

جامعة الأخوين

AL AKHAWAYN

UNIVERSITY

Live.Learn.Lead



Student Handbook & Planner

2016-2017

Al Akhawayn University in Ifrane
Student Handbook and Planner
2016 | 2017



**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**

Table of Contents

Campus Phone Numbers.....	12
Academic Calendar.....	13
General Overview.....	17
Ifrane City.....	19
Where to eat in Ifrane.....	19
Where to shop.....	19
Transportation.....	19
Hospitals.....	20
Pharmacies.....	20
Post Offices.....	20
Banks.....	20
Local and Regional Attractions.....	21
University Services.....	25
Campus Transportation.....	25
Safety and Security.....	25
Driving Regulations.....	25
Motor Vehicle Violations.....	26
Safety Rules for the Prevention of Assault.....	26
No Violence Alliance (NoVA).....	27
Medical Partners.....	28
Insurance Cost Coverage for Emergencies.....	28
Counseling.....	29
Housing and Residential Life.....	29
Who to call at Housing Services.....	30
Room reservation for current students & new students.....	30
Housing Costs.....	33
Apartment rates.....	34
The Annex.....	34
Residential Life.....	35
Maintenance Services.....	38
Medical and Non-Medical Emergencies.....	38
Laundry Services.....	39
Room Cleaning Service.....	39
Dining Services.....	39
Bookstore & Campus Store.....	42
Information Technology Services (ITS).....	44
Academic Advising for Freshmen.....	48
Registration.....	49
Financial Information.....	51
Center for Learning Technologies (CLT).....	57
Center for Learning Excellence (CLE).....	57
The University Honors Program.....	58
International Academic Opportunities.....	59
Student Mobility Grant.....	60
The Leadership Development Institute.....	61
Career Services.....	62
Mohammed VI Library.....	62

Table of Contents

Student Life.....	67
Student Center.....	67
Student Publications.....	67
AUI Radio and TV Channels.....	67
Athletics.....	67
AUI Sports Clubs.....	68
The Student Activities Office (SAO).....	70
Educational student organizations.....	70
Cultural Student Organizations.....	71
Social and Humanitarian Student Organizations.....	72
Recreational student organizations.....	73
Community Involvement Program.....	74
The SGA Constitution.....	78
Student Conduct.....	89
Attendance Policy.....	89
Administrative Withdrawal.....	91
Academic Honesty.....	92
Academic Disciplinary Procedure.....	92
Non-Academic Conduct.....	93
Improper Conduct Off-Campus	101
Campus Curfew	101
Discipline at AUI.....	101
Disciplinary Proceedings.....	102
Authority	102
Sanctioning Guidelines.....	103
How Sanctions are used.....	103
Off Campus Conduct/Breach of Laws:.....	103
Complaint Procedure	103
The Informal Hearing	104
The Formal Hearing.....	105
Order of Proceedings	105
Evidence	106
Decisions	106
Record of Hearing	106
Notation of Penalty by Registrar.....	107
Nature of Disciplinary Sanctions	107
Multiple Charges	110
Student's Prior Records.....	110
Restraining Orders/Behavior Contracts	110
Developing the Contract	110
Appeal Process	111
General Provisions	111
Other Provisions	112
Basis of Review of Appeal	112

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)	888 or 0600663172
HOUSING (FEMALE)	3333
HOUSING (MALE).....	555
MAINTENANCE	777
COMPUTER ASSISTANCE	666
HEALTH CENTER	2057
INSURANCE	2452
BUSINESS OFFICE	2368
ENROLLMENT	2175
COUNSELING	2034
CAMPUS STORE/BOOKSTORE	2020
INTERNATIONAL PROGRAMS.....	2065
LIBRARY	2190
POST OFFICE.....	4000
DINING SERVICES	2709
SPORTS & ATHLETICS	2015
STUDENT ACTIVITIES	2125
SGA (Student Government Association)	888
LAUNDRY Bldg. 36	4027
LAUNDRY Bldg. 38	4029
LANGUAGE CENTER	2420
VPAA (Vice President for Academic Affairs).....	2024
DSA (Dean of Student Affairs)	3304
VPFA (Vice President for Finance & Administration).....	2176
SBA (School of Business Administration).....	2311
SHSS (School of Humanities & Social Sciences)	2427
SSE (School of Science & Engineering)	2114

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 2016

- August 22** General Faculty Convocation
- August 24-26** New, International & Continuing Students Registration & Orientation
- August 25-26** Continuing Student Registration & Fee Payment
- August 29** Classes Begin. First Day of late Registration.
First Day to Add/Drop (Schedule Revision)
- September 2** Last Day to Revise Schedule - courses dropped will not reflect on transcript.
Last day of Late Registration.
- September 12-13** Holiday: Aid Al Adha (to be confirmed)
- October 2** First of Muharram (To be confirmed)
- October 24** Last day for faculty to return the Mid-Semester Reports
- October 26** Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"
- November 7-17** Mandatory Pre-Registration for Spring 2017
- November 11** Last Day to Drop a Course with "WP" or "WF"
- November 18** Holiday: Independence Day
- November 25** Last day for graduate students to register for project/thesis defense
- December 5** Last Day to Withdraw from the University

Academic Calendar

December 9	<i>Last Regular Class Day</i>
December 11-12 or 11 & 14	<i>Language Center Final Exams (to be confirmed depending on Eid Al Mawlid's holiday)</i>
December 12-13 OR 13-14	<i>Eid Almawlid (to be confirmed)</i>
December 15-19	<i>Final Exams (including Common Exams)</i>
December 22	<i>Final Day for Faculty to Submit Semester Grades</i>
SPRING SEMESTER 2017	
January 9	<i>General Faculty Convocation</i>
January 13 & 16-17	<i>New and International Students Registration & Orientation</i>
January 16-17	<i>Continuing Student Registration & Fee Payment</i>
January 18	<i>Classes Begin. First Day of Late Registration. First Day to Add/Drop (Schedule Revision).</i>
January 23	<i>Last Day to Revise Schedule- courses dropped will not reflect on transcript- Last day of Late Registration</i>
March 6-10	<i>Spring Break –Students and Faculty-</i>
March 15	<i>Last day to return the Mid-Semester reports</i>
March 21	<i>Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"</i>
April 3-7 & 10-14	<i>Mandatory Pre-registration for Summer and Fall 2017</i>
April 6	<i>Last Day to Drop a Course with a "WP" or "WF"</i>

Academic Calendar

April 18	<i>Last day for graduate students to register for project/thesis defense</i>
April 28	<i>Last Day to Withdraw from the University</i>
May 5	<i>Last Regular Class Day.</i>
May 6-12	<i>Final Exams (including Common Exams)</i>
May 17	<i>Final Day for Faculty to Submit Semester Grades</i>
SUMMER SESSION 2017	
May 29-30	<i>Registration & Fee Payment</i>
May 31	<i>Classes Begin. First Day of late Registration. First Day to Add/Drop (Schedule Revision)</i>
June 1	<i>Last Day to Revise Schedule - courses dropped will not be reflected on transcript. Last day of Late Registration.</i>
June 10	<i>Commencement (to be confirmed)</i>
June 23	<i>Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"</i>
June 24-26	<i>Eid Al Fitr</i>
June 29	<i>Last Day to Drop a Course with a "WP" or "WF"</i>
July 6	<i>Last day for graduate students to register for project/thesis defense</i>
July 10	<i>Last Day to Withdraw from University</i>
July 12	<i>Last Regular Class Day</i>
July 13-14	<i>Final Exams</i>
July 18	<i>Final Day for Faculty to Submit Semester Grades</i>

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, its 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.

Buses, on the other hand, have more regular schedules. Twice 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 both at the CTM office in the Marché for CTM buses and also other bus companies further down from the CTM (ask your petit taxi driver). One important

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, Perce Neige Hotel and Restaurant, La Paix, Beethoven, Platane, Aguelmam, Versailles and several other newly established 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 as well as other parts of town. 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 fruit and vegetables, eggs, groceries and much more at low prices. It usually runs from 8 a.m. to around 4 p.m. on Saturdays and Sundays.

The weekly souk in Azrou, which is around 18 Kms from Ifrane, takes place every Tuesday.

Transportation

There are about two dozen 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.

Grand Taxis are also available for trips outside of Ifrane. You can get Grand Taxis for Fes, Meknes, Azrou, Imouzzar and other surrounding areas at reasonable prices. Prices range from 8 to 12 MAD for Azrou and Imouzzar and about 25 MAD for Fes and Meknes.

Taxi prices are a little higher starting in the late afternoon and into the evening. The Grand Taxi station is located in Hay Bir-Anzarane, next to Hay Essalam (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 start out early enough, because there are fewer taxis going to Ifrane in the evening. Their frequency goes down at dusk.

Buses, on the other hand, have more regular schedules. Twice a day, there are buses going to Fes, Meknes, Rabat and Casablanca. From

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 small public hospital in Ifrane in Hay Al Atlas (Timeddikin) and another one in Azrou. There is a health center on campus. For emergency treatments however, patients are transported by ambulance to Meknes or Fez.

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 or knock on their doors at night even if you see that their lights are off.

- Michlifén (05-35-56-74-96) (in Centre Ville)
- Les Iris (05-35-56-75-76) (in the Marché)
- Belyazid (05-35-56-64-15) (Hay Salam "Pam" -- near the Marché)

Post Offices

The main post office is located in the town center across from La Paix Café. Operating hours are Monday through Friday from 8:30am to 4:00pm. Also, for convenience, 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.

Banks

There are four banks in town: Banque Populaire, Crédit Agricole, the BMCE, and AttijariWafa Bank. La Banque Populaire (BP) is the main bank in Ifrane. It is the bank that the university uses to conduct its financial transactions. The bank is open from 8:15am to 3:30 pm. There are

several cash machines in town that take Interbank cards. Also, for convenience, there are two ATM machines on campus, located in the basement of building 33 next to the Post Office.

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

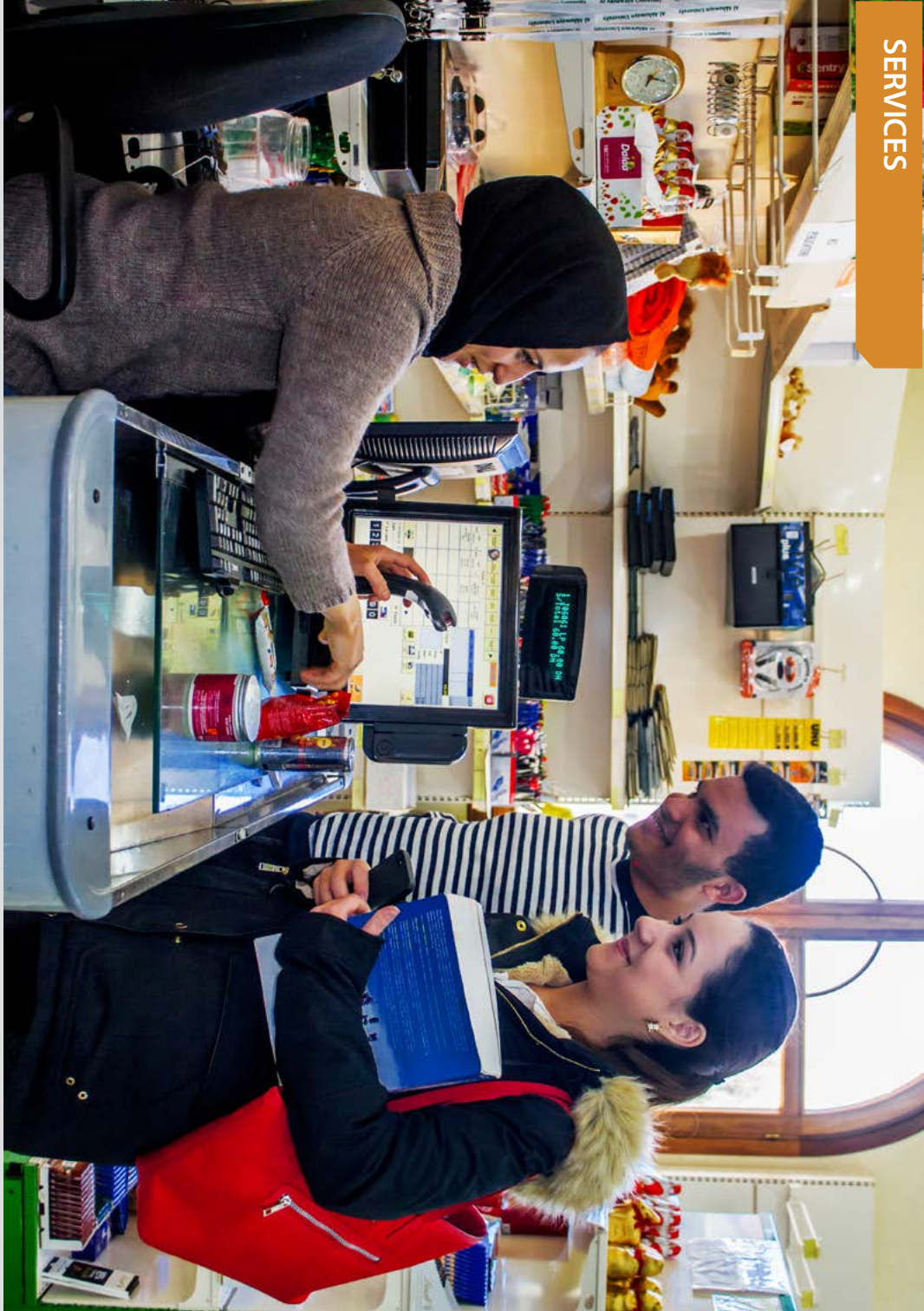
Local and Regional Attractions

Some of the main attractions include:

Source Vitel (Vitel Spring) is within walking distance from campus. It is a nice couple of miles walk from Ifrane that 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.

Ain Aghbal is a private fish farm in Azrou that raises rainbow trout and salmon for various food products including smoked fillets. You can also purchase fresh fish to take home and cook for yourself! Michlifén Ski Resort is just 20 minutes away. Ski equipment can be rented in Ifrane. There are also sleds available for rent.



WHAT IS PLAGIARISM ?



- Rewriting from books or articles
- Copying & pasting from web pages and online sources to create a patchwork writing
- Buying, downloading, or borrowing a paper



- not knowing when & how to cite
- not knowing how to paraphrase or summarize
- not knowing what 'common knowledge' is
- recycling an old paper

[Return to Table of Contents ↴](#)

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 web site. Al Akhawayn University in Ifrane <http://www.aui.ma/en/campus-life/servicesfacilitie/shuttle-services.html>

Safety and Security

The mission of AUI Security Department is to foster feelings of Safety and personal comfort in which to learn, live, work, and grow. AUI Security Department exists to serve the community by protecting individuals' lives and properties, preventing crimes, enforcing the policies and regulations, and by maintaining order in the university. Serving the community is the primary mission of the department's. Security personnel always strive to respond to the community's professionally enthusiastically. Recognizing that the Department's mission is best attained through training and community outreach, our staff are committed to establishing collaborative partnerships with individuals, groups and departments for the purpose of identifying and resolving safety and security concerns, educating the campus community in the delivery of safety and security services, and delivering services in a professional and respectful manner.

Driving Regulations

In order to ensure the safety of the AUI community and to maintain a peaceful environment within our campus, all drivers including students, faculty, staff and visitors, must observe the following campus access and driving policies:

- All cars have to be registered with campus security.
- Pedestrians have absolute priority on the inner roads of the campus.
- No horns on campus.
- Maximum Speed: 25 Km/hour
- No overtaking
- Vehicles that are noisy, polluting, or present danger to residents are not allowed on campus.
- Parking is allowed in the designated parking lots only.
- Student are not allowed to drive between the residential area parking and other campus buildings.
- Only AUI vehicles and those authorized in writing by the VPFA have access to the residential and academic areas. However, these vehicles remain

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.

Motor Vehicle Violations:

- First time violators shall be fined 200 DH,
- Second time violators shall be fined 500 DH,
- Third time violators shall be denied access to campus,
- 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.

FOR YOUR SAFETY, SECURITY AGENTS WILL BE ON HAND TO ENSURE SAFE DRIVING ON CAMPUS.

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 running. In case you feel threatened and you have to escape from an attacker, uncomfortable shoes or tight pants can make running very difficult;
- Use the Van Shuttle. The Shuttle can take you from and back to campus. It has a set schedule all day. Make sure you get a copy of the schedule;
- 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. Stay close to public places.

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 don't have credit on your cell phone or you don't own a cell phone, go into a public place to seek help.

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

No Violence Alliance (NoVA)

No Violence Alliance (NoVA) promotes a strong message that sexual 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 structural sexual violence and harassment.

Composed of volunteer faculty from all three schools, the LC, and ASI, and of volunteer staff including the counselors and the campus minister, and presently chaired by Professor Nancy Hottel of SHSS, NOVA is dedicated to helping assure a safe AUI community while striving to empower individuals to respond appropriately to sexual harassment and violence that they may experience or witness. Any person of the AUI community may disclose a case of sexual 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@au.ma. or by contacting NoVA members directly: SBA Duncan Rinehart, Asmaa Hilali; SSE Khalid Sendide, Kevin Smith; SHSS Katja Zvan-Elliott, Emily Roy, Aure Veyssiere; LC Yasmine Ouakrime; ASI Hiam El Hilali; Staff: Maurice Venables, Karen Smith.

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

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. All 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 at ext. 2057 or by email at: Healthcenter@au.ma

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.

Dental Care

The Health Center offers dental care services as well. A dental clinic is open to the university community twice a week on Tuesdays and Fridays and upon request.

Physical Therapy

Physiotherapy services are also available to the community upon request.

To make an appointment at one of the two services, please send an email to the following addresses:

The Dental Service: Dentist@au.ma
Office of Physical Therapy: 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 Al 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.

Insurance Cost Coverage for Emergencies

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

[Return to Table of Contents ↴](#)

- Accidental injuries that occur on campus.

*Other medical expenses are reimbursed at a rate of 80%. Please check with the insurance office for details.

Counseling

Many students encounter stress during their educational experience. Most of them deal with it successfully but, for some, difficulties can become unmanageable. Al 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. Their offices are respectively located in Building 2, Room 206 (Ext. 3136) and in Building 6, Room 108 (Ext. 2034).

To schedule an appointment, send an email to: counselor@au.ma. Additionally, a psychiatrist who is a professor at the School of Medicine in Rabat comes to the AUI campus on a part-time basis to meet with students in need of further help. Students are encouraged to seek strictly confidential help, when needed.

To make an appointment, please email: j.toufiq@au.ma

For more information, please consult the web page at:

<http://www.au.ma/en/counseling.html>

Housing and Residential Life

The mission of AUI Housing Services is to provide students with quality residential experiences that supports their academic goals and personal development. Housing and Residential Life seek to creatively stimulate students' growth and provide a safe and enjoyable overall 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 internet and telephone connections, and water/ heating costs are also included in the housing fees. Equally as important, by becoming a part of the learning community through sharing common goals and objectives, a sense of connection is established.

Al Akhawayn Housing and Residential Life offer a variety of choices ranging from triple rooms to single studios. Rooms are fully furnished and heated. However, students are responsible for bringing their own personal things including bed linen and pillows.

Housing staff are available 24 hours a day, 7 days a week to assist residents in making the best out of their on-campus experience. They

are also responsible for making sure that residential buildings are quiet and conflict-free at all times.

The University makes every effort to provide housing to all students. However, limited space is available and thus it cannot guarantee on-campus housing for everyone.

Who to call at Housing Services

Residence Supervisors

Female: from off-campus 053586 20 63 or from campus Ext. 2063

Male: from off-campus 053586 20 62 or from campus Ext. 20 62

Hall Directors

Front desk of building 38: from off-campus 053586 3154/2053 or from campus Ext. 555/3333.

Front desk of building 39: from off-campus 053586 3131/3132 or from campus Ext. 3131/3132

Downtown Front Desk: External call 053586 3300/3301 or from campus Ext. 3300/3301

Room reservation for new students

All in-coming freshmen must fill out a Housing Questionnaire immediately after admission to the university to indicate their housing preferences, request a particular roommate, residence hall, or room. Housing Services will make every reasonable effort to accommodate students' requests but cannot guarantee all requests.

Rooms are assigned on a first-come-first-served basis.

Students who prefer to live off-campus, must notify Housing Services in advance. They must sign a release form indicating that they fully understand and agree that, in the future, on-campus housing is not guaranteed for them.

Room reservation for current students

Students who do not make a reservation ahead of time will have to seek housing off-campus. They may be housed on-campus only if space is available; when all other students are lodged and after payment of a late reservation fee.

A Housing Calendar is communicated to all students prior to the start of each semester and summer session informing them of deadlines for room reservation and payment. It is the responsibility of each and every student to read the information and respect the deadlines. Excuses for missing the deadlines are not accepted.

Length of students' residency on-campus

Housing & Residential Life 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. It also places more responsibility on them.

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 to take time off for personal reasons. Re-admission into the university is not a guarantee for housing on-campus. Students who fall into this category should make their own housing arrangements in town. They may re-apply for on-campus housing, after one semester, when they are in good academic standing.

Important note:

Online reservations for the following categories of students will not be considered:

- Students who have been housed at AUI for nine semesters or more;
- Students who withdraw from the university for personal reasons;
- Students who chose to reside off-campus.

Studio and Single Occupancy Requests

Due to the limited number of studios and single rooms, Housing Services cannot satisfy all requests. Applications are recorded on waiting lists and requests are granted on a first-come-first-served basis.

With the purpose of enhancing openness and promoting transparency, all waiting lists for single rooms and studios are available online in the portal. Please refer questions about the lists to the Housing Office.

NB: Please be aware that single occupancy residences are NOT granted to students on the basis of a "Certificat

Medical” alone. Additionally, students who benefit from need-based financial aid are not eligible.

Requests for Room Change

Students can request a room or roommate change during the semester by contacting their Dorm Supervisor at the housing office. The Supervisor processes 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 halls supervisors; depending on the merits of each particular request, and based on availability.

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

- Students who change rooms without permission will be required to move back to their original rooms and will be fined and charged for any damage to the room;
- All students making 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 Services 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. Housing Services 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 plans, medical or other emergencies, and so on. When such vacancies occur, rather than keep free beds, Housing Services staff assign or consolidate those vacancies into free rooms to meet other university housing needs.

Therefore, Housing Services shall move students residing alone in

multiple occupancy rooms, to available free rooms as needed. At the end of the first two weeks of each semester, students who end up alone in a double room are contacted and provided with the names of students in similar situations. When, a student is left without a roommate 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.
- 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 Services.
- 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.

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 Services staff receive information that a resident is discouraging prospective roommates, the student will be contacted by their Dorm Supervisor, and a report is submitted to the Housing Director for disciplinary action; which may include denial of housing privileges.

In the event of roommate conflicts, students are expected to resolve their issues in a civil manner and may seek assistance from Residence Assistant, Hall Director, or Dorm Supervisor. If a conflict cannot be resolved, it is expected that the roommate who has the greatest issue with the living arrangement move to a different location. Roommates can not force a roommate out of the room, and any person doing so shall be brought before a Disciplinary Committee. Disciplinary action may result in housing denial for the semester and subsequent semester.

Housing Costs

*Room rates are per Resident and per Semester. These rates are subject to change without prior notice

Single Room 11,600 MAD
 Double Room 5,300 MAD
 Triple Room 3,200 MAD
 Studio/Single (when available) 17,900 MAD
 Studio/Double (when available) 9,500 MAD
 Studio/Triple (when available) 6,800 MAD
 Corner/ rooms (when available) 5,800 MAD

Apartment rates

SA 4..... 4,600 MAD
 SA 6.....4,600 MAD
 LA 4.....5,000 MAD
 LA 6.....4,800 MAD

The Annex

Double room 3,150 MAD

***Please note that SA4 and LA4 refer to two (small & large) rooms within one apartment that sleeps four people.**

SA4 is the small room and LA4 is the larger one within the apartment.

Similarly, SA6 and LA6 refer to three rooms within one apartment that sleeps 6 people.

SA6 is the small room and LA6 is the larger one in the apartment.

Check-in

During registration, 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 before the arrival of students. Therefore, it is very important that students inspect their room condition immediately at check-in and report any damages to the Housing Office. If nothing is reported within 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

At the end of a semester or summer session, students perform a total check-out from their rooms. Students will be informed in advance about the check out deadline as well as the procedure for checking out. It is important to keep in mind that the Housing Officer will not continue with the checkout if a student's belongings are not completely removed from the room.

During check-out, the Housing Officer will use the check-in form from the beginning of the semester to make sure that the room is in the same condition it was in when the student took possession

[Return to Table of Contents ↴](#)

SERVICES

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 checkout policies - 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.

Residential Life

Housing Services is committed to creating a safe, healthy and positive environment that is conducive to student personal growth and success through its Resident Assistants (RAs) program.

RAs' presence inside the residence halls has a positive impact; they help students build their own community within the halls and act as role models and mentors. They also 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 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 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 some policies that are strictly enforced.

AUI Residential Hall Lock Out Policy

It is students' responsibility to keep their room key with them at all times. Students who have lost their keys should check first with Lost and Found in building 38 or with Security in building 9. Please call and ask if your keys have been turned in 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 the 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;

SERVICES

- 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 lockouts per semester. These lock outs are subject to the fines below. Beyond the third time, they may be denied housing privileges, which means they must find their own accommodation outside of campus.

Master Key Use Fees

1st use: 100 MAD

2nd use: 200 MAD

3rd use: 400 MAD

Beyond the third time, a student may lose on-campus housing privilege.

In the event of key loss, a 500 MAD lock change fee will be charged to the student's account.

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.

In case of need for furniture, the resident should discuss the need with his /her Hall Director.

Off Limit Zones

- Students are not allowed to visit faculty 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 the French doors of the ground floor rooms is considered off limits to students of the opposite gender.
- Violators of the above policy are subject to serious disciplinary action, including suspension and expulsion from the university.

Room Inspections for Fire Hazards

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. In the event room occupants are not present, a note is left explaining the reason(s) for accessing the room.

[Return to Table of Contents ↴](#)

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 dt@ui.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 and must be registered for the following semester or summer session;
- He/she may store up to three bulky items of reasonable size;
- He/she or an authorized person must reclaim the items within the period of storage pick up.
- Agree to pay 10 MAD per day after the period of storage pick-up, for a maximum of 7 days.

Any items that are not claimed after the 7 days deadline will be disposed of as housing services sees fit.

Some Major Charges

Description	Charge
Belongings left inside room/removal to storage	500 MAD
Lost key	500 MAD
Frosted and dirty refrigerator	100 MAD
Failure to return key at check-out time	500 MAD
Damaged furniture	Cost of replacement + 250 MAD fine
Unclean room at check-out	100 MAD/hour of cleaning

Services Offered by the University

Equipment Rental

Students may rent a refrigerator and or TV by sending an email to keys@aui.ma. Students should note that there is a limited number of TVs and 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 2600/777.

As for telephone and network problems, students should fill out the Online Maintenance Request Form at: www.aui.ma/service-desk/ or call ext. 666 for emergency problems only.

Medical and Non-Medical Emergencies

Housing staff 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 555.

Housing staff and the Resident Assistants also handle other non-emergencies such as disputes and conflicts between residents by:

[Return to Table of Contents ↴](#)

- Assisting parties in resolving conflicts in a civil manner;
- Helping roommates settle differences through communication;
- Leading discussion groups to resolve issues of concern to hall 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. Detergents are also available there.

Laundry tokens for both buildings 36 and 39 cost 10 MAD per load per washing and 10 MAD for drying.

Room Cleaning Service

Rooms are cleaned once a 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. 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 have to pay a hygiene violation fine ranging from 250 MAD to 500 MAD. Messy rooms will not be cleaned unless the residents tidy them up.

Violators will be issued a warning and charged 100 MAD per hour to clean the room. 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. We also extend our services to University guests as well as visitors. Dining Services are provided by two catering companies under the supervision of university staff members who monitor the quality of meals offered and handle special requests, orders, dietary restrictions and other related matters.

Our staff at the Dining Services Office will be glad to help you design a menu and customize service that would satisfy your event's needs.

Two Catering Companies: Five Options to Choose From!

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 tajines regularly, couscous on Fridays, and features a variety of cuisines from around the world. Some international

dishes are offered on a regular basis.

Hours of Operation

Regular Hours during the Academic Year: Sunday-Friday

- Breakfast is served from 6:30 am - 10:00 am

- Lunch is served from 11:30 am - 2:30 pm

- Dinner: The MOROCCAN/INTERNATIONAL RESTAURANT: 7-9:30 pm.

THE GRILL, as its name implies, serves grilled meats in addition to other dishes.

Open daily from: 11:30 am to 5:30 pm for Lunch
6:30 pm - 11:00 pm for Dinner

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.

Sunday-Friday: From 11:30 am to 2:30 pm for lunch
07:00 pm to 9:30 pm for dinner.

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.

The CAFE is open from 7:00 am - 1:00 am

BUILDING 16

THE CLUB HOUSE is located at the Student Center. Its menu includes cheeseburgers, cold sandwiches, French fries, and various kinds of salads.

Open Daily

Lunch: 11:30 am - 5:00 pm

Dinner: 6:30 pm - 11:00 pm

Ramadan Hours

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

Dinner:

- MOROCCAN/ INTERNATIONAL RESTAURANT: 9:00pm -midnight

- PIZZERIA: 9:00 pm -midnight

- The GRILL: starting from Al Maghrib call to prayer until 1:00am

- The CAFE is open from 2:00 pm - 2:00 am

- The CLUB HOUSE is open from call to prayer to 1:00 am.

**For non-Muslim campus residents, breakfast and lunch are

[Return to Table of Contents ↴](#)

served at the Grill and Pizzeria as follows:

Breakfast: 7:00 am - 10:00 am

Lunch: 11:30 am - 2:30 pm

Methods of Payment

None of the restaurant facilities accepts cash; the Cash Wallet card which is 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 drink at any of the eating establishments at AUI.

Restaurant Regulations

1. No utensils or furniture are to be taken out of the restaurant building! Any such act is a violation of university rules and is subject to disciplinary measures;
2. Patron who have finished their meal are kindly asked to remove their trays and place them in the designated place for cleaning;
3. Students and patrons are expected to queue up in lines 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;
4. Students are expected to respect the opening and closing hours of the restaurant;
5. All doors must be kept closed during periods of cold weather.
Open doors increase heating bills and the cost of providing food services;
6. Gratuities/tipping of food service personnel is not allowed;
7. Students should carry their Cash Wallet card with them and make sure they have enough credit on it;
8. Consuming food or drinks before paying is prohibited;
9. Smoking is prohibited in the restaurant premises.

Helpful Information for Card Problems

If you lose your card, you should immediately notify the Business Office in order to deactivate and replace the card.

The old cards with magnetic strips have been replaced with RFID system carte à puce (RFID system SIM 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:

1. Accept Cash-Wallets belonging to anyone other than the client.
2. Accept mutilated cards that do not show the holder's photograph.
3. 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 information

Email : dinning@au.ma

Tel: 0535-86-2709 Tel: 0535-86-3287

Bookstore & Campus Store

The mission of the Bookstore and Campus Store is to provide students, faculty, and staff with the necessary products and academic textbooks and to support 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

Bookstore

Monday-Friday 8:30am-1:00pm & 2:00pm-5:30pm

Weekends Closed.

Campus Store

Monday-Friday 9:00am-7:45pm

Saturday-Sunday 12:00pm-2:00pm & 2:30pm - 7:00pm.

Vacation Hours

Bookstore

Monday-Friday 8:30am-1:00pm & 2:00pm-5:30pm

Campus Store

Monday – Friday 9:00am-1:00pm & 2:00pm.-5:30pm.

[Return to Table of Contents ↑](#)

*Saturday-Sunday both stores are closed.

Ramadan Hours (subject to change)

Bookstore

Monday - Friday 9:30am-3:30pm.

Campus Store

Monday-Friday 9:30am-3:30pm & 8:30pm-10:00pm

Saturday-Sunday Noon-3:30pm

Ramadan Hours during vacation:

Bookstore/Campus Store

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

Bookstore Regulations

Because of the time required to order books from abroad and the fact that unsold books are non-returnable, all students are required to purchase from the bookstore all textbooks that are assigned in their courses. Exceptions are made in the following cases:

Sibling Cases: The student must fill out a Waiver Form, available at the Bookstore, and seek approval of Enrollment Services.

Married Couples: a Waiver Form approved by Enrollment Services is required.

Repeated Courses: a student repeating a course is not required to re-purchase course materials unless a different book is assigned for the course.

Return Policy: To return textbooks or course materials, the following conditions apply:

- Textbooks must be in the same new condition as when purchased, i.e. no names, marks, highlights, or scuffed or bent covers.
- If the textbook is bundled with other items such as study guides, CD-ROMs etc, all items must be returned in good condition.
- If a class is dropped after Add/Drop period, an official copy of the Add/Drop slip must be provided. The conditions stated above still apply.
- Prompt returns are important. Dropping a class after the free drop/add period requires the return of textbooks within one week of officially dropping the class.
- The Bookstore sets and publishes a deadline for returns for each semester.
- Damaged/defective copies of textbooks or course materials can be exchanged within two days of the purchase date.

- Textbooks purchased for personal use and paid for by cash-wallet are non- refundable.
- Software materials may be returned only if the seals are not broken.

Campus Store Regulations

- Students must use their own Cash Wallet card for purchases.
- Students are not allowed to consume store products before payment.
- Cards must not be damaged or broken, and photos on cash wallets should be recent and clear.
- Students are expected to respect the store's operating hours.
- 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.
- The cashier is not authorized to accept ID numbers alone for purchases.
- Shoplifters are subject to serious disciplinary action.

Contact Information:	E-mail: bookstore@au.ma Tel: 0535-86- 2026 Tel: 0535-86- 2072
-----------------------------	---

Information Technology Services (ITS)

The ITS Department's mission is to provide the Information Technology required for the fulfillment of the University's vision and to support its academic programs, research and development centers in an efficient and effective manner through:

- Providing campus-wide IT infrastructure and services
- Supporting overall AUI operations through technology,
- Promoting the use of technology for Students, Faculty and Staff.

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.

This division 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 what Students need to know about Service Desk is:

- All IT related requests must be directed to the Service Desk either through the Happy Service Desk -Management System (HDSMS), accessible at <http://sd.aui.ma>,
- For urgent requests or for reporting major system outages, students can reach SD through dialing 666
- The Service Desk regular working hours are from 8:30 AM to 5:30 PM on all working days. However, for better service, the Service Desk extends its support hours daily from 5:30 PM to 11:00 PM, and during the week-ends through dialing 666.
- All major incidents, system wide outage, and service change are communicated in a timely manner by the Service Desk via email and via the HSDMS on its 'News' section, accessible at <http://sd.aui.ma/news>.

Maintenance Service

ITS provides a special and free service to all AUI students for the maintenance and troubleshooting of their personal computers' problems, namely non-hardware ones. All students are welcome to open tickets, requesting maintenance for their personal computers, from the HSDMS. The procedure for requesting this special service is published at <http://sd.aui.ma/ITSS-Procedure>.

Computer Labs and Related Services

The University strives to create a computer lab environment that helps students carry out the educational and research mission of the University. Because computers are an essential tool for quality education, ITS operates and maintains a number of open and purpose-specific computer Labs.

All computers operate under both Windows 7 and Linux environment, kept up to date, and equipped with a number of academic and entertainment software.

Students digital Accounts ITS provides users with digital accounts to be able to use the University IT Resources:

- Network Account: each student owns a digital account in the AUI's digital domain. This account allows access to all computers in labs, and provides each student with a personal, secure, and confidential storage space of 2 GB on a safe, backed-up server: the N-Drive. The same

credentials are also used to access the Self-Printing Account user interface, and the SD Account,

- Printing Account: to be used for Pay4Print AUI Printers,
- Jenzabar Account: to be used for the Academic ERP System,
- Webmail Account: to be used for the Email Messaging System.

Communication and Collaboration Services

The University owns its own e-Mail messaging system hosted and managed by ITS. Every student has an AUI e-Mail account with a 4 GB storage quota. All data on this account are confidential and periodically backed up. Through this account, students have access to University announcements and news, can search for any other AUI member's e-mail by name, and address all members of the community via the "News" and "Events" e-channels. A number of mobile devices can be used to access e-Mail messaging system through GoMail!

Academic ERP System

The University owns and uses an Academic ERP (Entreprise Ressource Planning) System, named Jenzabar, for the management of students' academic and campus related affairs. The system is a portal, for students, to all their academic and residential services. The different main services offered by Jenzabar 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.

Jenzabar system, accessible through <http://my.aui.ma/ics>, is also available on mobile devices.

Internet Access

The University owns a connection link of 650 Mbps. All dormitory rooms, classes, labs, library, and offices are equipped with Wired and Wi-Fi connection. Wi-Fi connection is also available at all University indoor and outdoor areas making Internet access ubiquitous at all University locations.

University Services

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, free of charge, with any other phone line in the network. All phone lines can accept external incoming calls.

Printing Services

The University provides a printing service based on the Pay4Print System to all its students. 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 put in the following locations:

- Lab 11 (Black/White),
- Hall of building 11 (Black/White)
- Lab 7 (Black/White and Color printers),
- Library (Black/White printer),
- Building 4 (Color printer),
- Hall of building 5 (Black/White)
- Building 6 (Black/White printer),
- Building 8 (Black/White printer),
- Building 10 (Black/White printer),
- Building 11 (Black/White),
- Building 39 (Black/White).

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 of students, faculty, and departmental staff, with cost and time-efficient facility.

Software Library

The ITS Software Library provides AUI community with a simple way to download licensed software. All software are available under the 'Downloads' section of the HSDMS accessible at <http://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 Information:	www.aui.ma/its
Service Desk e-Mail:	ITS-servicedesk@au.ma
e-Ticket:	http://sd.aui.ma
Phone:	666

Academic Advising for Freshmen

Upon joining Al Akhawayn University, each entering Freshmen student is assigned a faculty adviser from their respective school. The main objective of academic advising is to insure that students take the right courses in the appropriate sequence. The role of the advisor is to discuss with the student advisee his/her choice of major, study plan, concerns regarding courses and workload. The advisor answers questions, guides, and provides help when needed.

Faculty Office Hours

Faculty members are available during the day to meet with students, office hours are posted on office doors, included in the syllabus, or on the faculty's personal web page.

Writing Center

The Writing Center located in Building 15 offers assistance and consultations throughout the week for English written assignments as well as French (by request). Students can either drop-in or, preferably, make appointments for a one hour session Monday through Friday. E-mail requests for appointments can be sent to writingcenter@au.ma.

Tutoring Services

These services offer students help with certain courses. The Tutoring Services Coordinator arranges tutors, rooms, and groups for weekly help sessions throughout the term. To take advantage of the service, contact tutoringservices@au.ma early in the semester.

Tutoring Services for freshman 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 will sign an agreement with CLE Coordinator. The student under academic probation will be charged a 2,500 MAD 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. The form will be kept on file at the CLE.

Registration

Student academic information, including course schedules and grades, are posted online using the university's information system, EX Jenzabar. Students may access their personal information at the following website: my.aui.ma. EX Jenzabar also allows students to register for classes online each semester/session. Students are responsible for consulting their 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.

There are 3 main steps to the Course 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. For additional information, please see the Academic Catalog posted on the University website: <http://www.aui.ma/DSA/Admissions/admission-eng/admissions-catalogue.html>

Enrollment Services Contact Information

Department	E-mail	Extension
Admissions	admissions@au.ma	2086
Financial Aid	finaid@au.ma	2172
Registration	registration@au.ma	2175

Status for Preregistration Fees (catalog 2015-2017)

Preregistration Fee (Fall/Spring)	2000 MAD
Preregistration Fee (Summer)	1000 MAD

Please note that if a student decides to cancel or drop courses the consequences are as described in the table below:

Tuition refunds are calculated according to the following schedule:

PRE-REGISTRATION FEE NON-REFUNDABLE	
Registration – CONFIRMED or NOT CONFIRMED	From 1st day after pre-registration to last day of add/drop period
	From 1st day of confirmation period until last day of Registration
	Drop course online with no notification
	Send cancel request by email to Registrar
PRE-REGISTRATION FEE REFUNDABLE	
Registration - CONFIRMED	If student is NOT allowed to register for a specific reason e.g. medical, academic, disciplinary, financial.

Refund Table for Fall /Spring Semesters

Prior to the first class day - for new students	Deduction of non-refundable 10000dhs following pre-registration
Prior to the first class day - for continuing students	100%
*During the first five class days	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

*Please note online add/drop period is during the first five days of the tuition refund schedule.

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

FINANCIAL INFORMATION

Tuition, Fees, Deposits and Refunds

Fees and Expenses

All tuition and fees are due and payable before the beginning of each term. 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.

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.

Undergraduate Tuition¹	<i>(as of Fall 2016)</i>
Moroccan students	1995 MAD per credit
International students ³	3045 MAD per credit
Internship for Moroccan students ⁵	1260 MAD per credit
Internship for International students ⁵	1785 MAD per credit

Undergraduate Tuition¹	<i>(as of Fall 2016)</i>
Moroccan students	1995 MAD per credit
International students ³	3045 MAD per credit
Internship for Moroccan students ⁵	1260 MAD per credit
Internship for International students ⁵	1785 MAD per credit

Undergraduate Tuition¹	<i>(as of Fall 2016)</i>
Moroccan students	1995 MAD per credit
International students ³	3045 MAD per credit
Internship for Moroccan students ⁵	1260 MAD per credit
Internship for International students ⁵	1785 MAD per credit

1: 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.

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

3: 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.

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

5: 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.

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 premium amounts to 1,320 MAD for a full

year's coverage, beginning in January. Students who enroll for the first time in fall pay 660 MAD for the period leading up to the start of the calendar year. This amount is subject to change. Insurance company representatives are available on campus during the registration period. Continuing students not enrolled during spring semester, and who enroll in summer or fall sessions pay 660MAD for the period leading up to the start of the calendar year.

Students graduating in the spring semester are charged the annual insurance amount of 1,320 MAD which entitles them to 12-month coverage, including the period between graduation and the beginning of the next calendar year. They are not allowed a refund of the insurance premium balance since they benefit from the whole year insurance coverage.

Housing Fees

Double occupancy A6/44	4,600 MAD per semester
Double occupancy-Standard	5,300 MAD per semester
Double occupancy –Large A4	5,000 MAD per semester
Double occupancy-Large A6	4,700 MAD per semester
Single occupancy (when available)	11,600 MAD per semester
Single occupancy A4 (when available)	10,500 MAD per semester
Triple occupancy (when available)	3,200 MAD per semester
Studio single (when available)	17,900 MAD per semester
Studio double (when available)	9,500 MAD per semester
Studio triple (when available)	6,800 MAD per semester
DT Studio double	6,300 MAD per semester
DT Studio double	12,600 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 that of a full semester.

Other Fees

Estimated books charges (Fall/Spring) ¹	3,000 MAD
Estimated books charges (Summer)	1,500 MAD
Print Fee	100 MAD
Test-out fee for courses	1000 MAD
Fee to place test-out results on transcripts	500 MAD
Graduation (in last semester)	1200 MAD
Preregistration deposit (Fall/Spring)	2000 MAD
Preregistration deposit (Summer)	1000 MAD
Late registration for newly admitted students	1,500 MAD + late fees
Late registration for continuing students	1,500 MAD + late fees
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	160 MAD
Residency Services fee for exchange students	160 MAD
Double Room Deposit fee for exchange students	1000 MAD
Unpaid Payment Penalty (non-received wire)	1000 MAD+ Late fees

NOTE: The deposit is deducted from the student's account in cases when 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.

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 24,925 MAD, of which a further 5,000 MAD is non-refundable. The confirmation deposit is non-refundable 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.

Tuition refunds are calculated according to the following schedule:

Refund Table for Fall /Spring Semesters

Prior to the first class day - for new students	Deduction of non-refundable
Prior to the first class day - for continuing students	10000dhs following pre-registration
*During the first five class days	100%
After the fifth day of class	80%
After the tenth day of class	70%
After the fifteenth day of class	50%
After the twentieth 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.

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.

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

Center for Learning Technologies (CLT)

Mission

The mission of the Center for Learning Technologies is to promote excellence and innovation in teaching and learning-that is providing both AUI faculty, staff and students with support needed, using IT, to ensure the highest quality teaching and learning take place throughout the University.

To achieve this mission, CLT provides services, information, and programs to AUI faculty, and students for the

- Support of University strategic planning and academic initiatives implementation.
- Support to faculty and instructors in their use of new technologies and maximize their potential for Teaching and Learning
- Dissemination of 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 e-learning
- Promote faculty innovation and discovery

Center for Learning Excellence (CLE)

The Center for Learning Excellence (CLE) was created to assist students achieve their full potential. University life is full of surprises! Therefore, CLE aims at assisting students adapt to the American system of education, learn how to study for different courses, and get on the right track to success and excellence through both tutoring and mentoring services. Sophomore, junior, and senior students are trained as tutors

and mentors to provide first semester students with the assistance they need to avoid possible pitfalls.

Tutoring Services

The CLE offers a combination of group tutoring sessions and private tutoring sessions. With the assistance of a tutor, students have the chance to review materials already covered in class, to apply the background knowledge they have acquired to problem solving, and to further consolidate understanding of concepts and problem solving skills.

Mentoring Services

The CLE offers mentoring services, where peer mentors assist first semester students in adapting quickly to Al Akhawayn University, how to select courses, how to work with teammates, and how to prepare for exams, etc...

Most students at Al Akhawayn University come from a non-American system of education. They generally move from a teacher-centered to a student centered system. The CLE strives to make this transition smooth and fruitful.

Certification

The CLE has been recertified by the College Reading and Learning Association (CRLA) for both its tutoring and mentoring training programs until 2018, assuring international standards when it comes to higher education assistance. Thus, the CLE mentors and tutors are trained and certified as well.

Part-time Jobs

The CLE is constantly on the lookout for new talents! At the end of each semester, we send a call for applications to all AUI students interested in joining us in any future openings we announce.

Finally, the Center for Learning Excellence offers a comfortable space with cozy sofas where students can enjoy studying while sipping coffee or tea.

The University Honors Program

The University Honors Program is a unique learning journey, based on interdisciplinary seminars and explorations in research oriented classes, aiming at building an intellectual community of students who are ethical, creative, independent and critical thinkers.

The Honors Program is a university wide opportunity for students in any AUI school. Selected faculty offer additional, more research oriented work for Honors students taking their class. Innovative in its own right, the Honors Program has produced several innovations

including the University's Undergraduate Research Program (URP) and the Honors Seminar, a weekly, three hour graduate style seminar that explores important, "big" ideas such as what

[Return to Table of Contents ↴](#)

it means to be human, and globalization in a multi-disciplinary, team taught format. Students are challenged to think deep and fast and to engage in intellectual "play" that is creative, insightful, and often profound. Faculty love exploring their specialties with highly motivated students.

We welcome your interest in and comments on our University Honors Program. Please contact us for more information or to discuss how the UHP can engage you by emailing uhp@au.ma.
<http://www.aui.ma/en/academics/programs/honors-program.html>

International Academic Opportunities

Study Abroad

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 partnership 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, and 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 signed an agreement. The exchange program is generally for one semester although there are exceptions. Some programs may be taken twice but on different continents and depending on availability.

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 advisor of the OIP. For graduate level students is a limited capacity for 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 which is located in building 10/ office n° 10, or contact the Study Abroad Advisors at OIPC@au.ma and OIPM@au.ma.

Student Mobility Grant

Purpose

- To encourage students to submit papers and make presentations about leadership, community service, academic subjects or other extra-curricular projects
- To assist deserving students in meeting other students, professionals, and academicians from other institutions and cultures to exchange ideas at the national and international level.

Procedure

Applicants must submit an application (form is available at the DSA's Office and Online) to the Project Manager, Dean of student Affairs Office, with the following information:

1. Conference title, Description, Place, Date, Participant(s)
2. Budget (tickets, fees, room and board, 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 DSA'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 DSA 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.

Conditions

- Be a regularly enrolled degree-seeking student;
- Be in good academic and disciplinary standing;
- Have completed at least 30 credits;
- Be accepted as an active participant in a national or international event involving students either as a presenter or organizer ;
- Have at least 1 more semester left before he/she graduates after the conference;
- Commit to present about experience to AUI community.

Selection criteria

1. The Mobility Grant Committee will consider applications and make recommendations on amounts to be granted. Decisions will be based on the following:
 2. Priority will be given to those with no prior international experience; including participation study abroad programs
 3. Event quality (relevance, faculty support, student level of participation)
 4. Benefit to the institution
 5. Student's involvement in university life, and other similar activities
 6. Priority will be given to those who are presenting or whose papers were accepted
 7. Student's financial situation
 8. Student's academic standing
 9. Funding can only be partial. Some contribution is expected from students either from their own funds or through external sponsors
 10. Students may apply once academic per year.
- *The Student Mobility Grant Committee meetings for the academic are held two to three times a semester.
- **Applications must be submitted at least three weeks before the conference.

The Leadership Development Institute (LDI)

"Live, Learn, Lead" is AUI's current motto. The LDI is where you will learn to be a leader. The LDI is unique in Morocco being the first student leadership program in the country, and providing real leadership training through skill based workshops, experienced speakers, personal mentoring, and hands-on service projects. Our vision is to "Shift consciousness from traditional to a modern, servant, global paradigm of leadership." Our mission is to "Develop leaders that serve." 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.

The LDI seeks to graduate students with the leadership skills and values needed to lead highly effective economic and social development programs both in Morocco and in other countries. Furthermore, the LDI seeks to be exemplary in all that it does and to develop and maintain high credibility and legitimacy, and high standards of performance in its programs and for its students, staff and faculty. We have adapted best practices and research on leadership development to the culture of Morocco and the leadership needs of AUI students. The LDI empowers students to take initiative and follow-through on their commitments, to live and lead with integrity and credibility.

The foundation of our first year program is our skill building workshops through which you will 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.

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.

In order to encourage students to practice these leadership skills and to promote effective leadership in Morocco, the LDI conducts the annual Leader of the Year Award (LOTY). This award currently recognizes outstanding leadership in associations in the Fez-Meknes region. Through this service, LDIs come to see how they can make a real difference in peoples' lives through leadership. And they gain the confidence needed to work with people from all levels of society. It is a unique and distinctive opportunity for students in the LDI. Contact us at ldi@au.ma or visit our webpage <http://www.au.ma/en/ldi>.

Career Services

Al Akhawayn Career Services encourage all Al Akhawayn students and alumni to make well-informed decisions and good fulfilling choices about their careers. To that end, the career planning and counseling services organize job fairs, provide advice to students on career plans, and provide recruiters with data on AUI students and alumni highlighting their abilities and skills.

For more information, please contact:

Career Services and Alumni Affairs	
Telephone	ext. 2033
Email	career@au.ma
Department of Development and Communication	
Building 2	

Mohammed VI Library

The mission of the Mohammed VI Library is to provide access to information resources to the University community and to other researchers to enhance learning, teaching and research activities at Al Akhawayn University in Ifrane.

The Library provides a growing collection of print and electronic resources, and actively engages faculty and students through

University Services

various outreach activities, information literacy workshops and trainings that are designed to enrich their learning, teaching and research experiences.

The library currently has over 239,000 volumes, including 97,950 hard copies, , 2225 A/V materials.

The library also provides access to a wide variety of electronic resources, including 38 databases, 22,664 e-journals, 985 e-references, and 265 course guides. These resources are easily searched for in OneSearch, a new discovery tool, and are accessible through the library web page: <http://www.au.ma/library/>

The library's active membership in AMICAL, a consortium made up of 26 American international academic libraries, benefits the university in terms of library staff development, the sharing of resources and expertise, and networking with sister institutions.

The Library has also benefited through AMICAL membership from subscription to WorldCat Collection Analysis and OCLC Respond, a service designed to help in future acquisitions.

Patrons may renew books and periodicals two times, unless a hold has been placed on the item by another patron. The renewal period is the same as the checkout period. All patrons incur overdue fines for each item returned late. Borrowing privileges are suspended for overdue items and un- paid fines until they are settled.

Mohammed VI Library offers wireless capabilities that cover the entire library. If you have a laptop with Wi-Fi capabilities, you should be able to connect to the AUI network and the Internet wirelessly.

Mohammed VI Library Opening Hours

Monday-Thursday 8:00 am to midnight

Friday 8:00am to 6:00pm

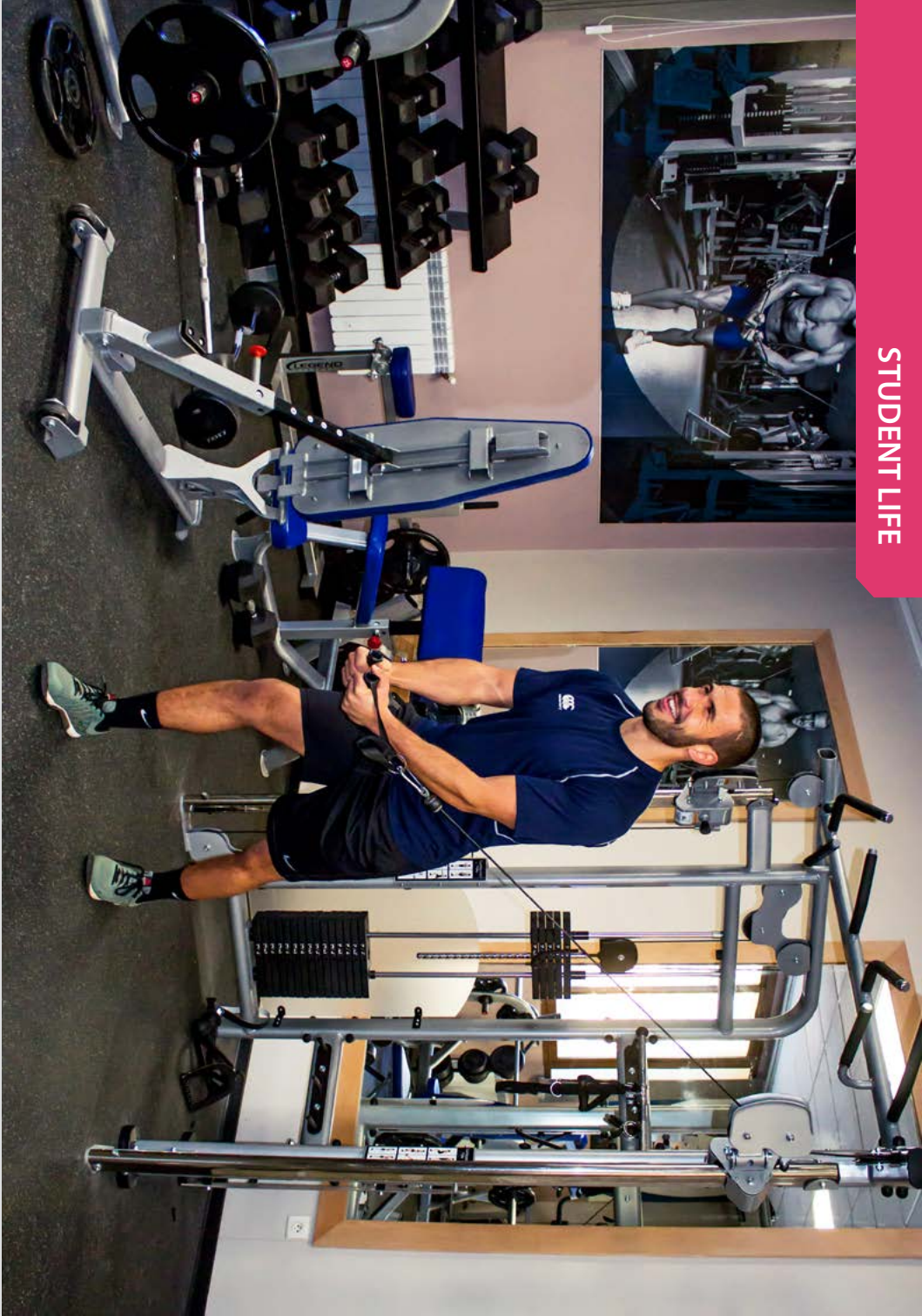
Saturday Noon to 6:00pm

Sunday 14:00 to midnight

Hours are extended to 2 a.m. during midterm exam periods, and to 24/7 during finals.

Service	E-mail	Ext.
Administration	libsec@au.ma	2190
Circulation Desk	circulation@au.ma	2170
Reserve Desk	reserve@au.ma	2170
Reference Desk	reference@au.ma	2149
Multimedia Learning Center	multimedia@au.ma	2135
Technical Services	technicalservices@au.ma	2169
Library Communication Unit	libcom@au.ma	2190
Databases & Document Delivery	libdata@au.ma	2169

For more information, please refer to the Library website at: <http://www.au.ma/library/>





<http://nicole-denmark.blogspot.com>

Student life

Student life consists of many programs and services including dining, activities, student involvement and engagement, health care, counseling, career development, and ample opportunities to develop leadership and citizenship skills.

Our programs and services are designed to complement the academic programs while helping students develop an appreciation

of the goals, values and objectives of the University. Our main purpose is to create co-curricular activities and recreational opportunities for the students, to enhance their educational experience, prepare them for their professional life, and help them become productive Moroccan as well as global citizens.

The Student Life staff is well-experienced, and our initiatives aim 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 near the tennis courts. It consists of offices a meeting space for student organizations, and a 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, editing, and publishing articles that are of interest to the whole community.

AUI Radio and TV Channels

The UCN or University Channel Network is operated by exclusively 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 goal of the intercollegiate program is the same as that of the Student life University's academic program excellence. The sports complex includes a heated swimming pool, a fitness room, a

cardiovascular room, a weight room, a running track, three hard tennis courts, two soccer fields and a world class gymnasium.

Official Sports Teams

AUI is committed to an athletic program that supports the overall mission of the University and complements the values and goals of education. 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 six different sports. In addition, they 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 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 are recreational programs for students, faculty, and staff. They are designed as an alternative to intramural and intercollegiate programs.

To learn more about specific club sports, practice times and locations, please stop by the sports complex or call ext. 2022.

AUI Student Athletic Advisory Council (ASAAC) works with the university administration and student-athletes to build positive relationships, develop unity, and increase involvement in the campus community. The council promotes communication and offers feedback and insight into departmental issues. The council promotes communication and offers feedback and insight into athletic department issues. The council fosters and upholds programs to achieve these goals and works to fortify a positive student-athlete image outside and inside the university.

AUI Sports Clubs

The AUI Equestrian Club arranges for horseback riding lessons for all levels. Weekend lessons are organized by the club in one of the neighboring cities (Fes, Meknes, Khenifra, etc). The Table Tennis Club encourages players with different skill levels to come and play

in a casual environment where they can have fun and improve their skills. The Athletic Department organizes biweekly training sessions at the gymnasium for those who would like to improve their skills.

The Tennis Club presents a wonderful opportunity for students to play tennis in an informal atmosphere. The club offers tennis classes at all levels.

The Table Tennis Club encourages players with different skill levels to come and play in a casual environment, where they can have fun and improve their skills. The Athletic Department organizes biweekly training sessions in the gymnasium for those who would like to improve their skills.

The Salsa Club offers classes in this enchanting, cheerful and vibrant dance. Salsa music has a vibrant sound that is a mixture of rhythms from Caribbean with an African and Latin twist. The club tries to create an environment for students to have fun and get away from the daily stress of academics. The Salsa Club also offers salsa workshops.

The Extreme Sports Association organizes events in a variety of extreme sports such as skiing, hiking, climbing, surfing, camping, mountain biking, jet-skiing and accro-cedre.

The Chess Club is a club where students are welcome to come play chess. Members of the club compete in chess tournaments against other Moroccan universities.

The Ultimate Frisbee Club allows AUI students to participate in the sport and enjoy the spirit of the game. All are encouraged to have fun even if on a part-time basis only.

The Arabesque Club offers classes in belly dancing, a dance that promotes physical and mental health. Belly dancing classes help students learn the ancient art of dancing and at the same time get to know their bodies. Furthermore, belly dancing classes will help you strengthen particular groups of muscles like the back side of the thigh and the whole abdominal area. Within this ancient art there are no limits on learning, feeling free and enjoying good health. The 8 Pools Club If you are interested in 8 pool team play & single competition at all levels, or just in having fun with friends & family.

the 8 pool club is ready to serve your needs. Feel free to join us.

The Sky fall Club is a newly created Club that aims to give students a whole new experience about high sensation sports. Our activities will be paragliding, balloon flights, and many others in several regions of Morocco. The Club provides you with the opportunity to see the world from a different, unusual, and magnificent view. The club will provide monitors to guide and teach members of the club. Advanced and beginners are welcome to join the club.

The Full Contact and Kickboxing was established in September 2012 with the aim of promoting self-discipline and creating a sense of community among its members in a variety of Martial Arts form. **AUI Paintball Club's** main goal is to give the opportunity to AUI students to play paintball matches on campus and through many trips, competitions, and other events."

FIFA 2014's main goal is to give the opportunity to AUI students to play FIFA Video games matches on campus and through many trips, competitions, and other events.

AUI GYM Gang Club's main goal to help all students and AUI community to healthy lifestyle.
For more information please visit the following link:
<http://www.aui.ma/en/athletics.html>

The Student Activities Office (SAO)

The office 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 interpersonal, leadership and organizational skills through their involvement and contribution to various clubs and students organizations.

Educational student organizations

Astronomy Club

The 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.

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 environments.

Computer Science for Innovation

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

Marketing Club

The Marketing Club seeks to improve advanced marketing competencies, provides leadership opportunities. The Club also acts as an advocate for marketing and promotes its importance, efficacy and ethics.

Finance Club

The Finance Club aims at increasing awareness and interest in finance among the university community.

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 different talks and conferences.

Moroccan Politics Club

The club promotes AUI students' interest in public affairs and get them to understand the process of Moroccan politics.

The Thought and creativity club

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

Cultural Student Organizations

Aytmatn Club

Aytmatn strives to promote Amazigh culture among the community through the organization of different cultural and artistic events and activities.

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. The club helps members to grow in the understating and appreciation of all faiths and different belief systems.

Islamic Art & culture Club

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. The goal of the club is to create a better understating of different aspects of Islamic culture as a global and universal culture.

Japanese Circle

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

Korea Discovery

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

MaMa Africa Club

MaMa Africa promotes African culture and aims at enhancing the African cross-culture.

Spanish Club

The Spanish club promotes Spanish culture and language through the organization of different cultural and artistic events in addition to Spanish classes.

Turkish Clubs

The club seeks to inform the community about Turkish culture and history through cultural events and conferences.

Mimouna Club

Mimouna Club encourages community members to discover the Moroccan-Jewish heritage that has always been part of Moroccan history. The club promotes Moroccan Jewish life traditions and highlights its uniqueness as well as similarities with Muslim traditions in Morocco.

Social and Humanitarian Student Organizations

Design for Change

Design for change works with children from different schools in Ifrane and its region. It provides them with an opportunity to express their own ideas for a better world and put them into action by making them believe in the most two powerful words "I can" to initiate and lead the change.

AUI Amnesty international Club

AUI Amnesty international undertakes different actions to increase

awareness with regard to human rights based on the principles of international solidarity, universality, indivisibility of human rights, impartiality, independence, democracy, and mutual respect.

Hand in Hand

Hand in Hand is a humanitarian association that seeks to help develop the region of Ifrane by 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.

Leo Club

Leo Club promotes service activities among AUI students and encourages them to develop leadership qualities by organizing and participating in the different events that members of the club organize. Leo Club members are addressed as "Leos" and they conduct various social projects in Ifrane and its region, mainly in the field of health care.

Rotaract Club

Rotaract club strives to foster leadership and responsible citizenship, it 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.

UNICEF Club

The club aims to help eradicate poverty, violence, disease, discrimination, exploitation and abuse of children.

Women's Empowerment Club

Women empowerment club strives at improving women's role in society through the organization of different initiatives aimed at promoting the role of women in modern societies and increasing awareness towards feminist issues through talks and debates.

Recreational student organizations

Cinema Club

The club seeks to entertain, educate, and offer different opportunities to its members and to the community as a whole to enhance knowledge base about cinema and widespread interest in cinematographic culture. The Club features all film genres, from the romantic, to the socially relevant, to the latest productions. It organizes weekly movie screening and discussions.

The flow Club

The Club promotes the hip hop culture through different artistic performances.

Drama Club

The Drama Club provides a platform to AUI students to express themselves theatrically, pushing their individual boundaries that will 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.

Fashion Club

Fashion Club provides different opportunities that allow students to immerse themselves in the fashion industry through networking conferences and social events to establish and keep contact with local designers and industry professionals.

Voice United Choir VUC

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.

Photography Club

Photography Club provides a platform where talent meets creativity. Students engage in various activities that challenge their imagination and enhance their photographic skills.

Rhythm Unity Club

It is a club where students form different bands to experience a Musical Journey throughout Jamming and performing in different events.

For more information please contact SAO@au.ma

Tel: 05 35 86 2904/3147/2013

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

Community Involvement Program

The Community Involvement Program (CIP) is a free core curriculum component for all AUI undergraduate students; it includes the following three non-credit courses: CIP 1001 Human Development in Morocco, CIP 1002, The Role of Civil Society in Human Development, and CIP 2000 Community Involvement Fieldwork.

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 (viewing information on the portal, preregistration bar, etc.)

CIP 1001 and 1002 are prerequisites to the third and final course, CIP 2000 which 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 of 1900 MAD per semester.

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

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.

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 centre;
- Done for and under the auspices of a nonprofit organization accredited by Al Akhawayn University 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 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).

For more information please stop by the Office of Community Involvement next to Hand in Hand and the Interfaith Space in Building 14 or contact:

Community Involvement Office
cip@au.ma
Telephone ext. 2976

The SGA Constitution

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 parts 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, provided that such recommendations are not in conflict with the university regulations and policies, we have resolved to combine our efforts to achieve these goals by establishing this constitution for a student government association at AUI.

SECTION I: MISSION

ARTICLE 1

The main mission of the Student Government Association (SGA) is to serve as a liaison between the student body and other parts of the university (Faculty/Administration). The Student Government Association shall strive to improve the quality of academic and social life and act as a representative of the student body of AUI.

ARTICLE 2

The Constitution shall enter into effect once adopted by the authorities of the university and authorized by the President of the university. The Dean of Student Affairs is the sponsor of the SGA.

ARTICLE 3

The name of the SGA at AUI shall be: AUI SGA

SECTION II: PREROGATIVES AND ORGANS OF THE SGA

ARTICLE 4

The powers of the SGA as provided in this constitution shall extend to all activities of all students enrolled at AUI. The SGA participates as a representative of the student body in appropriate issues discussed at the levels of the administration, faculty, and other student organizations. The SGA shall recommend plans and regulations.

ARTICLE 5

The powers and responsibilities of the SGA shall be vested in the General Assembly, in accordance with the current university policies

Student life

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 DSA.

ARTICLE 6

The Student Government Association shall:

- Provide the students with a means for effective participation in the formulation of policies within the University;
- Promote ethics inside the campus and ensure respect towards society's morals and values, and the spirit of tolerance;
- Advise any student subject to a disciplinary action.

ARTICLE 7

A General Assembly (GA) shall be elected by all students at AUI. Representations of the student body in the GA shall be proportionate to their numbers by schools, majors, and levels (graduate and undergraduate). There shall be 16 members in the general Assembly."

ARTICLE 8

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

ARTICLE 9

The Executive Board shall consist of four members who will be elected directly by and from members of the General Assembly. The four members are a President, Vice-President, a Secretary General, and a Treasurer.

ARTICLE 10

The Student Senate shall consist of the 12 members of the General Assembly who are not part of the Executive Board. The Student Senate will be organized in committees.

ARTICLE 11

All voting operations for the election of the General Assembly and the Executive Board are conducted by students, and supervised by the Dean of Student Affairs, through the Student Activities Office and Organizations. Written records of the results of the elections

are certified by the DSA and announced by students through the Student Activities Office and Associations.

ARTICLE 12

A board of advisors consisting of 3 to 5 faculty and/or administrative members will be designated for advising purposes. They will be proposed by the General Assembly and must be approved by the University administration. 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 13:

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

- All undergraduate students that have completed at least two semesters of regular courses, and are not on academic or disciplinary probation;
- All graduate students that have completed at least one semester of regular courses, and are not on academic probation or disciplinary probation.

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 5 of the newly elected members are allowed to be in their last semester.

ARTICLE 14

Members of the General Assembly (GA) will be elected directly by the whole student body proportionately according to schools and majors, and levels (graduate and undergraduate). Membership in the GA is for two semesters. The Executive Board will be elected by a majority of votes inside the GA during the first meeting of a regular term.

ARTICLE 15

Only members of the General Assembly shall have the right to vote in the General Assembly's deliberations. This privilege of voting is contingent upon the condition that the members meet and maintain all qualifications for their respective positions.

ARTICLE 16

The GA shall have one regular meeting every two weeks. Minutes of all GA meetings shall be made available to both the student body and the administration.

SECTION IV: OFFICERS OF THE ASSOCIATION

ARTICLE 17

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

ARTICLE 18

The President of the SGA shall be either an undergraduate student having been at least four semesters at AUI, or a graduate student having been at least two semesters at AUI. The Vice President, Treasurer and Secretary General shall have been a student of AUI for at least three semesters for undergraduates and one semester for graduates. Members of the GA shall maintain a Cumulative GPA of at least 2.5 for undergraduate students and a Cumulative GPA of 3.0 for Graduate students.

ARTICLE 19

In case of 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 20

The president shall have the power and responsibility:

- To implement all legislation made in pursuance of this Constitution by the GA.
- 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 the GA approval.

ARTICLE 21

- The responsibilities of the SGA Vice-Presidents are:
- To preside over the General Assembly in case of an impeachment or absence of the President.
- To assist the President in his or her duties.
- To arrange meetings between the Student Organizations and the Student Government Association.

ARTICLE 22

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 Dean of student Affairs
- 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 23

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 duties.

SECTION V: IMPEACHMENT**ARTICLE 24**

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 consecutive regularly scheduled meetings of the senate without notice. After two consecutive, un-excused absences have been recorded and announced by the General Secretary, the person will be compelled to justify the reasons of 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 25

Any student holding a membership in the GA or a position in the Executive Board or in the committees who has been impeached may not be candidate to the GA before a one year period has elapsed.

SECTION VI: COMMITTEES**ARTICLE 26**

These shall be the following standing committees of the SGA: Academic Affairs, Student Services, Student Activities, and Public Relations.

ARTICLE 27

The Academic Affairs committee shall consist of one student representative from each school. The SGA president shall appoint, with the consent of the executive board, an additional member from the language center whose function shall be to represent the language center students. 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 28

The Student Services Committee shall consist of 4 members. The 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.

ARTICLE 29

The Student activities committee shall consist of 3 members. The committee shall concern itself with the following issues:

- 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 30

The Public Relation committee shall consist of 2 members. The

committee shall concern itself with the following issues:

- Promoting the image of the university off-campus; Coordinating SGA attendance at seminars, conventions and gatherings outside the university;
- Making contacts with the business world in order to assist the university department involved in this activity.

ARTICLE 31

Ad hoc committees 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 ad hoc Committees shall be effective after approval of the SDA. Ad hoc committees shall be appointed for a limited time.

ARTICLE 32

Members of the standing committees are elected by 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 senator shall serve in more than one standing committee. Except for the SGA President, no member of the executive board may serve on any of the standing committees. The SGA President shall be the Public Relations Committee coordinator.

ARTICLE 33

A committee, with a quorum of three-fourths (3/4) of its members, shall be responsible for recommendations and proposals referred by and to the SGA. All members of a committee have an equal status. The members shall elect a 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, 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 34

As a sponsor of the SGA, the DSA 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 initiated through the office of the DSA. This contact is necessarily done by the SGA President, or, in case of incapacity, by the SGA Vice President.

SECTION VII: THE ELECTION CODE

ARTICLE 35

To ensure continuity inside the student government, 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 36

A waiting list should be constituted by the candidates who have not been able to get enough votes to reach the SGA. These candidates will be classified in term of their number of votes and their respective schools. In case of a vacancy, the replacement procedure will be initiated and the member will be replaced by a student enrolled in the same school and level. The new candidate will be the one with the highest number of votes on the waiting list of his respective school.

ARTICLE 37

The election of the members of the AUI General Assembly is open to all students enrolled in AUI. Each voter must present a valid AUI student ID card and an additional identification card containing a photograph such as a National ID card or Passport. A list of the eligible members will be set up by the election board with the help of the Student Activities Office. Each student shall vote for at most one candidate that is enrolled in the same school and level.

ARTICLE 38

The Board of Election is responsible for supervising the voting and publishing the ballot. It will be constituted of reelected members within the student government and six freshmen volunteers. Duties of the Board of Election consist of ensuring that candidates fulfill eligibility criteria, with the help of the Student Activities Office, supervising of the voting procedures, and in the publication of the results of the elections. All elections are supervised by the DSA through the Student Activities Office.

ARTICLE 39

The general elections shall take place each year in mid November.

ARTICLE 40

Proposed amendments to this constitution must be formulated by the General Assembly or proposed by a petition signed by ten 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 DSA . The amendments go into effect immediately after their ratification by the General Assembly and their formal acceptance by the university administration.

ARTICLE 41

An SGA member who accumulates four unjustified absences or shows negligence to the tasks assigned to him/her shall be automatically replaced.

ARTICLE 42

Members of the Executive Board shall be either confirmed or reelected the following semester. Votes shall take place within the first two weeks of the following semester by all remaining SGA members.





Student Conduct

It is the responsibility of all new and continuing students both degree-seeking and transient, to thoroughly read this information and understand it.

Joining the University implies acceptance of the terms and conditions of all University rules and regulations currently in place or that shall be adopted and published later. The information contained herein shall become legally binding.

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, Student Code of Conduct and discipline as well as other AUI departmental regulations.

It is the expectation of Al Akhawayn University in Ifrane (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 institution.

Attendance Policy

Regular attendance and participation in all class meetings in which a student is registered are 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 to 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 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 administration of the Center, and with your instructors for details.

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.

Policy

Attendance is controlled by faculty members.

1. Excused Absences: Students may be authorized by instructors to be absent from class for institutional reasons as specified in 1.1, and 1.2 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.

1.1 External Events: The student must submit a completed and signed form from the Student Activities Office, the Athletic Department or the Dean of Student Affairs to the instructor. Examples of these absences include participation in University-sponsored sports, cultural or other events as a University representative.

1.2 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.

1.3 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 Dean of Student Affairs who in turn informs the concerned faculty members.

1.4 Illness: In case of protracted illness or emergency hospitalization, students must fax supporting documents to the DSA'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 DSA's office. The student can then present the certificate to the concerned professor for consideration and approval.

N.B. Outdated certificates shall not 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 deduced from the authorized number of absences allowed during the semester/session.

2. Ceilings 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:

2.1 Classes that meet twice a week, the ceiling is set at 5 absences per semester.

2.2 Classes that meet three times a week, the maximum number is 7 per semester.

2.3 Classes that meet five times a week, the absence ceiling is 7 per semester.

2.4 For summer classes, the ceiling is set at 5 absences for the session.

3. 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.

3.1 Faculty members are responsible for recording absences in the system.

3.2 During the Add and Drop period, no absence is accepted in a course; add and drop should be done outside class time.

3.3 In case of a late registration, students assume full responsibility for their absences as recorded from the first day of classes.

Administrative Withdrawal

When a student exceeds the maximum number of absences, the instructor has the right to drop a student from a course with a "WF" grade.

Special hardship cases as stated in 1.3 and 1.4 may be referred to the Office of the Dean of Student Affairs 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.

[Return to Table of Contents ↴](#)

Student Conduct

Each School/Center has a Disciplinary Sub-Committee 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 Sub-Committee 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 Sub-Committee is then convened
3. A hearing date is scheduled
4. The student under investigation is notified in writing of the impending administrative action
5. All relevant documentation is supplied/collected (as necessary)
6. Individuals concerned are called to testify (as necessary)
7. The Sub-Committee then deliberates and a recommendation is made the Dean of the School.
8. 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

Non-Academic 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 fact (libel) that exposes a member of the University to loss of the good will and confidence of others, or harm their reputation

as to deter others from associating with the person or the University. If proven, it could lead to suspension or expulsion from the University under the provision of the University Code of Conduct. Instances of such prohibited behavior that are clearly minor, may be resolved at the DSA's office level.

Failure to comply with directives of a University Official

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

Disrespecting a university officer, staff or faculty member

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 here at AUI. If suspected and proven, they are sanctioned by up to expulsion from the university.

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.

Hot plates and Hookas

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 stiffer fine of 1000 MAD is imposed and the student

Student Conduct

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 apparatus in hall residences.

Smoking

Smoking in buildings is absolutely prohibited. For safety reasons, smoke detectors have been installed in all rooms. All buildings are smoke free areas and no smoking is allowed within 2 meters from residence buildings. Violators of the non-smoking policy may be subject to stiff fines and disciplinary action including denial of on-campus housing privileges.

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 justice system.

Drugs and Alcoholic Beverages

It is strictly prohibited to possess, manufacture, use, sell or distribute illegal drugs or alcoholic substances or any other intoxicating substance on university grounds. Same applies to persons found in a state of drunkenness or intoxication on university grounds.

The university reserves the right to search rooms and belongings to enforce its regulations using sniffer dogs if necessary. Students suspected of drug use may be asked to submit to drug tests. Refusing an inspection or refusing to submit to these tests 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 full assistance 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, 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

-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 physical 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 the alcohol test, the student is then asked to blow in the breathalyzer to determine the amount of alcohol in his/her system.

-The alcohol 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, expartner, 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.

[Return to Table of Contents ↴](#)

Student Conduct

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, friendly hugging and kissing on the cheek can be acceptable gestures to show your affection. However, because of their offensive nature to other community members, parents and visitors alike, acts like lying down, sitting on laps, fondling, French kissing or any deeper passionate contact on university grounds shall be interpreted as Public Displays of Affection (PDA). Students are expected to conduct themselves within the limits of common sense and propriety. Violators 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 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. 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.

Harassment

Harassment is defined by the Free Dictionary as the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

Communicating by telephone, e-mail, voicemail or any other electronic or written communication in a manner likely to cause annoyance or alarm may constitute harassment and is also prohibited. The offence is serious and may result in up to suspension from the University.

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. (Dictionary.com) 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, sex, religion, age, disability, marital status, national or regional origin or other are all prohibited by AUI internal policies. Violators may be subject to serious disciplinary action.

Bullying

Dictionaries define a bully as "a blustering, quarrelsome, over bearing person who habitually badgers and intimidates smaller or weaker people." Bullying is not tolerated here at AUI and is subject to serious disciplinary action.

Vandalism, Fire & Safety

Destroying, damaging or defacing University property, other on-

[Return to Table of Contents ↴](#)

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 the fire alarm, carelessly igniting fire on University grounds or inside buildings is prohibited.

The use or storage of candles, kerosene lamps, electric stoves, hotplates or other open-flame devices or combustible substances in residence halls or on University grounds without prior approval from Housing Services 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. In addition, the use of bicycles, roller skates or similar devices on University grounds is also prohibited except in areas specifically designated.

Forging and Unauthorized Use of IDs, Computers...

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.

Smoking

Smoking is NOT allowed in covered areas and within 2 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.

Dress Code

Appropriate clothing is required, particularly in classes and offices. Students are urged to dress decently while on campus. All students are required to respect the institution and its values.

Respect for the Environment

Students are expected to respect the environment by disposing of waste in the designated trash receptacles located throughout campus. In addition, students should be aware that walking or sitting and congregating on the grass is not allowed and thus should be avoided at all times. Finally, students should do their best to conserve water and energy 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 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 reputation of the University reflects on its students and graduates.

Therefore, any misconduct or misbehavior involving AUI students outside the University that may harm AUI students' reputation may be dealt with as a matter that concerns the University.

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 12:00 am (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 university. He/she will be directed to one of the departments to spend the 10 hours.

- 3rd violation, student receives a letter that he/she will lose housing privileges during the following semester. He is put on notice that he must make arrangements for his 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 community in which it resides. Imposed sanctions are intended to facilitate these goals. 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. It is important to keep in mind that previous violations may be taken into consideration when determining sanctions. 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 aim of the disciplinary process is to determine 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 or 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 substantially bias 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 administers the Disciplinary Procedures.

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. 4

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 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 civil and criminal law 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 disciplinary procedures if and when it is deemed necessary. 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 affects 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/COMPLAINT REPORT

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

PRELIMINARY REVIEW OF COMPLAINT

Upon receipt of the incident report, the DSA office conducts a preliminary review of the complaint by questioning persons thought

to have knowledge of the particular incident, including the alleged violator. 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 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 Administrative

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 or
2. The case can be resolved through arbitration, if it is a dispute, or
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 and all parties involved are invited to the hearing.

The informal hearing is designed to give the student (s) involved in an infraction or a dispute the chance to take responsibility for their own actions and/or resolve differences in a civil manner. If the student (s) agrees to resolve the conflict through mediation and/or accept sanctions determined by the Administrative Committee, a written summary of the case including a statement of the evidence, findings, and sanctions is signed by the student(s).

A copy is then filed with the office of the DSA and a copy is provided to the student. This concludes the case and the sanctions, if any, are then implemented.

If the student does not accept the sanctions proposed by the Administrative Committee or if the Committee determines that the allegation(s) or reports of misconduct are serious and are not

[Return to Table of Contents ↴](#)

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 Office of Student Affairs 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 Disciplinary Committee consists of members of the university community selected by the President or his/her designee in consultation with the deans of the various academic divisions.

- After the student has been given notice of the complaint, a meeting of the Student Disciplinary Committee is held with all interested parties; 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 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 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 Committee shall have 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 the reform.

The members of the committee may ask questions of witnesses or the parties 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.

*Please note that the university reserves the right to require and administer drug and/or alcohol tests.

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 Dean of Student Affairs 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 Dean of Student Affairs.

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

[Return to Table of Contents ↴](#)

an appeal of the decision of the Committee or the institution.

*The record in the disciplinary case as described in sub-section A of this section may be destroyed by the Discipline Coordinator four years after final disposition of the case. Prior to destroying the record, the DSA's designated official prepares a record that includes the name of the student involved, the nature of the charge, the penalty assessed, the final disposition of the case, and such other information as may be deemed pertinent to be maintained as permanent confidential record which may be released only in accordance with sub-section B of this section.

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:

- Barring from re-admission
- Dropping from enrollment
- Withholding of 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. The note shall be removed from the transcript upon expiration of the period of which the action was taken.

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 the University 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 penalty may be imposed as deemed appropriate under the circumstances.

1. ORAL WARNING

The student is called in to the DSA 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

[Return to Table of Contents ↴](#)

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 re-admission.

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.

* Please note that housing is not offered to students who have been placed under suspension for a semester or more. 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. They

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.

* Please note that housing is not offered to students who have been placed under suspension for a semester or more. 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. They may reapply for on-campus housing, after one semester, when they are in good academic standing.

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 violations history, that history is examined by the University Disciplinary Committee. If the nature of the offense(s) Student Conduct 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 incident 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, ethnic origin, ability, gender, and/or sexual orientation 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 the student. It is wise to involve the parent under certain circumstances. The contract includes the following:

- The goal. (I.e. Will stay within a 100 meters from someone or something or will not try to contact directly or through others... etc.)
- The consequence should the student not adhere to the terms of the contract/order.
- 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 a decision. Sanctions imposed will remain in effect pending 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 review.
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.

3. Documents filed in an appeal shall become part of the record.
4. All documents related to the proceedings shall be available to the Student Disciplinary Committee.

Other Provisions

An accused student who fails to appear at a disciplinary hearing shall be suspended from the University. Notice of suspension shall be issued by the DSA or his/her designate and will remain in effect until such time as the accused student shall appear before the DSA or his 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 involved. 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

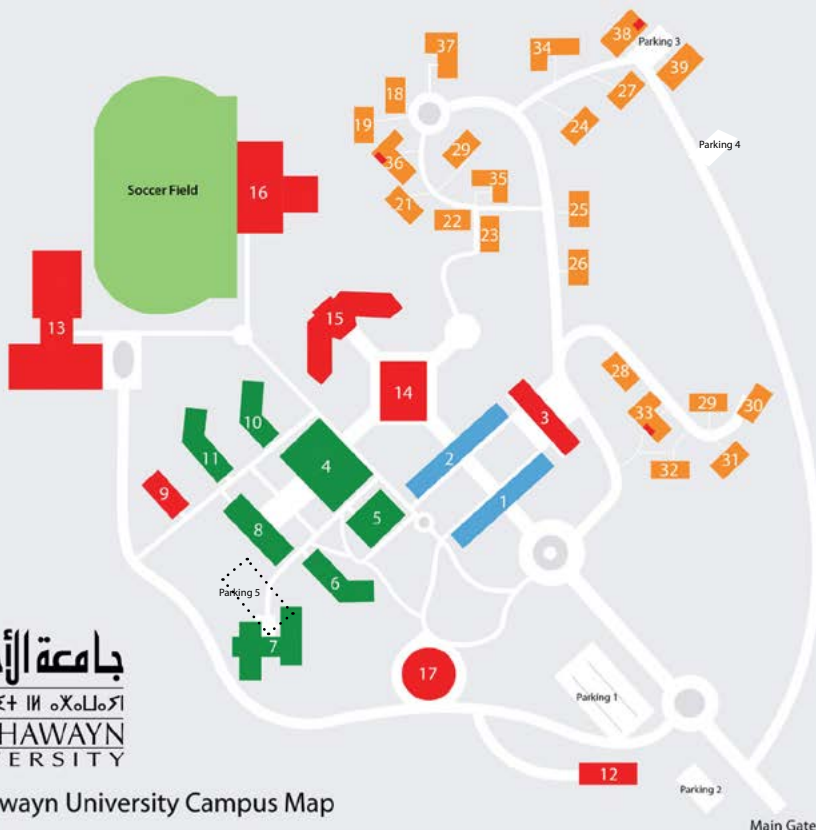
1. A committee that is composed of SAO officers and members of the SGA and designated by the DSA is authorized to investigate complaints against student organizations and, if necessary, charge the organization for violation of the Student Code of Conduct.
2. Charges will be served on the principal officer of the organization (the President). 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 DSA.

Sanctions

1. Any student organization found in violation of the Student Code of Conduct shall be subject to revocation of their charter to operate. The DSA office may impose a lesser sanction as deemed appropriate.
 2. Disciplinary sanction of a student organization will not preclude disciplinary action for an individual student if he/she is specifically charged in the same incident. Charges against individual students will be reviewed as outlined above.
- Appeals by student organizations The Dean of Student Affairs or his/her designees shall hear appeals for the decisions made regarding student organizations using the procedures described above.



Al Akhawayn University Campus Map



Administrative Area

- 1 North Wing:** Business Office, Office of the Vice President for Academic Affairs, Office of the Vice President for Finance & Administration, Board Room
- South Wing:** Enrollment Services, President's Office, Institute for Economic Analysis & Prospective Studies
- 2 North Wing:** Office of the Vice President for Student Affairs, Campus Store, Bookstore, Human Resources Office, Cafeteria
- South Wing:** Department of Development & Communication, Event Space

Academic Area

- 4** Auditorium, Language Center, Trading Room, Center for Learning Technologies, Al Akhawayn Incubator
- 5, 6, 7** School of Science & Engineering
- 8** School of Humanities & Social Sciences
- 10** Center for Academic Development, Office of International Programs
- 11** School of Business Administration

Services & Facilities

- 3** Restaurants
- 9** Information Technology Services, Security, Copy Center
- 12** Grounds & Maintenance, Purchasing Services
- 13** Swimming Pool, Gymnasium
- 14** Mosque
- 15** Mohammed VI Library
- 16** Student Center, Club House, Student Activities Office
- 17** Grand Auditorium
- 20** Health Center, Housing Services
- 32** Post Office/ATM
- 36, 38, 39** Laundry

Residential Area

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