer term**, without losing their status as AUB students. The student must meet the AUB residence requirements as stipulated in AUB Catalogue as:

***For PhD students:** The student must register for at least four semesters beyond the completion of the master's degree. Requirements for the degree of doctor of philosophy must be completed within a period of five years after starting graduate work beyond the master's degree.*

***For Master students:** A student must register and be in residence as a graduate student for at least two semesters, one semester and two summers, or four summers. All requirements for the master's degree must be completed within a period of four years after admission to graduate study.*

3. Students will receive credit for all course work completed abroad as long as the relevant academic departments at AUB have **pre-approved** the courses (see application procedures below). Thesis credits must be registered at AUB (The first thesis registration that carries credit must be registered at AUB). The subsequent zero credit thesis registration may be permitted upon approval of appropriate Faculty committees while

studying abroad. Thesis Defense must take place at AUB according to requirements stipulated in the AUB catalogue.

## **II. Fees and Financial Aid**

1. Students studying abroad as exchange students at universities with which AUB has contractual agreements, shall pay tuition fees in compliance with the terms of agreement governing the exchange.
2. Students studying abroad at universities, with which AUB does not have a reciprocal agreement, will pay the host universities' fees at the host institutions. In order to remain as registered students at AUB, they must pay the AUB internet and insurance fees as applicable. The program that the student will take abroad shall be registered on AUB SIS as EXPR course.

## **III. Application Procedure: to the Student**

**You must complete the AUB application as indicated below, and if accepted to study abroad, you must complete the host university's application as well. You are responsible for the completion of both sets of application forms.**

### **To apply for Study Abroad from AUB:**

1. Discuss your Study Abroad possibilities with your graduate advisor and with the International Student Services (ISS) Coordinator, and pick up the AUB application form from the ISS Coordinator.
2. Meet with your major and or thesis advisor to discuss the choice of program and the courses in which you wish to enroll abroad or the research that you will conduct at the host university, in order to ensure that all courses will receive full credit upon your return and that your research outcomes are accepted. **Note that:**
  - a. Courses in your major that are not offered at AUB, but that can be accepted as electives towards your degree, need the approval of your department, the Graduate Studies Committee of your Faculty/School, and the Academic and Curriculum Committee of your Faculty/School.
  - b. Research work towards your thesis requires submittal of a proposal (two to four pages) approved by your thesis advisor, the department chair or track convener, and the Faculty Graduate Studies Committee of your Faculty/School.
3. Complete the AUB Study Abroad Application and obtain approval to study abroad from your major advisor, your department/track chair/convener, and the dean of your Faculty/School.
4. Submit to the International Student Services Coordinator
  - The completed application form.
  - A copy of your academic transcript.

- The signed coursework form for each course to be taken abroad.
  - A copy of the catalogue description for each course you plan to take abroad.
  - A statement on research work intended to be completed at the host institution if applicable with acceptance letter from the host institution research co-advisor.
5. When the application is part of a contractual agreement between and AUB and the university selected by the student, and the number of received applications per Faculty/School is higher than permitted by the student exchange agreement, then all completed applications shall be reviewed by an adhoc committee as determined by the nature of the exchange program, and decisions on acceptance to the program will be communicated to the ISS Coordinator.
  6. Apply to your desired “Study Abroad” University within its announced deadlines and meet all of its requirements.
  7. **Send your completed AUB application to the ISS Coordinator by the following deadlines:**

<b>1- Fall Semester:</b>	<b>January 30.</b>
<b>2- Spring Semester:</b>	<b>November 1.</b>
<b>3- Summer Term:</b>	<b>April 1.</b>
  8. Your completed and approved application file will be sent to the university of your choice by the ISS Coordinator.
  9. Students who decide **to change** one or more of their pre-approved courses once they are at the host university for some valid reason must contact their department chair by email and petition for approval of the replacement or added course(s) (see item 2 for needed approval level) within two weeks of the beginning of the semester at the host institution. Otherwise the student may risk not being granted the course transfer upon return to AUB.

#### **IV. Registration Process at AUB for Accepted Students on Study Abroad**

1. If your study abroad application is approved to a university that does not have a signed agreement with AUB, you must follow these procedures so as to **maintain your status as an active student at AUB:**
  - Register the program that you will take abroad on Banner, as EXPR000 (a zero-credit holding number)
  - Pay the miscellaneous fees that will appear on the statement of fees.

You will then be able to maintain internet access at AUB and access to online library resources. You will also be able to have early advising privileges, and perform early online registration for the semester following your study abroad program. You will have the same privileges of continuing students on campus.

2. If your study abroad application is approved at a university that has an active agreement for student exchange with AUB, you must register as an AUB student for the time that you are abroad in the following way:
  - a. Register the approved number of credits for AUB (for courses approved for your study abroad program), by enrolling in the course that carry the same number of credits as your pre-approved credits
    - Example 1: If the number of approved credits for study abroad is 3, then register in EXPR 003 Special Topic (3 cr.)
    - Example 2: If the number of approved credits is 6 for study abroad, then register in EXPR 06 Special Topic (6 cr.)
    - Example 3: If conducting approved thesis research work, then register EXPR 00 Special Topic (0 cr.)
  - b. Your statement of fees will be released early at AUB and you must pay your fees early, according to dates announced by the Comptroller and Registrar. AUB will settle all fees with the university to which you have been accepted for your Study Abroad program.

## **V. Credit Transfer for Students upon return from Study Abroad:**

For final approval of credits earned, submit all syllabi of the pre-approved courses you have completed abroad, along with the 'Study Abroad' transcript from your host university, to your Faculty Academic and/or Curriculum Committee, Graduate Studies Committee or Faculty Student Academic Committee. Approval of credit transfer is contingent upon achieving a minimum passing grade equivalent to AUB grade in each of the courses as accepted by your Faculty. Send copies of your transcript to the ISS Coordinator and the Registrar's Office. Credits received on Study Abroad Programs are considered to be transfer credits and will show as pass/fail on the AUB transcript.

Approved by the BOD on October 15, 2009