



Circular

GUIDELINES FOR INSTITUTE INITIATED STUDY ABROAD PROGRAMS (I-SAP)

To,
All Principals/Directors/Students
GTU affiliated institutes

It is observed that many GTU affiliated institutes are having collaborations with foreign universities. As a part of such Institute level MoU/Tie-ups with foreign universities, Institutes send their students for short term/long term Study Abroad Programs (I-SAP) to the foreign universities. In such cases, if student/institute is expecting a subject waiver by GTU (exclusion of appearing in teaching and examination at GTU for a specific subject(s)), following procedures and guidelines are to be considered on a mandatory basis.

A. Conditions and Criteria:

1. The institute and foreign university must have signed MoU with a provision of student exchange.
2. If the Study Abroad Program is planned to be initiated with the foreign university other than those which is having the MoU with GTU (List of MoU is available on GTU website), it will be required to have a MoU between GTU and a foreign university. For this, the institute will request foreign university partner to send a proposal to GTU for signing MoU and GTU will consider the proposal based on the creditability review of the university.
3. Once GTU agrees to sign MoU with a foreign university, the institute can initiate the process of application.
4. The maximum duration of the program shall not be more than two semesters in UG courses. In the case of PG courses, the maximum duration of the program shall not be more than one semester.

5. Maximum number of subjects to be allowed for subject waiver shall not be more than 5 in one semester, so the maximum number of subjects to be allowed for the entire Study Abroad Program should not be more than 10 in any case.
6. For subject waiver, the student must achieve the required credits at a foreign university as per GTU teaching scheme and norms.
7. The students who are interested in taking part in the study abroad program should meet the following criteria.
 - a. They can participate in the program from second year onwards (SEM III onwards) only.
 - b. They must have appeared in the exams of all previous semesters of the course.
 - c. They must have good academic record with minimum SPI/CPI of 5.0.
 - d. Maximum 2 backlogs are allowed up to other than previous semester OR up to the last declared result.
8. It will be the responsibility of the principal & HOD of the institute to fill-up and submit the exam form if the dates of filling exam form and gunning are clashing with the duration of Study Abroad Program and student is not available at the institute during that process.
9. After coming back from the Study Abroad Program students have to appear specific semesters of GTU regular/ remedial exams of remaining subjects as per the eligibility of appearing in the exam (as per their terms grant eligibility, status of exam form and physical presence at the time of examination at GTU). Students are also required to appear in the remedial exam of subjects for which they are declared fail at foreign university.
10. The student has to carry out self-study for the remaining subject(s) of the specific semester for a partial/entire portion of the syllabus as per their duration of study at foreign university. However, it is recommended that institute take some extra classes / guidance sessions for theory and practical to help the students in covering the syllabus of remaining subjects for their regular/remedial exam.
11. In case if the student comes back to the GTU institute before completion of the program due to any reason, following norms are to be accepted by student and institute.

- a. The student shall be eligible for a subject waiver only in those subject(s) which are passed at a foreign university as per the transcript given by the foreign university.
 - b. GTU shall consider the result of a specific subject(s) as per the given transcript given by the foreign university with appropriate grade conversation norms of GTU.
 - c. For the subject(s) in which the student is declared as 'Fail' at a foreign university, the student will be eligible to appear only in the forthcoming remedial exam at GTU for the subjects.
 - d. For the subjects, in which the student is not able to achieve any credit (not studied or not appeared in exam at foreign university), he/she may appear in regular/remedial exam at GTU on the condition that he/she meets criteria for appearing in regular exam as per GTU norms (terms grant eligibility, status of examination form and physical presence at the time of examination at GTU).
12. In case student(s) withdraw his/her name from the program after application is approved by GTU (before departing for foreign university), Institute will have to inform GTU regarding the withdrawal of name of student(s) by mail instantaneously and later on submit a forwarding letter (from Institute only) with copy of application submitted by the student.
13. In case if the syllabus of any subject(s) is changed or the subject is removed from the syllabus later on after the application approval, GTU may or may not give subject waiver based on the possibility of subject equivalency. Students/ Institutes are bound to accept the final decision of the university in such cases regarding subject waiver.
14. The examination patterns and evaluation criteria of the foreign university have to be in-line with GTU norms to maintain serenity of examination.
15. The total/individual credit(s) of the subjects to be taught at foreign university should not be less than the credits of the equivalent subjects of GTU.
16. As the exam will be taken by the respective foreign university, the foreign university will submit final marks to GTU as per GTU format. GTU shall convert the received marks in appropriate grade as per GTU norms for result processing.
17. Students/institute shall bound to accept the result declared by GTU in respective subjects.

18. Students cannot apply for Re-Checking and/or Re-Assessment in the subjects covered under Study Abroad Program.

B. Application Procedure:

If the GTU affiliated institute and foreign university agree on above-mentioned criteria for a Study – Abroad Program, GTU affiliated institute can apply for the permission from GTU to execute the program for its students. Institute has to:

- Send Forwarding letter to the Registrar of GTU with the brief of the program and activities along with following documents as attachments.
 1. A copy of MoU between Institute and a foreign university.
 2. Details of student selection process and criteria adopted for the foreign study program by the institution and foreign university on their letter heads duly signed by competent authorities.
 3. An approximate number of interested students, along with details of their branches and semesters.
 4. A forwarding letter by foreign university having following details on letterhead in the English language
 - i. Name of subjects to be taught during Study Abroad Program
 - ii. Certificate of syllabus mapping including approximate percentage of the content match (between GTU syllabus and syllabus of the foreign university) by the head of the department for each subject.
 - iii. Credits of each subject as per their system.
 - iv. A number of teaching and practical hours for each subject to be covered during Study Abroad Program.
 - v. Teaching pedagogy.
 - vi. Evaluation pattern.
 - vii. Details of examination pattern with their modes and marking structure.
 - viii. Detailed syllabus of all the subjects to be taught by foreign university
 - ix. Declaration in writing that marks obtained by the students will not declare formally or informally to anyone except GTU and foreign university shall furnish all the required details to GTU within given time as and when asked by GTU.
 5. The Institute has to submit a declaration in writing that all the mentioned details in the application are verified at institute level and the institute will

furnish all required information to GTU (during and after the completion of the program as per point D) within given time limit.

6. Based on the details provided by the foreign university, the applicant institute must provide a tabulated summary for all subjects covered under I-SAP as mentioned below along with all documents:

Sr. No	Branch with code	Semester (of the subject which is proposed for the subject waiver)	Subject Code (As per GTU Teaching Scheme)	Name of Subject (As per GTU Teaching Scheme)	Name of the subject (As per foreign Uni.)	Subject Credits (As per GTU Teaching Scheme)	Subject Credits (As per foreign Uni.)	Difference in credits	% of Subject syllabus match
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C. Time Duration of submitting the applications to GTU:

Institute has to submit the application at least 6 months (180 calendar days) before the commencement of the program. Applications which do not meet this criterion shall straightaway rejected without any further communication in this regards.

D. Requirement of other documents

1. If the application is approved by GTU, the institute has to submit the details of all participating students on the letterhead duly signed by HOD and Principal before 1 month of the commencement of the program.

a. tabulated summary as per following format.

Sr. No	Enrollment Number	Name	Branch with code	Semester (In which student is going for study program)	Semester (of the subject which is proposed for the subject waiver)	Subject Code (As per GTU Teaching Scheme)	Name of Subject (As per GTU Teaching Scheme)	Name of the subject (As per foreign Uni.)	SIP/CPI (whichever applicable)	No. of backlogs up to the previous sem (if any)
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b. Declaration by student/parent as per Annexure I.

c. Declaration of Institute as per Annexure II.

d. It is recommended that Institute appoints a mentor to accompany the students at the foreign University. The mentor can be appointed from a group of institute faculties/any person by the principal/trust/top management of the institute. The core responsibility of mentor would be taking care of students in all the way to

ensure their academic performance and social security during their travel and stay. So, the institute should provide the details of the mentor (if applicable).

2. GTU institute has to furnish the copies of the visa and departure stamps of each student within 7 days of the commencement of the program at GTU.
3. GTU institute will have to submit the copies of visa arrival stamps of each student within 15 days of the completion date of the program.
4. After the completion date of the program, the foreign university will have to submit the copy of transcript/result of all the students to GTU through email within 1 month.
5. The concerned department of GTU will send an excel sheet to the foreign university having the details of the maximum marks (subject wise – component wise) as per GTU's teaching scheme. The foreign university will have to submit the excel sheet (.xlsx file) with respective details as well as duly stamped and signed scanned copy (.pdf file) of the same within 7 days of receiving the email.

E. Step wise procedure to be followed by the Institutes/Colleges considering all above points:

Step 1: Matching the required criteria to initiate I-SAP:

GTU institute has to check all criteria as mentioned in point 'A' and take consent from the foreign university on the same and go forward.

Step 2: Approaching foreign University to sign MOU

If the foreign university is not having MoU with GTU, the institute will approach to a foreign university to sign the MoU with GTU.

Step 3: Checking the credentials of foreign University

Once, the proposal of MoU from the foreign university is received GTU shall evaluate the credentials of the university and provide the feedback to the university as well as the concerned GTU institute regarding the decision to sign MoU.

Step 4: Consent to sign MOU

Once, GTU gives consent to sign MoU with a foreign university (actual MoU signing can be done later on), GTU institute can initiate the communication with the foreign university for all information which is to be submitted with the application.

Step 5: Sending application to GTU with documents

After having all required information for the application, institute will send an application to GTU along with all necessary documents as mentioned in point 'B' within the stipulated time of application as mentioned in point 'C'.

Step 6: Verify documents & forwarding for approval

After receiving the application with all required documents, the concerned section of GTU shall evaluate all the documents and given information. If the provided information is found appropriate as per the circular, the application shall be forwarded to other sections & authorities of GTU for their approval.

Step 7: Decision of University

The concerned section of GTU shall communicate to the GTU institute regarding the decision of the final authority on the application through email (Accepted/Rejected).

Step 8: Initiating communication with foreign university

If the decision is positive and institute receives the approval, process for sending their students to the foreign university for the study-abroad program can be initiated.

Step 9: Submitting details of all students

GTU institute will submit the students' details as mentioned in 1st point of D.

Step 10: Submission of departure stamps

Once the students reach the foreign university, the GTU institution shall ask them to send the scanned copy of their departure stamps through the mail and will send the same to GTU within 7 days of the commencement of the program as mentioned in point 'D'.

Step 11: Submission of arrival stamps

Institute will submit the scanned copies of visa arrival stamps to GTU.

Step 12: Sending Transcript to GTU

After the completion of the program, the foreign university shall send the copy of transcript/result of each student to GTU through email as mentioned in point 'D'.

Step 13: Sending excel sheet to GTU

The concerned section of GTU shall send the excel sheet to foreign university with required details as mentioned in point 'D'.

Step 14: Submitting the result to GTU

The foreign University shall send the excel sheet back to GTU with the marks obtained by each student in each component in each subject. The foreign university has to submit the result in TWO formats, one in excel sheet and another in pdf scanned copy of excel sheet duly signed by the head of the department along with university stamp.

Step 15: Verification of Result

The concerned section of GTU shall verify the result and other details. If everything found appropriate, the result shall be forwarded to the other section of GTU for considering the same in the final result of the student.

Step 16: Confirmation mail on completion

The GTU institution will be informed about the completion of all administrative procedures for a subject waiver through email.

IMPORTANT NOTES:

- a) The norms for institute initiated Study Abroad Program are immediately applicable from the date of the circular.
- b) These norms are applicable for all kind of funded or non-funded programs in which, the subject waiver is expected from GTU.
- c) All GTU affiliated institutes have to follow the above-mentioned procedure and norms on a mandatory basis. If the institute is not applying for approval of such program to GTU as per the prescribed norms OR the application is rejected, GTU shall not consider any application/request from any institute/student for subject waiver or other benefits in any case.
- d) GTU shall not schedule any additional/special exam for participating students in case the program duration clashes with the university examination schedule finalized by GTU.
- e) Even after the approval for initiating the program in principle, if the GTU institutes/students/ foreign university fail to submit the required documents or violates the norms of this circular (at any stage), institute/ students have to accept the final decision taken by GTU for the concerned matter.
- f) With the above mentioned norms In case of any discrepancy, decision of Hon'ble Vice Chancellor shall be considered final.

All related communication should be done to the following section.

Department: International Experience program (IEP)

email Id: overseas@gtu.edu.in

Phone: 07923267516

S/d
Registrar

Annexure I

Declaration by Student and Parents

I, (Full Name as per enrollment number) son/daughter of (Name of Father/Mother/Guardian), having GTU enrollment number (enrolment number) going to participate in (name of the study abroad program) at (name of university) located at (name of the country) from (starting date) to (ending date).

With respect to my participation in Study Abroad Program as stated above, I declare following in my full conscious without any pressure or influence.

1. I have read and understood all the points/guidelines/norms mentioned in the GTU circular dated 27th April, 2017 with reference number (to be filled up by Section) and I agree to accept all the mentioned points/guidelines/norms as and when applicable to me for the stated Study Abroad Program.
2. I agree that my decision of participation in the stated Study Abroad Program is taken by me with the consent of my parents/guardian as well as principal of the institute.
3. I have checked all the necessary and important provisions and prerequisites for international travel at (name of the country) and taken the required actions for the same.
4. I shall maintain the appropriate manners and desirable behavior in all the terms (personal/professional) during my participation in the program. At any stage, if the foreign university/Institute/ GTU find any kind of inappropriate behavior, they can impose any sort of penalty on me and I shall be bound to accept the same.
5. GTU shall not be liable for any kind of safety/security/legal/judiciary issue occurred to me/by me at any stage during my participation in the program.
6. I know that the present Study Abroad Program for which I am applying is purely a short term program for exploring the foreign education system. On completion of the stipulated time of the program, I shall return to India as per the norms.

7. The participation in the study abroad program does not guarantee me the subject waiver by my Institute or GTU unless and until I achieve the required score for passing the subject as per GTU norms.

6. I fairly know about all financial obligations on me/my parent for participating in the program and agree to bear the same.

7. I fairly know that GTU does not have any financial liability/involvement in any way in the said program and I agree upon the same.

Name of the Student _____

Signature of the Student _____

I/we hereby agree upon all the points/guidelines/norms stated in the concerned circular as well as the aforesaid declaration by my son/daughter.

Name of Parent/Guardian _____

Signature of parent/Guardian _____

I hereby endorse the above-stated declarations from my student and his/her parent

Name of Principal _____

Signature of Principal _____

Institute stamp

Annexure II

Declaration by the Principal of Institute (to be given on letterhead of the institute)

I (name of principal), heading the position of principal/director of (name of Institute with Institute code) declare that I have read and understood all the points/norms of the circular of GTU (Ref no of circular to be filled up by section) regarding the institute initiated Study Abroad Program.

All the information provided by my institute/foreign university/student & his/her parent are verified properly. I also agree that all required information before, during and after the commencement of the program shall be provided to GTU as and when asked in given time.

The entire program is initiated by us with assessing all the dynamics of the program and we ensure that we shall maintain all the requisites for the successful accomplishment of the program with respect to student's academic and individual goals.

Per student cost of this program is kept at (amount in INR/foreign currency) and out of that, the institute's contribution is (amount in INR/foreign currency – if applicable). Participation of the student in the program is purely on a non-mandatory basis. We have not imposed any kind of influence /pressure on the students for participating in the program at any level.

We are sending the Institute mentor along with the students and his/her name and contact details are given in application (if applicable as per point D.1.d). I hereby declare that all the information provided by us/foreign university is true and in the case of violation of any norms of the Study Abroad Program by us/students/foreign University, the final decision of GTU shall be accepted by my institute and students.

Name of principal _____

Signature of principal _____

Institute stamp