VELS
INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI



STUDENT EXCHANGE POLICY

(Aligned with NEP 2020, UGC, AICTE, NAAC & ABC Framework)







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1. PREAMBLE

Vels Institute of Science, Technology & Advanced Studies (VISTAS) recognizes academic mobility as a key driver for quality education, global exposure, interdisciplinary learning, and employability. In alignment with **National Education Policy (NEP) 2020**, **UGC Regulations**, **AICTE norms**, and **NAAC quality benchmarks**, this Student Exchange Policy is framed to facilitate structured national and international student mobility while ensuring academic integrity and credit portability through the **Academic Bank of Credits (ABC)**.

2. PURPOSE

The purpose of this policy is to establish guidelines for the selection of students opting for the national and international student exchange programs and to ensure transparency in their selection for these programs. The policy aims to promote cross-cultural engagement and nurture global competencies among students of VISTAS, assist in seamless transfer of credits through ABC and enhance the student's exposure to diverse curricula and pedagogy.

3. SCOPE

The programs covered under this policy are

Short-term programmes – Programs that doesn't require transfer of credits and whose duration basically ranges between 2 to 8 weeks. Internships, cultural exchange, student mobility and short term training like certificate programs are covered under this.

Long-term programmes – Programs that are for a duration of 3 to 12 months and requires students to attend the courses for earning credit in

the partner institute/university. This is applicable to all diploma, undergraduate and post graduate programmes that provides the students the option of 1 or 2 semester abroad programmes/ 1 or 2 semesters of Indian university programmes under formal exchange agreements.

4. REGULATORY FRAMEWORK

This policy is framed as per the

- National Education Policy (NEP) 2020
- Regulations and guidelines of the respective statutory and professional regulatory bodies, as applicable to each programme.
- MoU & MoA approved by VISTAS Academic Council/Execute Council

5. ELIGIBILITY

To qualify for exchange programs, a student must

- Be a full-time enrolled student at VISTAS
- Have competed at least one year of study at VISTAS
- Maintain a CGPA of 6.0
- Not be on any academic or disciplinary probation
- No active core backlogs
- Must possess good communication skills, be proficient in English and meet the language requirement of the partner institute/university

- Meet prerequisites and academic eligibility criteria of the partner institute/university
- Must accept the terms of agreement signed between VISTAS and partner institute/university

Note: Exceptions to these conditions must be approved by the academic council /Executive council of VISTAS

6. APPLICATION & SELECTION PROCEDURE

The procedure for applying to the programs is given below

- International Relations Office (IRO) of VISTAS circulates the information regarding exchange opportunities available to the students in partner/foreign institutes/universities through circulars
- The announcement will specify the details of the exchange programmes, eligibility cum selection criteria, deadlines for applying, getting the application forms and the procedure for applying
- Students must submit the willingness form and obtain the application form for applying to the exchange program from International Relations Office.
- Students must fill the application form by mentioning their choice of program, Partner University and mode of study. The students will submit this form at the International Relations Office by getting consent from their HoD and Dean. The following documents needs to submitted along with the application form Academic Transcripts, ABC ID details, bonafide letter and No Objection Certificate (NOC) duly signed by their HoD and Dean

- The HoD and Dean will be verifying the eligibility of the course, the course opted by the student and its equivalence details. The equivalency letter will be endorsed by the Dean and this letter must be submitted by the student to International Relations Office for selection process.
- The International Relations Office (IRO) disseminates the list of selected students through circulars to the concerned HoD and Dean.
- For long term programmes and programmes involving credit transfer, the HoD and Dean of that school should consult with Dean Academics and Controller of Examinations office to finalize the list of courses to be taken by the student in the partner university, their credit and assign the credit transfer mechanism to be employed for the student.
- The selected student will be submitting the list of courses opted by him for undertaking in the partner university and submit the equivalency courses mentioning the credit transfer mechanism and the number of credits to be transferred. This list is to be duly attested by the Dean Academics and the student will be submitting this list along with his/her passport details and medical examination report (if needed as per the template of the partner university) to International Relations Office (IRO) of VISTAS
- The International Relations Office (IRO) will be consolidating the documents received from the student. In addition to the documents submitted by the students, International Relations Office will be submitting the name of the partner university, programme applied for, list of courses being taken by the student and duration of the course for approval to Registrar and Vice Chancellor
- The International Relations Office (IRO) will be receiving the approval from the Registrar and Vice Chancellor. The International

Relations Office communicates this approval to the student, student mentor, HoD, Dean of that school, Dean Academics and Controller of Examinations office

- The International Relations Office (IRO) will be coordinating the partner university for course registration, travel, visa and accommodation of the students
- Upon successful completion of the student exchange program, the student is required to submit the following documents to Controller of Examinations Office for credit transfer
    - Official transcript
    - Course completion certificate
    - Credit transfer request via ABC
    - Student feedback report

7. FINANCIALS

- The financial responsibilities associated with the Student Exchange Programme shall be shared between the participating students and the respective institutions, as mutually agreed upon in the Memorandum of Understanding (MoU).
- Students shall ordinarily bear their travel, accommodation, food, visa and insurance expenses. Scholarships, grants and financial assistance may be provided by VISTAS or the partner institution, subject to availability of funds and approval by the competent authority.

8. CONDUCT AND EXPECTATIONS

Before departing, the selected student must sign the **Student Exchange code of conduct agreement** highlighting the codes and conduct to be followed during the course of study in the partner university

1. Students represent the university abroad and are expected to:
    - Adhere to host country laws
    - Follow academic regulations of the partner institution
    - Uphold VISTAS values of respect, integrity, and professionalism

Serious misconduct in the conduct of the student may lead to recall or termination from the program.

9. **GRIEVANCES AND APPEALS**

1. Students can raise concerns about selection, credit transfer, or conduct decisions to the appeal committee.
2. A formal appeal must be submitted to the International Relations Office within the stipulated timeframe.
3. An appeal committee will review grievances based on fairness and documented policy

10. QUALITY ASSURANCE & MONITORING

- Annual review of exchange programs
- Student satisfaction surveys
- Academic outcome assessment
- Continuous improvement based on feedback

11. POLICY REVIEW & AMENDMENT

- Policy reviewed every 5 years or as per amendment of UGC/AICTE updates

- Amendments approved by Academic Council/ Executive council of VISTAS