

CASPP005_International Student Exchange Policy Procedures

1. Purpose

The aim of these procedures is to set up a framework for student exchange procedures to ensure effective planning of exchange programs and to achieve the objectives of the program in order to maximize the benefit of the experience and its success.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

- **Student exchange:** A training program for college students at local or international level for the purpose of acquiring experience, developing skills, learning about leading experiences in the field of students' specializations, and refining the student's personality.
- **The Directorate:** Directorate General of Colleges of Applied Sciences.
- **The Committee:** Student exchange committee

3. Procedures

1. The Director General of the Colleges of Applied Sciences issues the decision to form the Student Exchange Committee, headed by the Head of the Student Services Center at the Ministry.
2. The Student Exchange Committee communicates with a number of institutions to discuss the student exchange opportunities and the aspired aspects of the program, so as to receive several scenarios for the proposed programs.
3. The committee shall study the proposed programs for student exchange, select institutions for student exchange, discuss the financial cost, and determine the number of students and possible support opportunities.
4. The committee shall obtain formal approvals from the concerned authorities in the Ministry.
5. The committee shall communicate with the colleges to nominate students who qualify for student exchange requirements and in accordance with the number of students who excel academically and who are distinguished in the field of student activities.

6. The colleges shall submit the list of nominated students for approval.
7. The committee shall assign a supervisor to accompany the student participating in the exchange program.
8. A meeting shall be conducted with the students whose names have been approved to explain the program's objectives and details.
9. The Student Exchange Committee will complete all administrative procedures related to student travel processing such as visa and health insurance.
10. The student exchange program will last from one to two months.
11. The student exchange committee and the accompanying supervisor shall follow up students during the program and provide periodic reports to the exchange committee.
12. The Student Exchange Committee shall, after the end of the program and the return of the students, submit a final report on the assessment of the experience and recommendations thereon, which will be submitted in turn to the Director General of the Colleges of Applied Sciences according to the prepared form. The report shall be kept in the electronic record of the student exchange program.

4. Supporting Materials

- Student exchange file.

5. Approval Agency: Board of Trustees.

6. Approval Dates: In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures Sponsor

The General Director of the Colleges of Applied Sciences.

8. Contact person

The Students Services Centre and Admission & Registration Centre at the College.

The Students Services Centre at the Directorate General.