



SYMBIOSIS

INTERNATIONAL UNIVERSITY

(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956, BY NOTIFICATION No.F.9-12/2001-U3 GOVERNMENT OF INDIA)
ACCREDITED BY NAAC WITH "A" GRADE

Credit Equivalence Policy to Facilitate Student Exchange under Global Immersion Programme

Symbiosis International University promotes Internationalization of education through various modes. For internationalization, it enters into bilateral collaborations with a number of universities abroad.

Both undergraduate and postgraduate students of Symbiosis International University (SIU) will be encouraged to participate in the Global Immersion Program. The Global Immersion Program includes:

- a) Study abroad during Floating Credit Semester for undergraduate students
- b) Semester abroad
- c) Summer schools
- d) Overseas Internships

Students under the Global Immersion Program (GIP) shall go to Foreign Universities where Symbiosis International University has Memorandum of Understanding or to Universities with whom Symbiosis International University has not entered into an Agreement but are recommended by Symbiosis Centre for International Education (SCIE).

The credit equivalence policy is therefore, intended to provide a basic framework

1. to facilitate students of SIU to do semester/courses abroad with foreign universities and recognise their performance into the programmes that they are enrolled in at SIU
2. to facilitate international students doing semesters/courses at SIU and provide appropriate performance certifications for the universities where these students are enrolled and with which SIU has MOU
3. to assess credits of students of foreign universities desirous of taking admission to appropriate SIU programmes or fulfil credit requirements partially towards a SIU degree for free moving students

4. to facilitate international students desirous of doing at least one semester/course at SIU and to provide performance certifications for the universities where these students are enrolled as per SIU practice
5. to provide a tool for comparing degrees obtained from foreign universities by candidates applying for faculty positions at SIU

Guidelines for the Policy

The following three parameters have been considered for equivalence, which are used in universities across major countries, where SIU is likely to have collaborations:

1. Credit Points

- 1.1 SIU defines one credit point to be 15 hours of academic contact sessions. If a collaborating university has a different definition, the basis for conversion shall be the number of academic contact hours planned by the concerned university per credit point rounding off to the next 5 hours.
- 1.2 Rounding off may be carried out on total number of contact hours of a course. For example, if total contact hours for a course are 24 it shall be treated as 25 contact hours at SIU whereas 11 contact hours shall be treated as 15.
- 1.3 With this SIU contact hours may be arrived at and credits may be assigned.

2. Grade / Marks

Most international universities have grading system. Widely followed standards are ECTS in European Universities, British Marking System and US Grading System. Universities not following any of these may therefore need to provide appropriate equivalence to any one of these to enable SIU accord appropriate equivalent grades.

- 2.1 SIU in this policy lays down the equivalence of SIU grades for the three standards- ECTS, US grading system and British marking/grading system.
- 2.2 Collaborating university shall provide a transcript in any of the three above standards that is acceptable to SIU as per MOU.
- 2.3 For those students from collaborating universities studying at SIU, it shall be the responsibility of SIU to provide a SIU transcript and grade equivalence chart.
- 2.4 While signing the MOU with collaborating university, SIU will record the mutually acceptable terms of credit conversion and grade conversion; and shall provide a transcript accordingly.

3. Student workload: matching semesters and exemptions/acceptance of credits

- 3.1 In student exchange programmes, it is quite likely that the credits chosen by students at collaborating universities may not match exactly either in terms of courses or contents or credits. It is a well-known fact that individual students, according to their several talents and their various degrees of interest in a specific subject matter, will take different courses, numbers of hours to accomplish the work involved in a given module. In the spirit of collaborating,

both universities shall promote such exchanges and facilitate students to participate in them.

- 3.2 Before a student registers for an exchange programme, he/she has to understand that there is a possibility of additional work to be carried out for fulfilling credit requirements of a degree and be prepared for higher workload, in particular, for SIU degrees.
- 3.3 The sponsoring institute of SIU student shall take the responsibility and provide appropriate documentation about academic work to SIU for facilitating fulfilment of the requirements of a degree programme.

Grading Standards Accepted by SIU

Three universally accepted grading systems as the standards for working out credit equivalence at SIU have been identified, which are:

1. European Credit Transfer and Accumulation System

European Credit Transfer and Accumulation System (ECTS) is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. ECTS is a part of an even wider package, agreed within the terms of the Bologna Process, for the creation of the European Higher Education Area. All countries involved are to put in place a Credit Accumulation and Transfer System (CATS), either ECTS or a system which is fully compatible with ECTS. This is applicable in a wider context of a common framework of Diplomas, Bachelors, Masters, and Doctorate.

ECTS credits are allocated on a 60 point annual scale. That is, 60 credits at Bachelors level is equal to the work of one academic year of two semesters, equivalent to approximately nine months or 38/40 weeks.

SIU will consider student workload by counting the 'hours of work' involved in studying for the various modules offered by a collaborating teaching institute.

One ECTS credit amounts to 25 to 30 hours of student work. Considering that SIU will equate one credit with 15 hours of contact session and at least the same number of hours of student work outside the contact session, one ECTS credit may be accepted as one SIU credit.

2. US Grading System

One credit in US Grading system equates one hour of teaching per week and total number of credits eligible for awarding a degree is specific to a US University. Typically one hour of teaching entails at least one hour of additional student work.

As US Universities follow different durations for academic terms such as quarters, semesters, etc. SIU will consider total number of contact hours or total number of student hours per term and assign credits as follows:

$$1 \text{ SIU credit} = 15 \text{ contact hours} = 30 \text{ student hours}$$

The grade-points assigned in 4-point US Grading system as per ECTS conversion practice and National Association of Foreign Student Adviser's (NAFSA) Foreign Grade Conversion Handbook, are more or less same as SIU grade points. It is therefore recommended that 4-point US Grades may be considered equivalent to that of SIU grades.

3. British Grading System

British Grading System follows outcome based credentials in which there are no quantifiable units or hours to use in converting to semester credits. In this system irrespective of the depth, complexity or number of contact hours, each subject is assessed in exactly the same manner and the outcome is considered. However, there may be some educational institutes that use credit-based system.

If outcome-based system is used, academic load in similar time-frame in SIU and British system shall be compared.

Suppose a student enrolled in a British University has completed a 2-year fulltime studies that consists of 24 subjects and in a similar programme at SIU, 2-year fulltime studies would consist of 100 credits. The following credit conversion shall take place for the student of the British university.

- | | |
|--|----------------|
| a. Total number of subjects in British University | = 24 |
| b. Number of years of fulltime study completed in British University | = 2 |
| c. Number of SIU credits completed in similar timeframe | = 50 x 2 = 100 |
| d. SIU Credits in similar timeframe ÷ Total Number of Subjects | = 100 ÷ 24 |
| i.e. conversion factor i.e number of credits per subject | = 4.17 = 4 |

The grade conversion shall be carried out based on NAFSA practice.

Conversion tables have been given in Annexure I.

4. MOU with Collaborating Universities

The MOU shall incorporate the following points:

1. All MOU signed between SIU and collaborating universities shall contain a mandatory provision/annexure/schedule on Transfer of Credits. It shall define the three parameters

namely, Student Workload, Credit Conversion and Grade Conversion, as per SIU policy. SCIE will be responsible to execute the MOU.

2. A constituent institute shall be encouraged to seek appropriate collaborations with foreign universities. Normally such collaborations may cover the interests of the SIU institute seeking the collaboration. However, its scope may be widened to allow eligible students or faculty of other constituent institutes to participate in the same.
3. A student coming to SIU may choose courses offered by any institute of SIU. The onus of managing the student workload within the time-tables made by various institutes lies with the student. Students may be facilitated by SCIE by providing information of all timetables finalized by the constituent institutes.
4. Grants or Tuition fees or Tuition waiver or Sponsorship shall be agreed upon at the time of signing MOU, taking into account differing tuition fees from one constituent institute to another. This shall also cover any other charges or escalations. SIU shall internally issue instructions of sharing the fees and related charges among the sponsoring institutes, if required.
5. The collaborating universities shall clearly mention the agreed "Transfer of Credit" procedure, if any, for student exchange programmes in their MOU.

5. Sponsoring Institute

1. A sponsoring institute is a constituent institute of SIU that is involved in promoting Exchange programmes within the institute and facilitating participation of students or faculty members in it. Such sponsoring institute may or may not be involved during signing of the relevant MOU.
2. A sponsoring institute will appoint Mentor Faculty for its student who is selected for participating in a Student Exchange programme with a foreign university collaborating with SIU.

For foreign students participating in a Student Exchange programme at SIU, the sponsoring institute will be identified by SCIE. The sponsoring institute will appoint Mentor Faculty for such foreign students and also Buddies to make their stay fruitful.

A mentor faculty may be given due credit in his/her Academic Performance appraisal.

3. The Head of a sponsoring institute shall be a part of the selection committee constituted by SIU for short listing students for the Exchange programmes.
4. Mentor Faculty will guide a student participating in an Exchange programme by
 - a. bringing awareness of fulfilling credit requirements of SIU degree programme and additional workload to SIU students, if any
 - b. guiding SIU students in selection of courses at the collaborating university
 - c. assessing credits for courses taken by SIU student at collaborating university
 - d. issuing "Recommendation of Credits Earned" for credit transfer to SIU students

6. Consideration for Credit Transfer or Equivalence

A. Student Exchange Under MOU

1. The students participating in an Exchange programme covered by SIU MOU with a collaborating foreign university or to Universities with whom Symbiosis International University has not entered into an Agreement but are recommended by Symbiosis Centre for International Education (SCIE) will be considered for credit transfer.
2. Mentor Faculty of a Sponsoring institute will be empowered to determine whether the contents of a course taken by an SIU student at the Collaborating University are worthy of consideration towards requirements of the degree programme for which the student is enrolled at SIU. This will be approved by the Head of the Sponsoring institute after scrutiny. Accordingly, the Mentor Faculty will indicate in "Recommendation of Credits Earned" whether each course mentioned in the transcript issued by the foreign university, is to be considered towards the final degree or not.
3. The Mentor Faculty may recommend credit transfer up to maximum of 4 credits of the SIU degree programme, if the duration of exchange programme is of short (up to eight weeks) for which the student is enrolled at SIU. The Mentor Faculty shall ensure that all critical /core courses are covered either through equivalence or through additional coursework and its assessment after return from an Exchange Programme as specified earlier. These core courses may be evaluated internally by the institute.
4. An Under Graduate student will get the benefit of credit transfer towards the floating credits (12) only in the semester which has been identified as the Floating Credit Semester.
5. Under Graduate/ Post Graduate students who go for semester abroad program will have to match at least 50% of the semester credits with the courses undertaken abroad. The remaining 50% credits of the semester shall be other courses available or a project undertaken which shall be authenticated by the International office of the host University. The project will be submitted to the Mentor Faculty of the Institute of the home University.
6. Under Graduate student attending courses in other than floating credit semester (before or after the specified semester) in any reputed foreign university shall get the benefit of credit transfer for only four credits at the discretion of the Mentor Faculty and the Director of the Institute which will be adjusted in successive semester. The additional courses undertaken will be reflected in the certificate to be issued by the institute.
7. Under Graduate/Post Graduate students going for summer schools in foreign universities shall get the benefit of credit transfer for only four credits at the discretion of the Mentor Faculty and the Director of the Institute, in the successive semester.
8. SCIE will encourage foreign Universities to award grades to students participating in Global Immersion Programme, however in exceptional cases where Grades are not being awarded, the CGPA of the previous semester will be taken as GP for the course/s.
9. Credit Transfers for overseas Internship shall be given to UG students only, either during Floating Credit Semester or in Semester abroad duly approved by the Mentor Faculty and the Director of the institute.

B. Student Exchange Not Covered Under MOU

For SIU Students

1. SIU student desirous of taking a mid-programme break on his/her own will not get the benefit of transfer of credits.

For Incoming Foreign Students (Application Form Annexure-III)

2. For students of foreign universities who are desirous of completing their degrees at SIU, the Authenticity of Credentials shall be established by SCIE before carrying out any other processes.
3. A student of foreign university desirous of completing his/her degree at SIU shall get the approval of SIU.
4. For admission to undergraduate programmes, SIU approved procedure will be followed.
5. For admission to postgraduate programmes, SIU approved procedure will be followed.
6. Any difficulty in establishing eligibility criteria should be referred to an Expert Committee constituted by SIU.
7. Students of foreign universities who are desirous of completing their degrees at SIU with part fulfillment at the foreign university may apply for admission subject to fulfillment of minimum requirements as may be prescribed by SIU from time to time. For admitting such students to any SIU programme, evaluation of transfer of credits shall be carried out for considering towards fulfillment of requirements of an appropriate SIU degree on similar lines as per procedure for a student under exchange programme.
8. Such applications should be first sent to SCIE which in turn will follow the steps as detailed below:
 - a. authenticate the credentials, the official status of the institution awarding the credential, level of the programme and other relevant details.
 - b. identify an appropriate constituent SIU institute as the sponsoring institute, for the student holding authentic credentials.
 - c. carry out all other processes similar to that of a Student Exchange Programme.
9. Such students should bring their transfer of credits in one of the three standards acceptable to SIU, as specified in the policy. A sponsoring institute, identified by SCIE, will recommend
 - a. SIU programme/course to which the student may be admitted
 - b. Transfer of Credits,
 - c. The semester of the programme in which the student may join
 - d. Any other academic information required by SCIE.Based on this, SCIE will issue a Credit Transfer Transcript for consideration of SIU.

C. Candidates with Foreign Degrees Applying for SIU Vacancies

1. This policy shall also be applicable to candidates with foreign degrees who are desirous of applying for positions at SIU or its constituent institutes.
2. Dean of concerned faculty shall be responsible to provide appropriate certification for meeting the eligibility criteria, which will be approved by the Dean- Academics.

7. Twinning Programmes

Twining programmes at the international level lead to internationalization of curricula and improvement in the quality of education imparted. Therefore:

- a. Academic partnerships between SIU and reputed foreign universities shall be encouraged as they add an international perspective to the education provided and help in broadening the students' vision.
- b. Joint ventures involving articulation arrangements that require study on both home and away campuses shall be encouraged selectively. Such arrangements give students an exposure to sophisticated technologies and latest procedures/methodologies.

Twining programmes typically include joint academic programmes offered by partnering foreign universities on one or many campuses involving mobility of faculty and students.

While entering into MOU for a twining programme the following shall be considered:

- equivalence of credits as described in the policy,
- differences in duration and timeframes of two similar programmes,
- credits delivered during the period.
- Award of degree/transcript.

An illustration of comparing programmes run by partnering universities is given below:

Typically in the US for a fulltime programme, academic load is 15 credit-hours per semester, or 30 credit-hours per year for semester pattern and 15 credit-hours per quarter and 45 credit-hours per year for quarter-pattern.

SIU considers 50 credits per year for a fulltime study and depending on the length of a programme total credits are arrived at. By comparing total number of credits in the two comparable degrees in similar timeframe, a conversion factor should be arrived at, thus giving equivalence of Credits.

For example,

US undergraduate Degree:	duration= 4 years Number of credits per year = 30 Total credits= 30 x 4 = 120
SIU undergraduate degree:	duration= 3 years Number of credits per year = 50 Total credits= 50 x 3 = 150
Conversion Factor:	Total SIU credits / Total US credits for degree

SIU Credits: $150/120 = 1.25$
Conversion factor * No of Transfer Credits in US Grading System

8. Procedures

A. Procedure for Participation by SIU Student in a Student Exchange Programme

1. SCIE will announce a Student Exchange Programme on its website and also through a circular to all the constituent institutes.
2. A student from a constituent institute who is desirous of participating will obtain an application form from SCIE.
3. The sponsoring institute where the student is studying will facilitate the student in understanding the exchange programme, credit conversion, grade conversion & the requirements for fulfillment of SIU degree programme and applying for the same.
4. The student will submit the application form at SCIE.
5. If required, the student may be called for an interview by the Selection Committee.
6. SCIE will announce the selection status of all students.
7. The sponsoring institute will identify Mentor Faculty for the selected student.
8. The student will remain in touch with Mentor Faculty and under the guidance of Mentor Faculty select courses at collaborating university.
9. On return, the student will submit to the Mentor Faculty
 - a. a copy of the transcript, and
 - b. Exchange Study Report.

In case SCIE receives the transcript, sent later by the collaborating university, SCIE will send a copy of the transcript to the Mentor Faculty for further action.

Mentor Faculty will provide Recommendation of Credits for Transfer, Exchange Study Report and any other relevant document to SCIE.

10. SCIE will make a transcript for Transfer of Credits for SIU which will be considered towards fulfillment of the student's degree programme.

D. Procedure for Participation by a Foreign Student in a Student Exchange Programme

1. A student applies to SCIE for undertaking a short term program with SIU either directly or through the International office/agency at the partner university.
2. SCIE shall authenticate and identify a constituent institute of SIU as the sponsoring institute for a foreign student on an exchange programme at SIU.
3. SCIE in consultation with the sponsoring institute will determine the fee.
4. SCIE will send the foreign student application form to Dean-Academics for approval, based on which SIU will issue The Letter of Acceptance.
5. The approved foreign student will complete all formalities at SCIE.
6. The sponsoring institute will identify Mentor Faculty and a Buddy for the student.

The Mentor Faculty will facilitate the student in understanding the exchange programme, credit conversion, grade conversion and the most suitable courses to be taken.

The Buddy is expected to ease settling down in the new environment by a foreign student. The institute may issue a Certificate of Appreciation to the Buddy or may provide some other incentive.

7. The sponsoring institute may also assist in arranging for hostel facilities required for the period of the student's stay.
8. On completion of the semester/courses, Mentor Faculty will send Recommendation of Credits for Transfer to SCIE. SCIE in turn will complete the formalities and forward the documents to SIU for the final transcript to be given to the student.

E. SCIE Procedure for SIU Students Applying for Student Exchange Programme

1. In the MOU between SIU and the collaborating University, mutually agreed credit transfer policy shall be defined.
2. SCIE will announce at the appropriate time, the student exchange programme, defined in the MOU, which in turn will be publicised by the concerned constituent Institutes.
3. Director/Head of the constituent Institute will arrange to guide students on programme details, eligibility and implications on degree requirements at SIU.
4. A desirous student will obtain an application form from SCIE (Annexure-II).
5. Director/Head of the constituent Institute will identify a Faculty Mentor, if any student of the Institute applies for an exchange programme.
6. A student will go through a selection process as per the policy.

7. A selected student will be admitted into the collaborating University for the student exchange programme.
8. The Faculty Mentor will guide the student in selecting courses at the collaborating University and about applicable credit transfer to the degree programme at SIU.
9. The student will return with a transcript from the collaborating University, with grading in one of the SIU acceptable grading systems, and the report as required by SCIE (Annexure-IV).
10. The Faculty Mentor will review the transcript and recommend credit transfer for the degree programme at SIU (Annexure-V).
11. Director/Head of the constituent Institute will approve the recommended credits and forward the same to SCIE.
12. SCIE will convert the credits and grades as per the equivalence policy and the terms in MOU regarding credit transfer. The Credit Transfer Transcripts will be sent to Dean –Academics at SIU for approval.
13. Dean -Academics on approving the transcript will send the same for recording to COE.

Annexure I

US Grading System

The grade-points assigned in 4-point US Grading system as per ECTS conversion practice and NAFSA's Foreign Grade Conversion Handbook, are more or less same as SIUgrade points. It is therefore recommended that 4-point US Grades may be considered equivalent to that of SIU grades.

SIU		US	
Grade	GP	Grade	GP
A+	4	A+	4
A	3.7	A	4
A-	3.4	A-	
B+	3.2	B+	3.3
B	3	B	3
B-	2.8	B-	
C+	2.6	C+	2.3
C	2.4	C	2
C-	2.2		
D+	2	D+	1.3
D	1.8	D	1
D-	1.6		
F		F	0

British Grading System

The grade conversion shall be carried out as follows, based on NAFSA practice.

	SIU	British
Grade	GP	Br Grade
A+	4	80-100
A	3.7	75-79
A-	3.4	70-74
B+	3.2	65-69
B	3	60-64
B-	2.8	55-59
C+	2.6	50-54
C	2.4	45-49
C-	2.2	40-44
D+	2	*
D	1.8	*
D-	1.6	*
F		0-39

* Not assigned

SCIE will convert the grades of a foreign University as detailed below:

Grade Conversion to SIU Grade				
US Grade	British Grade	ECTS Grade	SI(DU) Grade	SIU GP
A+	80-100		A+	4
A	75-79	A	A	3.7
A-	70-74		A-	3.4
B+	65-69	B	B+	3.2
B	60-64	C	B	3
B-	55-59		B-	2.8
C+	50-54	D	C+	2.6
C	40-49	E	C	2.4
			C-	2.2
D+			D+	2
D			D	1.8
			D-	1.6
F	0-39	F, FX	F	

Grade Conversion as per CGPA system from Academic Year 2012 onwards

The grade-points assigned in 4-point US Grading system as per ECTS conversion practice and NAFSA's Foreign Grade Conversion Handbook, are more or less same as SIU grade points. It is therefore recommended that 4-point US Grades may be considered equivalent to that of SIU grades.

Mapping US and SIU Grading Systems

SIU		US	
GRADE	GP	GRADE	GP
A+	4.000	A+	4
A	3.714	A	4
B+	3.429	B+	3.3
B	3.143	B	3
C+	2.857	C+	2.3
C	2.571	C	2
D+	2.286	D+	1.3
D	2	D	1
F	0	F	0

Grade Conversion to SIU Grade

SCIE will convert the grades of a foreign University as detailed below:

US GRADE	British GRADE	ECTS GRADE	SIU	
			GRADE	GP
A+	80-100		A+	4.000
A	70-79	A	A	3.714
B+	65-69	B	B+	3.429
B	55-64	C	B	3.143
C+	50-54	D	C+	2.857
C	40-49	E	C	2.571
D+			D+	2.286
D			D	2
F	0-39	F,FX	F	0

Annexure-II

SYMBIOSIS		Institute
INTERNATIONAL UNIVERSITY		Application No:
<small>(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956 BY NOTIFICATION No. F.9-12/2001- U3 GOVERNMENT OF INDIA)</small>		
<small>ACCREDITED BY NAAC WITH "A" GRADE</small>		
Application for Participating in Student Exchange Programme for SIU Students		
1	Name of Student Exchange Programme	Photograph
2	Name of the Collaborating University	
3	Name of the Student Applicant	
4	Address of the Student Applicant	
5	Email id of the Applicant	
5	Nationality of the Applicant	
6	Mobile No. of the Applicant	
7	Date of Birth	
8	Male / Female	
9	Passport No, Date of issue Expiry Date Passport Issuing Office	
10	Name of the Guardian/Parent for contacting during the Exchange programme, if necessary	
11	Address of the Guardian/Parent	
12	Tel No of the Guardian/Parent: Mobile No of the Guardian/Parent:	
13	Institute Name where currently enrolled	
14	Name of the Programme pursued at SIU	

15	Year of Enrolment in the programme			
16	Number of semesters completed			
17	CGPA on completion of the latest Semester			
18	Languages known and level of proficiency			
19	Courses of the programme to be delivered at the institute during the period when the student will be at the Collaborating University			
	Sr	Code	Course	Credits
	i.			
	ii.			
	iii.			
	iv.			
	v.			
	Vi			
		Total Credits		
20	Three important gains by participating 1 2 3			
21	Health Related Information			
22	<p>I understand that the following will be applicable by participating in the Exchange programme:</p> <ol style="list-style-type: none"> 1. This application does not mean I will be automatically selected for participation in the above mentioned programme. I will go through a selection procedure decided by SIU, if any. 2. If selected, I will need to pay my regular fee at the SIU's Sponsoring Institute, where I am currently enrolled. In addition, I will pay for my own travel, stay and other applicable fee, if any, at the collaborating University, as required. 3. I will need to consult my Mentor Faculty at the SIU while selecting courses at the collaborating Institute. The selected courses may or may not qualify towards the degree programme I am registered for at SIU. 4. In case, credits transferred, if any, do not fulfill SIU's requirement, I will need to study the requisite courses under the guidance of Mentor Faculty that will be evaluated at the institute as per 			

	<p>SIUs guidelines towards the fulfillment of my degree requirements within 6 months after the completion of the Exchange programme. I shall also be responsible to submit the transcripts received and an Exchange Programme report to my Institute.</p> <p>5. I will follow the code of conduct of the collaborating University.</p> <p>6. I am aware that as an exchange student I am representing my country, my Institute and the Symbiosis International University and shall abide by the rules and regulations of the host University as well as that prescribed by my Institute and Symbiosis International University.</p> <p>7. I shall not hold Symbiosis International University or any of its constituent Institute/s or Symbiosis Centre for International Education responsible in case of any mishap, accident or any other untoward incident which may occur during the time I am attending the above programme.</p> <p>8. I will not drop out from the program while my application is being processed and I have been accepted. Dropping out from the program will result in my being debarred from any such future programs and I shall not be eligible for any other scholarships, awards or any other benefit to be given by Symbiosis International University, my Institute or the Symbiosis Centre for International Education.</p>		
23	<p>Signature of Applicant</p> <p>Date of Application</p>	<p>Signature of the Head of the Institute</p> <p>Date of Approval</p>	<p>Signature of SCIE Head</p> <p>Date</p>

Annexure-III

SYMBIOSIS		Institute
INTERNATIONAL UNIVERSITY		Application No:
<small>(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956 BY NOTIFICATION No F 9-12/2001- U3 GOVERNMENT OF INDIA)</small>		
<small>ACCREDITED BY NAAC WITH "A" GRADE</small>		
Application for Participating in Student Exchange Programme under SIU		
1	Name of Student Exchange Programme	Photograph
2	Name of the Collaborating University	
3	Name of the Student Applicant	
4	Address of the Student Applicant	
5	Email id of the Applicant	
6	Mobile No. of the Applicant	
7	Date of Birth	
8	Male / Female	
9	Nationality of the Applicant	
10	Passport No Date of issue Expiry Date Passport Issuing Office	
11	Name of the Guardian/Parent for contacting during the Exchange programme, if necessary	
12	Address of the Guardian/Parent	
13	Tel No of the Guardian/Parent: Mobile No of the Guardian/Parent:	
14	Institute Name where currently enrolled	

15	Name of the Programme pursued at Collaborating University				
16	Year of Enrolment in the programme				
17	No of terms/credits completed				
18	CGPA on completion of the latest term				
19	Languages Known and the level of proficiency				
20	Courses selected at SIU during the period				
	Sr	Course Code	Course	SIU Institute	SIU Credits
	i.				
	ii.				
	iii				
	.				
	i				
	v				
	v.				
	Vi				
			Total Credits		
	Important gains by participating				
	Health Related Information				
	<p>I understand that the following will be applicable by participating in the Student Abroad programme:</p> <ol style="list-style-type: none"> 1) The academic records of program/course I undertake at the host institution will be sent to the home institution. 2) I will take part in all aspects of the academic program. 3) I will pay the agreed fee and will purchase insurance coverage, proof of which will be provided to SCIE. 4) If I withdraw from the program anytime after the commencement of the course, I will provide SCIE a written statement and I may still be obligated to pay full program fee unless decided otherwise by the SIU authorities. 5) My admission in the host institution may be cancelled if I fail to maintain minimum academic standards as defined by my host Institution, or am found to be in violation of the laws or regulations of my host country or Institution. I understand that such terminations carry the same financial obligations as withdrawals. 6) I will have the status of a non-degree student at my host Institution unless I have applied for and have been admitted to a SIU degree program. 7) I would attend the selected courses as well as the other seminars/workshops/guest-lectures/visits etc. organized by the Institute and will be punctual for all the classes. 				

	<p>8) Academic programs will be conducted in English only. All tests will also be administered in English and the students will not be allowed to use dictionaries for the examination.</p> <p>9) I understand that Smoking, Consumption of Alcohol and Drugs on or off the campus are strictly prohibited and non compliance attracts strict action.</p> <p>10) Usage of mobile phone is not permitted within the classrooms, laboratory, and library during official visits.</p> <p>11) I understand that my appearance at all time should be in conformity with the culture and traditions of India.</p> <p>12) I shall not bring in or store any firearms, ammunition, explosives, and inflammable goods at any Symbiosis campus or at the Symbiosis Guest House.</p> <p>13) I understand that eatables and drinks are not permitted in classrooms, computer lab, A/V studio, and library & office area.</p> <p>14) I shall follow the deadlines and all other rules prescribed by the Institute with reference to the campus hostel.</p> <p>15) I shall not indulge in any anti-social activity.</p> <p>16) I or my guardians shall not hold Symbiosis International University or any of its constituent Institutes responsible for any kind of mishap, accident or any other untoward incident during my stay in Symbiosis.</p> <p>17) I understand and agree to all the program stipulations stated above. Furthermore, I that all statements made by me on this application form are complete and accurate to the best of my ability.</p> <p>18) A minimum GPA 2.5 on 4 is required. A GPA below 2.5 will be considered on an individual basis.</p>		
21	Signature of the Applicant: Date of Application:	Signature of the Head of the Institute: Date of Approval:	Signature of SCIE Head: Date:

Please submit this application, along with the following documents:

- (1) Letter of confirmation from the University (2) Letter of intent from the student (double-spaced and typed) essay on why you want to study abroad in Symbiosis International University (3) A detailed C.V. (4) Official copies of transcripts (5) Proof of proficiency in English (6) Two letter of recommendations from the faculty members of your university (7) No Objection Certificate from the parents (8) A photocopy of your passport

Annexure-IV

SYMBIOSIS					Sponsoring Institute	
INTERNATIONAL UNIVERSITY						
<small>(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956 BY NOTIFICATION No. F.9-12/2001- U3 GOVERNMENT OF INDIA)</small>						
<small>ACCREDITED BY NAAC WITH "A" GRADE</small>						
Recommendation of Credits Earned						
1	Name of Student Exchange Programme					
2	Name of the Collaborating University					
3	PRN of the Student Applicant					
4	Name of the Student Applicant					
5	SIU Institute/s Name where currently enrolled					
6	Name of Programme pursued at SIU					
7	Year of Enrolment in the programme					
8	No of terms/credits completed prior to participating in Exchange Programme					
9	Courses selected at Collaborating University as per transcript during the period					
	Sr	Code	Course Name	Credits in Transcript	Grade in Transcript	Credits Certified for SIU
	I					
	ii					
	iii					
	IV					
	V					
	VI					
	Total Credits to be transferred					
10	Signature, Mentor Faculty Date:		Signature of the Head of Sponsoring Institute Date:		Signature, Head SCIE Date:	

SYMBIOSIS						Sponsoring Institute	
INTERNATIONAL UNIVERSITY (ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956, BY NOTIFICATION No. F.9-12/2001-							
U3 GOVERNMENT OF INDIA)							
ACCREDITED BY NAAC WITH "A" GRADE							
Credit Transfer Transcript							
1	Name of Student Exchange Programme and MOU No.						
2	Name of the Collaborating University						
3	PRN of Student Applicant						
4	Name of Student Applicant						
5	Name of the SIU Institute where currently enrolled						
6	Name of Programme pursued at SIU						
7	Year of Enrolment in the programme						
8	No of terms/credits completed prior to participating in Exchange Programme					Annexure-V	
9	Courses selected at Collaborating University as per transcript during the period						
	Sr	Code	Course Name	Credits in Transcript	Grade in Transcript	Credits for Transfer to SIU	Grade for Transfer to SIU
	i						
	ii						
	iii						
	iv						
	v						
	vi						
	Total Credits to be transferred						
10	Credit Conversion Method Used			Grade Conversion Method Used			

11	Verified and Approved Signature, Head SCIE Date:	Approved Signature of Dean- Academics Date:
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