

This application packet is to be filled by Ahlia University second year students interested in spending one semester, or up to one full academic year, during their third year of study at any one of the university's partner or non-partner institutions as part of the study abroad and exchange programme. The application must be completed one full semester prior to the beginning of the study abroad period.

- The home institution referred to throughout this packet is Ahlia University.
- The host institution referred to throughout this packet is the institution where the student intends to spend one semester (or up to one full academic year) abroad.

General Instructions

1. You are highly advised to register with your respective embassy and/or the consulate/embassy of Bahrain in your study abroad destination.
2. You must provide the Admission & Registration Office with
 - a. Copy of your Letter of Acceptance / Offer
 - b. An original copy of your official transcript from the host institution.
 - c. Letter indicating the specific and exact period of study, and study mode (i.e. Fulltime, not online)
3. The transcript provided must be endorsed by the concerned authorities within a period of one semester once you have obtained your official transcript from the host institution.

Note: You must ensure that your name on the official transcript and any official documentation received from the host institution is identical to your name as it appears on your passport.

Instructions for Endorsement

1. The endorsement process has two aspects and can be done in one of the following ways:
 - a. Endorsement by the concerned Embassy in Bahrain / British Council.
 - b. Endorsement by the Ministry of Foreign Affairs in the Kingdom of Bahrain

Alternatively, students may opt for

- a. Endorsement by the Ministry or Department of Foreign Affairs
- b. Endorsement by the Cultural Attaché Office of the Bahraini Embassy

Note: The Ministry of Education in Bahrain normally provides a service to facilitate endorsement for certain countries. You may opt to make use of this service by contacting the Ministry or paying them a visit in Isa Town.

Form A - Form of Intent for Study Abroad at a Partner Institution

STUDENT INFORMATION

Student Name									
Student ID									
Nationality									
Programme									
College									
CGPA									
Passed Credits									
Contact No.									
Email Address									
Emergency Contact Name									
Emergency Contact Relation									
Emergency Contact No.									
Intended Study Abroad Period	<input type="checkbox"/> One Semester		<input type="checkbox"/> Two Semesters						
Starting Semester/Academic Year									
Study Abroad Destination									
Host Institution									
Date									
Signature									

Form B - Learning Agreement

FIRST SEMESTER STUDY PLAN					
Home Institution			Host Institution		
Course Code	Course Title	CR	Course Code	Course Title	CR
Total Credits			Total Credits		

SECOND SEMESTER STUDY PLAN					
Home Institution			Host Institution		
Course Code	Course Title	CR	Course Code	Course Title	CR
Total Credits			Total Credits		

C: Core | CE: Core Elective | ME: Major Elective | H/SS: Humanities/Social Sciences | FE: Free Elective

Form C - Approvals Form

DEPARTMENT CHAIRPERSON / PROGRAMME MANAGER

Name

Signature

Date

I, **the undersigned**, as Dean of the college concerned, do hereby certify that I have checked the student's details and proposed learning agreement and study plan. I declare that I have no objection to the proposed courses and approve the mapping with regards to expected exemptions outcomes.

COLLEGE DEAN

Name

Signature

Date

Remarks

I, **the undersigned**, as Dean of Student Affairs, do hereby certify that I have checked the student's details and proposed learning agreement and study plan. I declare that I have no objection to the proposed courses and approve the mapping with regards to expected exemptions outcomes.

DEAN OF STUDENT AFFAIRS

Name

Signature

Date

Remarks

Annexure A - General Terms and Conditions of the Study Abroad & Exchange programme

1. The student will be governed by the rules and regulations of the host institution and country during the study abroad period.
2. Where the student has a 3rd party scholarship/sponsor, he/she shall be responsible for obtaining a letter of no objection for participation in the study abroad and exchange programme.
3. The student must bring an undertaking from his/her parent or guardian with regard to sufficient funds demonstrating ability to support the student for the period of study.
4. Where the student withdraws after paying accommodation-related charges, he/she may forfeit his/her money with regard to their study in France. With regard to the UK, conditions may vary and the student is advised to ascertain the conditions at the time of application.
5. The student shall be responsible for obtaining any visa and travel related documents necessary to pursue studies at the host institution prior to arrival at the host institution. Both institutions will assist the student, as necessary and within reason, in satisfying host-site visa requirements and any other necessary formalities.
6. Where the student fails to obtain immigration/visa approval, no party shall be liable for any forgone expenses related to the programme.
7. The student will be required to carry adequate health insurance and provide proof to the host institution that his/her insurance will cover the cost of healthcare during the period of study abroad prior to starting classes. Insurance must include: medical coverage for accidents and illness, repatriation of remains and medical evacuation.
8. The student may not register for any courses/modules that cannot result in any exemption, unless the Ahlia University Academic Department concerned approves such in writing.
9. The student will pay all customary tuition and registration fees, prior to departure, to his/her home institution (Ahlia University) once approved for participation in the study abroad and exchange programme. The student agrees to pay tuition fees in accordance with Form B (Learning Agreement) as contained within this application packet, and regardless of the final exemption outcome.
10. The student is fully responsible for the following expenses during his/her period of study at the host institution: books and other necessary course material fees, housing, meals, transportation (round trip and local ground), in addition to personal and medical expenses.
11. Where the student withdraws prematurely from the study abroad and exchange programme, the student will be liable to pay the tuition fees in accordance with Ahlia University's academic calendar and related rules and regulations governing course withdrawals. Ahlia University's refund policies shall apply. Additionally, the student will be at risk of being unable to register for any courses at the home institution during the same semester.
12. Where the student fails to complete the intended study abroad period due to deportation or dismissal, the student will be liable to pay the full tuition amount in accordance with Ahlia University's rules and regulations. The student may also be at risk of being unable to register for any courses at the home institution for a period of one semester.
13. Where the student fails in one or more courses at the host institution, the student will repeat the course(s) or equivalent paying full fee(s) at the home institution upon return from the host institution.
14. The student will receive a credential (i.e. academic degree) from Ahlia University only. The student will not normally be entitled to any accreditation or exemptions of professional body qualifications that are acquired by the host institution.
15. The student is fully responsible for obtaining endorsement and/or authentication of his/her transcripts received from the host institution. Any charges incurred in processing the endorsement, as levied by the Ministry or any other party, shall be borne by the student.
16. The student must submit original copies (to the Directorate of Admission and Registration) of all relevant academic documents such as transcripts or letter of completion of the courses if and when such documents are made available by the host institution, which will be part of the student's unified file.
17. The final course exemptions outcome will be subject to the endorsement of the Higher Education Council of Bahrain.
18. The Study Abroad Policy and Procedure shall apply to all participating study abroad and exchange students.
19. The student consents to have his/her case study and pictures used for promotional purposes in AU publications, website, and social media channels.

I, the undersigned, do hereby acknowledge that I have read, understood, and agreed to the terms and conditions of the study abroad and exchange programme.

Name	
Signature	
Date	

Annexure B - Terms & Conditions of the Special Study Abroad Tuition Remission Scheme

1. The scheme only covers a specified number of students that fulfill the criteria specified by Ahlia University.
2. The scheme represents a tuition remission amounting to a maximum of 50% of tuition fees. This tuition remission can be added to an existing scholarship or tuition remission up to a maximum of 50% of total tuition fees.
3. The student will act as a student ambassador for Ahlia University and will agree to conduct him/herself accordingly, with full respect for the rules and regulations of the host institution and country. In such situations where student misconduct is found, the student will not only forfeit their participation in the scheme, but will additionally be liable for disciplinary action.
4. The scheme covers tuition fees only and will not include any other amounts related to obtaining adequate health insurance, visas, housing, meals, transportation, registration fees, books, course materials, endorsement and/or validation of transcript, or otherwise.
5. Where the student fails to complete the intended study abroad period, the tuition remission will be effectively rescinded and the student will be liable to pay the full tuition amount. The student may also be at risk of being unable to register for any courses at the home institution for a period of one semester.
6. Where the student fails more than 50% of the courses registered, due to non-attendance, deportation, or dismissal due to academic misconduct, disciplinary issues etc. the tuition remission will be hereto rescinded, and the student will be liable to pay the full tuition amount.
7. Where the student fails in one or more courses at the host institution, the student will repeat the course(s) or equivalent paying full fee(s) at the home institution upon return from the host institution. Any student found to have failed in one or more courses during a study abroad programme, may not be considered for participation in any study abroad related programme or Special Study Abroad Tuition Remission Scheme in future.
8. The student must ensure that he/she has met his/her obligations with regards to the services he/she has availed of, such as settling any pending payments related to rental for accommodation prior to returning to the home institution. Ahlia University is not responsible for any such liability. In cases where Ahlia University is informed of any such student related liability, Ahlia University may rescind the tuition remission as the situation warrants.
9. Upon completion of the study abroad period covered by the scheme, the student will submit a 2-3 page summary of their experience. The student will also agree to be available to discuss his/her experience with other students during promotional activities as organised by the directorate of international relations, if so requested.
10. The student participating in the scheme hereby consents to the publication of the summary of his/her experience, a photo, an appropriate quote or testimonial in institutional marketing materials, including the prospectus, brochures, newsletters, social media, and website.
11. The General Terms & Conditions of the Study Abroad and Exchange programme shall apply.

I, **the undersigned**, do hereby acknowledge that I have read, understood, and agreed to the terms and conditions of the Special Study Abroad Tuition Remission Scheme.

Name	
Signature	
Date	