

SATHYABAMA

**INSTITUTE OF SCIENCE AND
TECHNOLOGY**

(DEEMED TO BE UNIVERSITY)

STUDENT EXCHANGE POLICY



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STUDENT EXCHANGE POLICY

1. Introduction

Sathyabama Institute of Science and Technology is committed to offering its students opportunities to diversify their educational experience by giving them global exposure. The University believes that student exchanges with international universities/institutions offer an excellent opportunity for the students to enhance their University education by meeting people from other countries, traveling to different parts of the world, discovering new cultures and learning in a different academic environment.

Sathyabama Institute of Science and Technology has agreements with Universities and Institutions across the world for Semester Abroad Programme (SAP), Student Exchange Programme (SEP), Internships Abroad Programme (IAP).

2. Purpose of the Policy

The purpose of this policy is to ensure that the selection of the students is done in a fair and transparent manner and to give guidelines for handling such Programmes.

3. Programs covered by this Policy

Short term exchange: is an exchange that does not involve transfer of credits and whose duration ranges from 2-6 weeks if occurring during a regular semester and require absence from classes. It includes Programmes like Internship, Summer School and Winter School.

Long term exchange: is an exchange that is at least 3-12 months long and requires the student to attend courses for credit in the host University/institution. It includes Programmes like one or two Semester Abroad Programmes.

4. Eligibility

For a student to participate in a long-term exchange program the following minimum requirements must be met:

- a. Be enrolled as a full time student at SATHYABAMA.
- b. Have completed at least 2 Years of full time study at Sathyabama.
- c. Have a CGPA above 6.0

- d. Must not be on pending disciplinary action.
- e. Must be proficient in English and meet the language requirement of the host University/institution.
- f. Must accept the terms of the exchange as agreed between SATHYABAMA and the host University/institution.
- g. Priority will be given to students who had not participated in a previous exchange program.
- h. Exceptions to these conditions have to be approved by the Academic Council.

5. Grades and credits

Transfer of credits and courses taken at host University/institution to the student's transcript at SATHYABAMA is subject to both the "SATHYABAMA Credit Transfer Criteria" and the following conditions:

- a. The department prepares a list of courses that the student is expected to take in the host University/institution and their equivalent courses at SATHYABAMA. The list can not include any failed course at SATHYABAMA.
- b. The maximum duration of stay at the host University/institution is limited to one year (two semesters).
- c. A grade of C with 6 Grade Points and above must be earned in each of the courses taken.
- d. Students returning to SATHYABAMA must have official transcript from the Host University and a grade of C with 6 Grade Points and above must be earned in each of the courses taken.
- e. Exceptions to these conditions have to be approved by the Academic Council.

6. Procedures

- Semester Abroad Program/Student Exchange Program is facilitated by the "**Centre for Academic Partnership and International Relations**". Centre for Academic Partnership and International Relations will disseminate the information on the SAP and exchange opportunities available at foreign/partner Universities. Information is communicated through circulars. Students with good academic records are encouraged to apply for the programmes.
- The announcement should specify the eligibility requirements, the conditions of the exchange program, where/how application forms can be obtained, and the deadline for submitting applications.

- Applications should be submitted by the students to the Centre for Academic Partnership and International Relations, in the required format, with complete details of University, Courses and Equivalence Details, which is approved by the Dean of the respective School.
- A selection committee made up from members the department and the Centre for Academic Partnership and International Relations, screens the applications for eligibility and if necessary conducts interviews to decide the suitability of the applicants and recommends names of successful applicants.
- For Long-term exchange involving credit transfer, Deans of Schools in consultation with the student's Counsellors works out the courses that the student will take in the host University/institution and determines that the courses are equivalent to at SATHYABAMA.
- The Centre for Academic Partnership and International Relations gets the approval from Vice Chancellor and Chancellor to send the selected students to a foreign University on an exchange Programme.
- The Centre for Academic Partnership and International Relations prepares a letter that provides information about the name of the student, name of the host University, period of the Programme and Courses to be undergone and forwards it to Vice Chancellor. The Vice Chancellor forwards it to the Chancellor and gets Permission for Leave and other arrangements to be made, like preparation of an alternative examination schedule and conducting special examination.
- After the Chancellor's approval the Centre for Academic Partnership and International Relations informs the same, through a letter, to the Departments, Deans of Schools, Dean of Student Affairs, Exam Cell, Controller of examinations and the respective Class Counsellors, which is endorsed by them.
- Upon completing the exchange program, the student must submit the transcripts from the host University to the Controller of Examinations in order to facilitate the credit transfer process.
- The Centre for Academic Partnership and International Relations coordinates with the host University/institution with respect to the registration, travel, and accommodation of the students.

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