



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

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• (Dy.R./AR ADE): 2792032 • (Dy.R./AR ADM): 2784062 • (ADM/ADE): 2795514 • (DO/GCU/Audit): 2793735

• (Dy.R. Exams/Academics): 2750267, 2789485 • (AR Exams/Academics): 2795502

• (IA): 2795527 • (CAO): 2795506 • (Engineer/CD): 2795512 • (Security): 2789385

SYNDICATE RESOLUTION

Report of the Committee Constituted for Framing the Policies for **Outgoing Exchange Students** From The M. S. University of Baroda To Foreign Partner Universities

Preamble

The flow of students between countries creates a learning opportunity and an environment of cultural understanding that exposes participants to new and different approaches to life, ways of thinking and governance. International exposure and exchange in higher education plays a significant role in bringing the world together. It is no longer an option but a necessity for educational institutes. This change can be ascribed to the increasing movement of individuals across the world due to globalization which provides students an opportunity to understand other cultures and form a global perspective about vital socio-economic-political issues.

The Office of International Affairs (OIA) at The Maharaja Sayajirao University of Baroda has been established with the aim to enhance and provide students and faculty extensive international exchange opportunities to the extent possible. This includes sending and Hosting visiting scholars, aiding faculty members in arranging international study tours, developing exchange agreements with universities around the world, and achieving membership in the top global exchange consortia.

The Maharaja Sayajirao University of Baroda has entered into agreements and signed MoUs with many reputed international academic institutions to offer exchange opportunities for students and staff. The exchange programs play an important role in our university's commitment to internationalize its student and teaching community, curriculum and campus environment.



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The following policy guidelines will be applicable to the Outgoing exchange students from The Maharaja Sayajirao University of Baroda who intend to take up studies in various programmes/subjects at the partner universities.

1. Eligibility Criteria

- 1.1. The international exchange programme shall be available only to the students from The Maharaja Sayajirao University of Baroda to go to the partner institutions.
- 1.2. To enter into the exchange programme, a student must:
 - i. Be a full-time regular student of The Maharaja Sayajirao University of Baroda;
 - ii. Have completed at least one semester/year of study in the programme registered at The Maharaja Sayajirao University of Baroda before applying for the exchange programme.
- 1.3. The Office of International Affairs will be the coordinating office to facilitate the procedure of exchange students. All the applications of the aspiring students for the outgoing exchange programme will have to be submitted to the OIA.
- 1.4. After the preliminary verification, the eligible applications will be forwarded by the OIA to the respective faculties for verification and due recommendations, and returned to the OIA.

2. Selection of Programme

- 2.1. All Outgoing exchange students shall prepare a course plan prior to their exchange. They shall select the course from the Host institution which is relevant to their programme in MSU in consultation with the Head of the Department.
- 2.2. Since each university calculates study loads and credits differently for the exchange students, the outgoing exchange student will discuss and determine how many subjects/modules/credits he/she is permitted by the Host institution. The same shall be verified and approved by the faculty level Equivalence Committee.
- 2.3. The duration of the exchange programme shall be as per the availability and acceptability of the partner university. This duration may be up to half of the



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entire duration of the programme being pursued at The Maharaja Sayajirao University of Baroda or one year/two semesters, whichever is less.

- 2.4. The outgoing exchange students shall select at least 60 percent of their syllabus, similar to the corresponding programme pursued and required in the curriculum at The Maharaja Sayajirao University of Baroda.

3. Equivalence Committee

- 3.1. The Deans/Principals/Directors of each faculty/college/institution will form an Equivalence Committee consisting of three senior faculty members preferably from the areas/subjects/departments/programme from which the students intend to go under the exchange programme. A member nominated by the OIA shall be part of the faculty level Equivalence Committee.
- 3.2. Equivalence Committee shall be empowered to evaluate the eligibility and recommend the applications of the students who have applied for the exchange programme based on the criteria.

4. Recognition of Programme and Credit Transfer at The Maharaja Sayajirao University of Baroda

- 4.1. Outgoing students must obtain a passing or higher grade in the programme of the Host University, with the medium of instruction as English only.
- 4.2. A student participating in the outgoing exchange programme shall have to earn at least half of the credits for the respective programme at The Maharaja Sayajirao University of Baroda.
- 4.3. All Outgoing exchange students during the programme of exchange shall be required to earn equivalent load of credits specified for the respective programme at The Maharaja Sayajirao University of Baroda. The Host institute may also be informed accordingly.
- 4.4. If same subjects are not available then an outgoing student shall have to select the relevant subjects/programme/papers offered by the Host institution. Such selection will have to be approved by the Equivalence Committee.
- 4.5. In case of any request from the exchange student for any change/alteration of the subjects selected, after joining the programme at the Host University, the same shall have to be ratified and approved by the Equivalence Committee, during the exchange period only.



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- 4.6. In case the credit system is not followed at the MSU and/or the Host University, the faculty level Equivalence Committee is empowered to work out the equivalence between the programme at The Maharaja Sayajirao University of Baroda and the Host University.
- 4.7. Outgoing exchange students shall have to return to India and continue their studies at The Maharaja Sayajirao University of Baroda immediately after participation and completion of the Student Exchange Programme.
- 4.8. Students shall submit original copies of the official academic transcript issued by the Host institution on their return to The Maharaja Sayajirao University of Baroda for due consideration and recognition.
- 4.9. A candidate shall produce a certificate issued by competent authority of the Partner University indicating the programme title, minimum/maximum credits and earned credit/grade/marks i.e., the basic data for incorporating the same within the framework of the M. S. University of Baroda. The outgoing exchange student shall also have to produce a certified copy of credit/grade/mark structure of the partner institute/university and certificate of attendance after returning from the partner university.
- 4.10. On completion of the exchange programme, the Outgoing exchange students shall be required to submit the following documents to the OIA:
 - i. A post-exchange report, and
 - ii. A copy of the Host university transcript showing the credits earned by the respective student through the exchange.
- 4.11. After the due assessment and approval by the faculty level Equivalence Committee, the marks/grades/credits earned at the Partner University during the exchange programme will be incorporated into the final degree/diploma/certificate of The Maharaja Sayajirao University of Baroda.
- 4.12. After the recommendation of the committee the university examination section will carry out the process of transfer of the due credits in the mark-sheet of the student.
- 4.13. Failing to abide by the exchange rules, the student shall be considered absent in the respective programme registered at The Maharaja Sayajirao University of Baroda.
- 4.14. No certificate shall be given and credits be transferred if the exchange student leaves the programme midway or does not return to The Maharaja Sayajirao University of Baroda after completion of the programme at the Host university. The student shall not be eligible for any exchange programme offered by the university in the future.



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- 4.15. Outgoing exchange students are required to be Peer Advisors after the exchange programme to help outgoing students in the subsequent semesters.
- 4.16. While studying overseas, students shall respect and abide by the academic and disciplinary regulations of the home and the Host universities. Any acts of academic misconduct (cheating, fabrication, plagiarism, interference, violation of programme rules, fabricating academic dishonesty) shall be liable for punishment as per the norms of either of the universities.

5. Disclaimer

- 5.1. The Maharaja Sayajirao University of Baroda shall not be responsible for the issue of visa, travel tickets, insurance and any sort of financial funding.
- 5.2. The Maharaja Sayajirao University of Baroda shall not be responsible for any untoward incidence/accident, whatsoever it may be, during the stay of exchange students in the Host University. Exchange students themselves will be responsible of their own health and safety.
- 5.3. All the terms and conditions, applicable as per the MoUs, will be duly followed by all the concerned parties.

Notwithstanding anything mentioned above, in case of any clarification or dispute, the Vice-Chancellor of The Maharaja Sayajirao University of Baroda shall have the final authority in all the matters. The Vice-Chancellor is authorized to make changes, as and when necessary from time to time, in the above mentioned policies and guidelines on the advice of the Director, International Affairs, The Maharaja Sayajirao University of Baroda.