

PARUL UNIVERSITY

R/Notification-423/2019-20

Office of the Registrar
September 7, 2019

NOTIFICATION

Sub: Facilitation process for students going on International Students Exchange Programme

Ref: (i) Proposal submitted by Director, IRC dated 8.7.2019

(ii) Recommendation of the Provost

(iii) Approval of the President

The University deputed its students to universities situated abroad under Student Exchange Programmes of durations ranging from one week to one year. It is observed that different HOIs/HODs follow different procedures for considering the attendance of students during their absence while attending the programme and also the way students are made to appear for the missed examinations during the tenure of the programme. The University has notified the procedures to be followed at different time periods. However, it is felt there is a need to provide a comprehensive guideline including all the guidelines issued earlier so that all the HOIs/HODs in the University may follow the same while permitting the students to attend the IEPs.

The following are the guidelines to be followed by the HOIs/HODs under different sets of the Exchange Programmes.

1. **The student is unable to appear in the University Examination owing to his participation in the International Exchange Programme**
 - The student shall be allowed to appear in the Supplementary Examination of those subjects in which he hasn't been able to appear in the University examination
 - In the marks card issued to such student, for those subjects in which the student has been unable to appear in the university examination, the grade shall be mentioned as "Absent-IEP". The concerned head of the department to which the student belongs shall also be informed about the same by the IRC.
 - While calculating the SGPA, the performance of the student in the subjects in which he was unable to appear in University Examination owing to participation in IEP shall not be taken into consideration.
 - The student shall not be charged any fees for appearing in the Supplementary Examination of those subjects for which he wasn't able to appear in the University Examination due to IEP.
 - The Department to which the student belongs shall arrange to notify the University Examination Section about the student not being able to appear in the University Examination due to IEP well in advance.
 - If the student, due to his participation in the IEP, is unable to appear in Mid-Term/Internal Exam/ Quizzes/Test etc..., such Mid-Term/Internal Exam/

Quizzes/Test shall be conducted separately by the concerned department for the student.

- If the student has been unable to appear in the Viva-Voce, efforts shall be made by the concerned Head of the Department/HOI to re-arrange Viva-Voce for the subjects in which the student has not been able to appear for the same due to his/her participation in IEP.

Subject Mapping:

Before the student proceeds for IEP in universities abroad, the subject mapping shall have to be carried out by the IRC in consultation with the Head of the Department to which the student belongs. In doing so, the subjects which the student will study at the host university and the subjects which are offered to the student in the programme will have to be considered. The subject-mapping will have to be approved by the concerned HOI and Dean of the Faculty. The records of subject-mapping for each student attending IEP shall be submitted to the Deputy Registrar (Academic).

In case, the subjects which are to be offered at the host university are different from the subjects offered by Parul University, for such subjects, student will be required to take up "Minor/Major Project" wherein the student will prepare a report on the learning he received at the host university. The report prepared by the student will have to be submitted to the Head of the Department to which the student belongs as per the norms stipulated by the University.

Preparation of the Result for IEP

- The student who has failed in any of the subjects taught at the host university and the said subject is also offered by the university, the result of the student in such subject will be mentioned as "Fail". Such student will have to appear in the Supplementary Examination of the concerned subject. The student shall be required to pay the stipulated fees for the Supplementary Examination.
- Based on the performance of the students in the examination conducted by the host university, the total marks scored by the student will be transferred to the university. Grade Equivalence Sheet will have to be prepared by the Faculty Coordinator (who has accompanied the students on IEP) and IRC Coordinators in consultation with the Head of the Department to which the student belongs. The format of Grade Equivalence Sheet will be prepared by the IRC.
- In case of International Exchange Programmes wherein no credits are offered by the host university, the concerned department in the university shall arrange to award marks/grades to student based on the duration of the IEP, attendance of the student in classes conducted at the host university and the report prepared by the student on the learning received at the host university.
- In case, the student, who has registered for IEP, is detained, the credits obtained by him/her during IEP will be considered as and when the period of detention is over and the student registers for the subsequent semester.

Functions of the IRC for the conduct of International Exchange Programme

- IRC will carry out all pertinent correspondence related to International Exchange Programme with the host university
- IRC will be responsible for chalking out the schedule of the IEP
- IRC along with the faculty accompanying the student will undertake all promotional activities related to IEP
- IRC will be responsible for collecting and preparing requisite documents related to IEP, obtaining visa for students and faculty, making arrangements for travel etc...IRC will also guide the faculty and students about the norms to be followed during IEP at host university
- The drafts of the following documents shall be prepared by IRC
Registration Form, No Objection Certificate, Undertaking Letter, Subject Mapping Letter, Grade Equivalence Letter, Brochures, List of Documents Required, Duty Leave Letter, Advance Money Letter, Load Adjustment Letter, Programme Report, Schedule of the IEP etc....
- The faculty who will accompany the students during IEP shall submit original transcripts and certificates issued by the host university to IRC upon arrival. Photocopies of original transcripts and certificates shall be kept at the department level.
- The Certificate Distribution Ceremony for the students who have attended IEP shall be organized by the concerned Head of the Department and IRC.
- In order to ascertain the eligibility of the student for his/her participation in long term IEP, his/her academic credentials, proficiency in English, orientation towards learning, individual behaviour and attitude shall be taken into consideration.
- The concerned Head of the Department/HOI, if need be, shall conduct extra-classes for students who are selected for attending IEP in universities abroad in technical subjects, English language etc....

By Order


Registrar

To,

- 1) Deans of Faculties
- 2) Principals/HOIs of Colleges/Institutes
- 3) The Controller of Examinations
- 4) Deputy Registrar (Academic)
- 5) Director, IRC

Submitted to,

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) The Provost