

## CASP005- INTERNATIONAL STUDENT EXCHANGE POLICY

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STATUS	<input checked="" type="checkbox"/> New Policy
	<input type="checkbox"/> Continuation of Existing Policy
	<input type="checkbox"/> Revised Policy
SCOPE	<input checked="" type="checkbox"/> All CAS
	<input type="checkbox"/> Some CAS (.....)
	<input type="checkbox"/> One CAS (.....)
TARGET AUDIENCE	<input type="checkbox"/> Staff: <input type="checkbox"/> All <input type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff
	<input checked="" type="checkbox"/> Students: <input type="checkbox"/> All levels <input checked="" type="checkbox"/> UG <input type="checkbox"/> PG
	<input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....)

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### 1 Rationale and Purpose

CAS will offer opportunities for students to participate in International Students Exchange Programs. This will foster internationalisation and build strategic partnership with international institutes providing higher education.

This policy defines the criteria and procedures for setting up and operating an International Students Exchange Program (ISEP).

### 2 Definitions

For purpose of this policy, unless otherwise stated, the following definitions shall apply:

CAS: Colleges of Applied Sciences under the Ministry of Higher Education, Sultanate of Oman

MoHE: Ministry of Higher Education, Sultanate of Oman

DG CAS: Director General of the Colleges of Applied Sciences

APD: Academic Programs Department under DG CAS at MoHE

MoU: The inter institutional memorandum of understanding entered between CAS and the partner or host institution abroad

Faculty: Academic staff members of CAS

**Student Exchange:** A program allowing students of a home institution to attend a host institution in another country for a mutually agreed period.

**Educational travel program:** Any educational trip to an overseas HEI, such as study tours, cultural exchange programs, language courses, business or leadership programs, volunteering experiences, internships, etc.

**Home Institution:** The institution where the student is formally registered

**Host Institution:** The institution where the students participate in a program for a mutually agreed period

**ISEP:** International Student Exchange Program that includes all types of the programs like student exchange, student travel, study abroad both from and to host institutions that are partners approved by MoHE

### **3 Policy Content and Guidelines**

- 3.1 International Student Exchange is an overarching umbrella that includes study abroad programs and any educational travel programs to approved overseas partner institutions
- 3.2 CAS regard international student exchange as an important learning opportunity to the students who directly take part in the program. It also provides the institutions with useful information about the standing of their academic programs in the international scene.
- 3.3 CAS undertake to provide the legal platform and resources to encourage as many students from all specialisations as possible to have an international learning experience. It is the responsibility of CAS to identify a selection of potential partners and secure agreements with them in order to protect the students' rights.
- 3.4 The private sector and non-governmental institutions may take part in the sponsorship of some SIEP candidates.
- 3.5 The selection of students for exchange programs shall be fair and transparent. Objective criteria shall be developed for the purpose.
- 3.6 CAS monitors their exchange partners on a continuous basis to ensure that the experience abroad is beneficial to the students.
- 3.7 Although not all exchange programs may lead to a transfer of credit to the students, the experience must be duly documented in both institutions.

**4 Legislative Compliance**

- The Executive Bylaw of Royal Decree 62/2007
- CAS Academic Regulations issued by Ministry Resolution No. 73/2007

**5 References**

- CAS Academic Regulations Ministry Resolution No.73/2007)

**6 Appendices**

- Appendix A: Procedure for selecting students for the exchange program
- Appendix B: Rules of exchange and preparatory actions

**7 Approval Agency:** Board of Trustees

**8 Approval Dates**

This policy was originally approved on: [ ]

This version was approved on: [ ]

This version takes effect from: [ ]

This policy will be reviewed by: [ ]

**9 Policy Sponsor:** Director General of CAS

**10 Contact:** Directorate General of CAS