

Central University of Jammu

Guidelines

for

Student Exchange Programme



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CENTRAL UNIVERSITY OF JAMMU
GUIDELINES FOR THE STUDENT EXCHANGE PROGRAMME

About the programme

Central University of Jammu will enter into Memorandum of Understanding (MoU)/Agreement with interested Universities/ Institutes in India or Abroad for student exchange programme. The MoUs will specify the nature (course work and/or project work) and duration of exchange (minimum one semester), tuition fee arrangements, (whether the outgoing student can pay the tuition fee at the parent institution), accommodation (whether the host institution will be able to provide an accommodation), credit transfer system, opportunity for financial support, and other formalities that may be important for the student exchange programme.

The student exchange programme at Central University of Jammu (CUJ) may be extended to any Under-Graduate(UG) /Post-Graduation (PG) and the PhD programmes as these programmes have sufficient time for the student exchange to happen. The Certificate/Diploma courses/programme, being very tightly packed, does not have enough scope for student exchange.

I. OUTGOING STUDENT EXCHANGE (FROM CUJ TO OTHER INSTITUTIONS)

CUJ will invite applications from eligible students, for the exchange programme. The office of international affairs will be responsible for receiving and processing the applications.

a) Duration of exchange:

The duration of student exchange may be limited to a minimum of one semester in case of UG/PG programmes at CUJ. The exchange for PhD students may be limited to a maximum of one year (or two semesters).

b) Credit of the courses during exchange:

The UG/PG students should undertake courses depending on the credit requirement at CUJ as per specific programme of study. A committee comprising of the Course Coordinator(s), Controller of Examinations, and the Professor may decide the credit requirement. The committee may take into consideration the rules and regulations of the host university/institute while deciding the credit requirement. The credit will be worked out based on the prevailing norms of CUJ as well as external system which are followed in other countries like European Credit Transfer and Accumulation System (ECTS) and other similar systems.

c) Eligibility:

For the students to be eligible for the student exchange programme:

1. The student should be registered in a regular UG/PG or PhD programme at CUJ.
2. The student should fulfill all the requirement mentioned in the student exchange notification and the MoUs.
3. The UG/PG student must have scored a minimum CGPA of 7.0 or above in the preceding semester(s) without any backlog.
4. Student must have paid 50 % of the Total fee at CU Jammu
5. PhD student must have presented his/her PhD proposal.

d) Application process:

- UG/PG students of CUJ who are interested in participating in the student exchange programmes of CUJ should start preparing for it well in advance.
- The interested students must review the MoUs and the guidelines related to the student exchange with various host universities/institutes carefully to find out an appropriate host institution.
- In case of PhD students, students should also identify a suitable supervisor from the host institution with whom they would like to work during the exchange.
- The student should fill the required application form available with the Office on international affairs and submit the filled form along with required documents (see the next section) in a stipulated time fixed in advance by the Office on international affairs.
- The PhD student in consultation with his/her guide and upon receiving written consent from the expert at the host university/institute may request the Office on international affairs to nominate the expert in the host university/institute as his/her co-guide for the PhD work.

e) Required documents:

Applicants must submit the following documents along with their application:

1. Covering letter addressed to the office of international affairs.
2. A short curriculum vitae.
3. Grade sheets the preceding semester(s)
4. Research proposal (applicable only to PhD students).
5. A statement of purpose (SoP) explaining why you are interested in a particular exchange programme. The SoP must also describe how the exchange will benefit you.
6. A table clearly indicating the CUJ courses and the equivalent courses at the host university/institute (applicable only to Master's students).
7. A letter of recommendation from a faculty member of CUJ in case of UG/PG students. In case of PhD students, a letter of recommendation from the guide/supervisor.
8. A letter from the supervisor from the host university/institute stating that s/he is willing to supervise the student during the exchange program (applicable to PhD students only).
9. Copy of passport indicating a validity of at least 12 months (applicable only for exchange programme outside India) from the date of application.

f) Selection process:

- After receiving the application forms, the Office on international affairs will screen the applications to ensure that the applicant fulfills the eligibility criteria laid down earlier.
- The shortlisted applicants will be invited for an interview within three weeks from deadline of submission of application forms.
- A maximum of 20% of the class strength will be allowed for exchange program.
- Result of the interviews will be declared after the approval of Vice-Chancellor within a week's time.

In case no student is found suitable for an exchange programme, that exchange programme for that year will be cancelled.

g) After selection:

- The Office of international affairs will orient and prepare the outgoing students in terms of rules and regulations related to student exchange at the host university/institute.
- In addition, the office will inform the students about the costs associated with their travel, visa, accommodation, food, etc.
- The office will also provide information related to financial support offered in different exchange programmes.

- The Office on international affairs will also brief the outgoing students about the expectations from them. It will also inform the students about the consequences – both academic and financial – in case the selected student voluntarily withdraws from the exchange programme any time after the selection process is over.
- Students failing to earn the required credits or complete the approved plan as laid down by the MoU will be asked to make up the deficit by taking additional courses in the next semester/repeating the semester at CUJ in the next academic year. Such students will not be granted degree till they complete all the academic requirements.
- In case, the PhD student is not able to complete the full paper, s/he should complete it in consultation with the guide as well as the expert at the host university/institute within a month's time after his/her return to CUJ.
- The Office on international affairs will provide all documents required for visa application to students selected for international student exchange. Such students must apply for the visa and complete all other formalities well in advance.
- The Office on international affairs at CUJ or the host institution will not be responsible for delay in processing of visa.
- Students proceeding on exchange must directly travel from India to the host university/institute and return directly to India after the exchange period is over.

h) After returning to CUJ:

- the student must submit a report within 15 days of his /her return in the format prescribed by the Office of international affairs.
- PhD students should also submit a copy of the research paper that they had prepared (and submitted for publication) during their stay at host university/institute within a week of their return to CUJ.
- Those who fail to complete the paper during the period of exchange must submit a copy of complete paper within a period of one month from the date of their return to CUJ.
- Research paper must be accompanied by a certificate signed by the PhD guide at CUJ and the expert at the host university/institute.
- The PhD students should also write to the seminar coordinator at CUJ for presenting their research in a faculty-student seminar within 3 months of return to CUJ.

i) Financial support for the exchange:

- The Office of international affairs will inform the selected students about the financial support if any (like fellowships/awards, free accommodation, etc.) depending on the MoUs of the various universities/institutes.
- In addition, the office will be able to provide partial financial support to a few deserving students belonging to SC, ST, OBC or EWS as approved by Competent authority of CUJ.
- The office may also provide financial support (subject to availability) to meritorious candidates who secure a CGPA of 9.0 or more in first and/or second semester(s) at CUJ.
- The meritorious candidates and candidates belonging to the aforementioned categories must apply to the Office of international affairs for financial support (in case a support is required) immediately after their selection for an exchange programme.
- After receiving the applications, the office will formulate a panel in consultation with the Professor for examining the applications and recommending suitable candidates for financial support to Vice Chancellor for final decision.
- The office will intimate the recommendations of the panel to the applicants within a week of the meeting.

II. INCOMING STUDENT EXCHANGE (FROM OTHER INSTITUTIONS TO CUJ)

1. Incoming students from universities/institutes having mutual student exchange MoU with CUJ will be governed by the terms and conditions laid down in the MoU.
2. While putting his/her application, the student must mention whether s/he will audit course work (with or without credit), conduct joint research with CUJ faculty members or conduct field work in India for his/her PhD dissertation.
3. Specify the duration of exchange.
4. Student should be well-versed with working in English.
5. Student have to pay the fee as prescribed by CUJ for the duration of his/her stay.
6. The student must decide the courses that s/he wants to audit well in advance.
7. Any student will not be allowed to change the selected courses after 15 days of the start of the programme.
8. The student coming for course work will have to attend all the lectures regularly.