

## 1. Student Exchange Programs

Student exchange programs are activities of receiving foreign students for short term visit and semester exchange/study abroad at **Manipal University Jaipur (MUJ)**, and sending MUJ students for the same at Collaborative Institutes (CIs) within frameworks of MoU/Agreement executed by the collaborative Institute & MUJ.

At present, MUJ has two forms of student exchange which are as follows:

- (i) Non-Credit Exchange Program (includes summer schools, internships, short duration courses etc.).
- (ii) Credit Exchange Program (includes credit-based program).

Details of the Programs are as follows:

### 1.1 Exchange under Summer Schools/Short Duration Programs/ Internships

1. An application form in which students apply as per the Collaborative Institutes requirement and only participate in summer schools, short-term visits, relation exchanges, internships and study from 1 week to 6 months without receiving any degree/diploma. Such exchanges are encouraged during the semester breaks.

2. Students from Collaborative Institutes can apply for similar exchanges at MUJ by applying as per MUJ's application format and undergo summer schools/ short duration programs/internships.

### 1.2 Credit Exchange Program

#### 1.2.1 Outgoing students

1.2.1.1. The courses credited elsewhere, in Indian/Foreign, University/Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.

1.2.1.2. Students can earn external credits only from Indian/Foreign, Universities/Institutions with which MUJ has a MoU for the above purpose.

1.2.1.3. The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

1.2.1.3.1(a) B.Tech student with consistent academic performance and CGPA  $\geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) of Engineering at Manipal University Jaipur, in other institutions during 3<sup>rd</sup>/4<sup>th</sup> year and during any semester breaks.

1.2.1.3.1(b) Non-B.Tech student with consistent academic performance and CGPA  $\geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by their

respective Faculty Boards (FB) in Non-Engineering at MUJ, in other institutions during 2<sup>nd</sup>/3<sup>rd</sup> year and during any semester breaks.

1.2.1.3.2. Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirement of the program.

1.2.1.3.3. Credit transfer can be considered only for the courses at same level or above.

1.2.1.3.4. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

1.2.1.3.5. The student and parent of the student need to agree on the Student Exchange Policy and sign an Undertaking Form (ANNEXURE 1).

1.2.1.3.6. Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credits earned on completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other Universities/Educational Institutions/Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the concerned Dean of the Faculty concerned in this regard shall be considered as final.

1.2.1.3.7. Student has to pass all such courses for which credit transfer is to be made.

1.2.1.3.8. Credit transfer availed by a student shall be properly recorded in the academic record(s) of the student. The copy of Credit transfer/mapping form needs to be completed by the student, further verified by the respective HoD and approved by Dean of the concerned Faculty. The approved credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.

1.2.1.3.9. At the end of the exchange, student has to bring along the granted certificate/transcript for completed credits based on their learning results from the Partner Institute.

## **1.2.2 Incoming students**

1. An application form (ANNEXURE 2) in which students participate in some suitable courses/modules from 1<sup>st</sup> semester to 2<sup>nd</sup> semesters need to be submitted by the student along with the credit mapping /learning agreement form (ANNEXURE 3).

2. The credit mapping/learning agreement form must also be filled by the students of Host Institutes (HIs) with agreement and approval from their respective Dean/Head of the programme. The approved copy of Credit transfer/mapping form needs to be verified by the respective HoD and approved by Dean of the Faculty. The credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.

3. At the end of the exchange, students from HIs will be provided with a certificate/transcript (ANNEXURE 4-sample) for completed credits based on their learning results.

4. The guidelines of such transfer of credits are as mentioned for Outgoing students (section 1.2.1).
5. MUJ factsheet (ANNEXURE 5) provide the overview of MUJ facilities and other details. The facts and figures may change from time to time.
6. The Fee Structure for exchange students at MUJ is given in ANNEXURE 6.
7. Manual Registration form and Assessment forms (Form A, Form B and Form C) are to be followed.

**Note: In case of any disputes, the Dean of the Faculty along with Director, International Collaborations will constitute for a committee to resolve the dispute.**

## **ANNEXURE 1**

### **Undertaking Form for Student Exchange/Study Abroad/Semester Exchange Programme**

I, \_\_\_\_\_ wish to earn external credits from \_\_\_\_\_ which is an/a Indian/Foreign University/Institution. I and my parents agree to follow all the rules and regulations set under the exchange process.

We agree to all the guidelines and procedures mentioned below;

1. The credit transferred will reduce the number of courses to be registered at Manipal University Jaipur.
2. B.Tech student with consistent academic performance and  $CGPA \geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Engineering of Manipal University Jaipur, in other institutions during 3<sup>rd</sup>/4<sup>th</sup> year and during any semester breaks.
3. Non-B.Tech student with consistent academic performance and  $CGPA \geq 7$  can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Non-Engineering of MUJ, in other institutions during 2<sup>nd</sup>/3<sup>rd</sup> year and during any semester breaks.
4. Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirement of the program.
5. Credit transfer can be considered only for the courses at same level or above.
6. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned HoD/BoS, before proceeding for the course.

7. The credit exchange process is subjected to approval by the authorities at MUJ and Host Institute applied.

7. The credits will be considered only if the student passes all the course at the Host Institute. If in case, the courses are not completed/passed, then the student will not get the credits transferred for that particular course(s).

8. The incomplete or failed courses need to be either passed as per the host Institute's requirements or retaken at MUJ to complete the credit requirements.

9. The student after getting the exchange process done and once the offer is generated, must not cancel the offer unless any emergency occurs.

10. The student will have to bear all the financial part (stay, travel, transport, etc.) and fees (if applicable).

Student Name and Signature

Date:

Parents Name and Signature

Date:



**ANNEXURE 2**

**STUDENT APPLICATION FORM (INBOUND)**

(This form has to be filled by the applicant 2-3 months before the program starts)

**PART I : To be completed by the applicant.**

**A. NAME OF PROGRAMME: Semester Exchange / Internship / Short Term**

**B. APPLICANT / PARTICIPANT PERSONAL DETAILS (COMPULSORY)**

Recent Passport

Sized  
Photograph

(Please write  
your name at the  
back of the  
photo)

Name (Mr./Mrs./Miss)						
Passport No.		Date of Expiry				
Date of Birth				Age		
Place of Birth				Mobile Number		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female		Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single
Citizenship/ Nationality						
E-mail address						
Emergency Contact Person				Contact Number		
Home address						
State & Country				Postcode		

**C. EDUCATION AT HOME UNIVERSITY (COMPULSORY)**

Current Home University (name & full address)					
Phone Number			Fax Number		
E-mail address			University website		
Faculty					
Programme of Study					
Level of Study	<input type="checkbox"/> Diploma	<input type="checkbox"/> Bachelor	Current Semester		
	<input type="checkbox"/> Master	<input type="checkbox"/> PhD			
Current result (CGPA)			Expected year of graduation		

Academic awards obtained (please specify name of award, organiser & date received):

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**D. OTHERS (CO-CURRICULUM ACTIVITIES)**

Co-curriculum activities:
Special skills:

**E. STUDY AT MUJ (COMPULSORY)**

Faculty / School applied at MUJ	
Does your university have MoU with MUJ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of mobility program	<input type="checkbox"/> Semester Exchange Programme <input type="checkbox"/> Internship Programme (work/research attachment) <input type="checkbox"/> Visits (less than 7 days) <input type="checkbox"/> Others, please specify _____
Period of study (in MUJ)	<input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semester <input type="checkbox"/> other Start Date _____ End Date _____
Please describe your research project (if relevant)	
	Proposed site supervisor at MUJ:
	List of equipment required:
Transfer of credits required (Please fill in the Academic Transcript Form)	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify each course to be taken in MUJ: _____ _____

## F. FINANCIAL INFORMATION (COMPULSORY)

How would you intend to finance your programme?

Self-sponsored     
  Home Institution     
  Sponsor

Please specify details of sponsorships (Sponsoring Body/Institution/Association):

\_\_\_\_\_

Native Language						
Language proficiency	English		Proficient		Moderate	Weak
	Hindi		Proficient		Moderate	Weak
	Others (specify)		Proficient		Moderate	Weak
	_____					

## G. LANGUAGE

## H. INTER-OFFICE COMMUNICATION (COMPULSARY)

Please include the contact person from the **home university** (international officer/student exchange/mobility coordinator) who is responsible for correspondence.

Name (Dr. / Mr. / Miss / Mrs.)			
Position			
Office/Department			
Correspondence address			
Office Number		Mobile	
E-mail address			

*I hereby declare that the information provided in this form is true.*

Signature : \_\_\_\_\_

Date:

\_\_\_\_\_

Name: \_\_\_\_\_

Place:

\_\_\_\_\_

**NOTE: Please submit 4 current colored photographs (passport size), a copy of your passport (front page only). For credit transfer program, please enclosed a copy of academic transcript.**



**PART II : To be completed by MUJ**

**APPROVAL BY THE RESEPECTIVE HOD/DIRECTOR:**

**Comment :**

(For credit transfer program, HoD/Director is requested to comment on the courses applied by the students)

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Name :

Signature & Stamp :

Date:

**APPROVAL BY THE DEAN OF FACULTY / PRO-PRESIDENT:**

(For credit transfer program, Dean is requested to approve the courses applied by the students)

**Comment :**

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Name :

Signature & Stamp :

Date:

**REMARKS BY THE INTERNATIONAL COLLABORATIONS' DIRECTOR:**

**Comment :**

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Name :

Signature & Stamp :

Date :

**ANNEXURE 3**



**COURSE COMPARISON FORM FOR CREDIT TRANSFER ARRANGEMENT  
FOR INTERNATIONAL STUDENT EXCHANGE PROGRAMME**

NAME OF HOME UNIVERSITY DEGREE PROGRAM : MANIPAL UNIVERSITY JAIPUR					NAME OF HOST UNIVERSITY DEGREE PROGRAM : _____				
NO.	NAME OF COURSES	CREDIT	TOPICS	CONTACT HOUR	NO.	NAME OF COURSES	CREDIT	TOPICS	CONTACT HOUR

***I hereby declare that the information provided in this form is true.***

Student Name and Signature: \_\_\_\_\_

HoD Name and Signature: \_\_\_\_\_

Director's Recommendation	HOME UNIVERSITY	Dean's APPROVAL	HOME UNIVERSITY	Dean'S APPROVAL	PARNTER UNIVERSITY
NAME, SIGNATURE with DATE		NAME, SIGNATURE with DATE		NAME, SIGNATURE with DATE	

NOTE: Copy of approved form to be submitted to Pro-President Office, Directorate of Academics, Controller of Exams and Directorate of International Collaborations

**ANNEXURE 5 : Factsheet of MUJ year wise (changing)**

**ANNEXURE 4- Sample Transcript -\_Attached**

**ANNEXURE 6 - Tentative Fees Structure for Inbound Mobility Students (changing) - Attached**