

**Guidelines and SoP for Student Exchange Program (SEP) for UG and PG students of
NIT Jalandhar under MoU with foreign institutions
(Approved by BoG in its 61st Meeting)**

Application Process:
Eligibility: 1. The students of NIT Jalandhar can apply for SEP at a foreign Institution with whom NIT Jalandhar has an MoU 2. Before proceeding on SEP Student must have completed 4 Semesters (UG), 2 Semesters (PG) stay at NIT Jalandhar 3. A minimum CGPA of 7.0 without any backlog at the time of application is required. 4. No disciplinary action should be pending, and the student should not be under any disciplinary penalty period.
Host Institute Selection Criterion: To be followed as per the MoU with the concerned foreign Institution.
Course Selection during Student exchange duration*: 1. The student must choose courses at the host institution such that the minimum equivalent credit requirement of the corresponding semester in his program of study at NIT Jalandhar is satisfied. 2. All proposed host-institution courses and their corresponding NITJ courses must be entered in the SEP Application Form (Annexure–1). 3. Students may opt for courses offered in any semester/program at the host university, provided: a. The courses are academically relevant and contribute to the student's academic or professional growth, b. They are permitted by the host university, and c. They are not repeated at NITJ 4. If a student misses any course at NIT Jalandhar due to participation in the exchange semester, and that course is needed for understanding future coursework, the student will be responsible for independently covering the required concepts through self-study or additional learning as advised by the department. <i>* In special circumstances/exigencies, the guidelines for Eligibility, and Course Selection during Student exchange duration, may be relaxed with approval of competent authority.</i>
Financial: NIT Jalandhar does not provide financial support for participation in SEP. It will be the responsibility of the student to meet all expenses related to his participation in the SEP.
Final Application: The application form for SEP would be available on the institute website which requires details about the Student (including CGPA); Host Institution; Course details; and Period of Absence at NITJ.
Roles & Responsibilities:

Before Selection
Faculty Advisor: 1. Guide the student in completing the SEP application, particularly regarding relevance of selected courses. 2. Forward the application to the DUGC after verification.
Department UG Committee (DUGC): 1. Examine and endorse the recommendations of the Faculty Advisor regarding course relevance and host institution suitability; clarifications may be sought from the student. 2. HoD shall forward the DUGC recommendation to the Dean Academic.
Dean Academic: Review the application and forward it to Dean (IIA) with recommendations for further necessary action.
Dean (IIA): 1. May help in identifying a mentor in the Host Institution. 2. Communicate with the respective MoU partner institutions to understand their grading systems and, in consultation with the Dean (Academic), finalize the grade-submission process for students participating in the exchange. The grades awarded by the host institute need to be mapped to equivalent grades as per NITJ system. 3. Issue “No Objection Certificate” for Visa Application.
After Acceptance by the Host Institution
Student: 1. Submit a photocopy of the offer letter from the foreign institution to the DIIA office. 2. Sign the Declaration Form (Annexure–2), and submit to DIIA office 3. Formally inform the Dean Academic about the exact date of absence.
Dean Academic: 1. Forward the matter to the Scientific Officer for ERP records. 2. May report the matter to the Senate
While at the Host Institution
Student: 1. Inform the Faculty Advisor, in case of any deviation from the approved subject list, and get the changes approved by HoD/DUGC and Dean (Academic). 2. Remain in touch with the Mentor at the Host Institution. 3. Adhere to the approved schedule for reporting back to NIT Jalandhar.
After Returning to NIT Jalandhar
Student: Submit a formal application duly forwarded by the HoD, to the Dean Academic requesting <i>Transfer of Credits</i> .

Dean Academic:

Approve the "Transfer of Credits" and forward the matter to ERP for formal recording of grades

Miscellaneous:

1. In cases where MoU between NIT Jalandhar and the Host Institution limits the number of applications, the decision will be based on the CGPA, i.e. an applicant with a higher CGPA will be given preference.
2. If the student fails to clear any course in the Host Institution, then he has to register the corresponding/relevant course of NIT Jalandhar (as advised by DUGC) listed in his application form on his return as a carry course.
3. If the student fails to complete the credit requirements as per NITJ curriculum in the Host Institution, then he has to register the corresponding/relevant course of NIT Jalandhar (as advised by DUGC) on his return.
3. The student has to pay Tuition Fee of NIT Jalandhar.
4. Payment or waiver of Tuition fee of the Host Institution will be governed strictly by the terms of the respective MoU.
5. The student is not required to pay the Other Charges component of Fee of NIT Jalandhar for the approved period of absence under the Student Exchange Program.

SEP Application Form (Annexure-1)
APPLICATION FORM
(Student Exchange Program)

To

Date:

The Head
Department of _____
NIT Jalandhar

Subject: Application for Semester Exchange under the MoU Framework

Dear Sir/Madam,

I wish to apply for the Student Exchange Program at _____
(Name of the Foreign University), for the duration of 1 semester, from _____ to _____.

I am currently in _____ semester, of the _____ year of my study at NIT Jalandhar (NITJ) for the _____ degree. My CGPA is _____.

I am appending below the lists of courses that I have selected at the host university, and the courses as per curriculum of NITJ during the semester exchange, so as to match the credits requirement:

Relevant Courses selected at the Host University:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Courses of NIT Jalandhar during exchanged semester:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Additional sheets may be attached if required

I request your kind approval of the above course plan and permission to apply for the semester exchange. I further request that my application be forwarded to the Dean (Industry & International Affairs) for further processing.

Thanking you.

Sincerely,

Signature of Student

Name: _____

Roll Number: _____

Email: _____

Contact Number: _____

Recommendation of Faculty Advisor:

(Signature of Faculty Advisor)

Name & Department: _____

DUGC/DPGC Recommendation

The DUGC/DPGC recommends the student for the Semester Exchange Programme and approves the proposed course plan as per Table 1. The selected courses are academically relevant and are expected to contribute to the student's academic and professional development.

Specific Comments (if any):

Signature of Head of Department
(With Department Seal)

Forwarded to Dean (Academic) Comments (if any): _____

Forwarded to Dean (Industry & International Affairs) For further necessary action.

Declaration Form (Annexure–2)

DECLARATION FORM
(Student Exchange Programme)

I, _____ (Name), Roll No. _____,
Program _____, Department _____ of

_____ hereby declare that I will be participating in the Student Exchange Programme (SEP) during the _____ semester of the Academic Year _____, under the MoU between NIT Jalandhar and the host institution identified in my approved SEP application.

I take full responsibility for meeting all expenses related to my participation, including but not limited to:

- Travel and visa charges
- Health and medical insurance
- Accommodation, food, and other living expenses
- Any mandatory charges in the host country/institution
- Any additional incidental or unforeseen expenses

I understand that I must comply with the academic, administrative, and conduct-related regulations of the host institution. I also acknowledge that I represent NIT Jalandhar and undertake to uphold the dignity, discipline, and values of my home institute throughout the duration of the programme.

I hereby confirm that I have read, understood, and agree to the terms stated above.

Signature of the Student

Date:

Forwarded Through: Head of the Department

To:
Dean, Industry & International Affairs
Dr B R Ambedkar NIT Jalandhar