



Policy for Semester Exchange and Global Programs

BBA/MBA (Global) Policy

Introduction: At UPES, we believe that every student and staff should have an opportunity to gain international exposure. We intend to achieve this through global student mobility, hosting international faculty and thought leaders at the UPES campus, promoting online collaboration between students of various institutes and universities, promoting joint research between faculties, increasing institutional collaboration through MoU and participating in international academic events.

The Department of International Affairs (DIA) supports student mobility from and to UPES. International exposure helps enhance the students' personal growth as they become competent in tackling various challenges during the journey. Learning by living in a new culture increases one's confidence and belief in abilities. Besides opening up avenues of learnings, and growth, it also helps students acquire knowledge in worldly matters, which is extremely important in today's dynamic world. UPES collaborates with universities across the globe to provide the best education experience to our students. UPES is launching many new BBA/MBA (Global) Transfer programs for UPES students in agreement with international universities.

The BBA/MBA (Global) Transfer program is the opportunity for students to transfer to partner universities after completing a part of their BBA/MBA studies at UPES within frameworks of MoU/Agreement executed by both parties.

Scope: BBA/MBA (Global) Transfer program opportunity is available for students from the School of Business at undergraduate (BBA (Global)) and postgraduate (MBA (Global)) levels in UPES. The availability of courses and specializations depends on the availability and agreement between UPES and partner universities.

The Department of International Affairs (UPES) shares the opportunity details with the School of Business to student email ids via international@upes.ac.in.

Essential points for the BBA/MBA (Global) Transfer program:

To be eligible, students must complete the required part of studies (usually two years for BBA (Global) and one year for MBA) at UPES with the required CGPA agreed upon between UPES and partner universities.

Credit Recognition: Students who apply for the BBA/MBA (Global) Transfer program are eligible to transfer their earned credits at UPES to the partner university as per the agreement between UPES and partner universities. The BBA/MBA (Global) Transfer program routes are pre-specified, and UPES credits will be recognized for only these pre-decided arrangements.

Requisites & Conditions for BBA/MBA (Global) Transfer program:

Requisites

- Students should fulfil the CGPA requirements specified by the partner universities (*CGPA may differ as per the university requirements)
- Should not have any active back papers while applying
- Good academic record – with extracurricular and co-curricular activities
- No pending disciplinary case against the student
- The student should have a valid passport for visa purposes with enough validity
- The student may have to clear the interview with partner university admission authorities
- English Proficiency test (if required): For some countries and universities English Proficiency test is mandatory. (*Score requirements may differ as per the partner university requirements)
- Students must show sufficient funds to manage tuition, visa, airfare and living expenses. These funds can be asked for in documented form by a visa officer at the time of the visa.
- Any due fees should be cleared at UPES, and all other required documents should be arranged before visa application.

How to apply

All BBA/MBA (Global) Transfer opportunities will be shared on UPES international connect webpage by the Department of International Affairs, and a nomination form will be shared with all eligible students to register their interest in the program. Students interested can nominate and send their interest to DIA via the google form shared.

Next steps:

- Once DIA receives the nominations from interested students, the list of interested candidates is shared with the partner university.
- One of the representatives from the partner university will get in touch with you and will guide you further in the program. Please keep international@upes.ac.in in cc for all your conversations during the admission process.
- The partner university will review the documents and inform their decision to the student.
- The student will await the letter of acceptance from the partner university and will intimate the DIA when received.
- Students will need to sign an undertaking form to verify their compliance with all the necessary rules and ethics, and academic requirements of UPES and partner universities.
- The student will be required to submit an SRE form to signal his status to take transfer and will require the signature of the Finance office and International Office.
- If required, DIA will issue a NOC (No Objection Certificate) to the student for visa purposes.
- Students can start the visa application with the partner university acceptance letter.
- Submit a copy of the visa to DIA UPES once received.
- Please intimate UPES about your travel plans.

Conditions

- Students have to fulfil all eligibility requirements of UPES and partner foreign universities to be eligible for the program.
- Student has to apply & fulfil the visa requirements of the host/ visiting country. The visa requirements of the host countries where the partner/ receiving universities are situated can vary and can change from time to time, and the university will not be liable for anything that may be caused due to such variation and/or changes.
- Student and/or his Parents/Guardian may have to complete specific formalities/documentation, including but not limited to the undertaking, indemnity bond etc., as & when demanded by the university.
- It is the responsibility of the student to submit all the documents required in the form of an affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the university preceding to the BBA/MBA (Global) Transfer program to go abroad or when required by the university.
- In case the student does not comply with the procedure of applying to a foreign university under the BBA/MBA (Global) Transfer program option as defined by the university from time to time, he/she will automatically be made ineligible for the program in a foreign university.
- Students are required to have a valid passport with minimum needed validity. Applying for a visa and arranging any other document like financial capability, Statement of purpose and Letter of Recommendation is the student's responsibility.

International Credit Transfer Policy

Introduction: At UPES, we believe that every student and staff should have an opportunity to gain international exposure. We intend to achieve this through global student mobility, hosting international faculty and thought leaders at the UPES campus, promoting online collaboration between students of various institutes and universities, promoting joint research between faculties, increasing institutional collaboration through MoU and participating in international academic events.

The Department of International Affairs (DIA) supports student mobility from and to UPES. International exposure helps enhance the students' personal growth as they become competent in tackling various challenges during the journey. Learning by living in a new culture increases one's confidence and belief in abilities. Besides opening up avenues of learnings, and growth, it also helps students acquire knowledge in worldly matters, which is extremely important in today's dynamic world. UPES collaborates with top-ranking universities across the globe to provide the best education experience to our students. UPES is launching many new International Credit Transfer programs for UPES students in agreement with international universities.

International Credit Transfer is the opportunity for students to take transfer to partner universities after completing part of their studies at UPES within frameworks of MoU/Agreement executed by both parties.

Scope: International Credit Transfer opportunity is available for students from all schools at undergraduate and postgraduate levels in UPES. The availability of courses and specializations depends on the availability and agreement between UPES and partner universities.

The Department of International Affairs (UPES) shares the opportunity details with respective schools to student email ids via international@upes.ac.in.

Essential points for International Credit Transfer:

To be eligible, students must complete the required part of studies (usually two years) at UPES with the required CGPA agreed in UPES and partner university.

Credit Recognition: Students who apply for the International Credit Transfer program are eligible to transfer their earned credits at UPES to the partner university as per the agreement between UPES and partner universities. International Credit Transfer routes are pre-specified, and UPES credits will be recognized for these pre-decided arrangements only.

Requisites & Conditions for International Credit Transfer Program:

Requisites

- Students should fulfil the CGPA requirements specified by the partner universities (*CGPA may differ as per the university)
- Should not have any active back papers while applying
- Good academic record – with extracurricular and co-curricular activities
- No pending disciplinary case against the student
- The student should have a valid passport for visa purposes with enough validity
- The student may have to clear the interview with partner university admission authorities
- English Proficiency test (if required): For some countries and universities English Proficiency test is mandatory. (*Score requirements may differ as per the partner university requirements)
- Students must show sufficient funds to manage tuition, visa, airfare and living expenses. These funds can be asked for in documented form by a visa officer at the time of the visa.
- Any due fees should be cleared at UPES, and all other required documents should be arranged before visa application.

How to apply

All International Credit Transfer opportunities will be shared on UPES international connect webpage by the Department of International Affairs, and a nomination form will be shared with all eligible students to register their interest in the program. Students interested can nominate and send their interest to DIA via the google form shared by DIA.

Next steps:

- One of the representatives from the partner university will get in touch with you and will guide you further in the program. Please keep international@upes.ac.in in cc for all your conversations during the admission process.
- The partner university will review the documents and inform their decision to the student.
- The student will await the letter of acceptance from the partner university and will intimate the DIA when received.
- Students will need to sign an undertaking form to verify their compliance with all the necessary rules and ethics, and academic requirements of UPES and partner universities.
- The student will be required to submit an SRE form to signal his status to take transfer and will require the signature of the Finance office and International Office.
- If required, DIA will issue a NOC (No Objection Certificate) to the student for visa purposes.
- Students can start the visa application with the partner university acceptance letter.
- Submit a copy of the visa to DIA UPES once received.
- Please intimate UPES about your travel plans.

Conditions

- Students have to fulfil all eligibility requirements of UPES and partner foreign universities for being eligible for the program.
- Student has to apply & fulfil the visa requirements of the host/ visiting country. The visa requirements of the host countries where the partner/ receiving universities are situated can vary and can change from time to time, and the university will not be liable for anything that may be caused due to such variation and/or changes.
- Student and/or his Parents/Guardian may have to complete specific formalities/documentation, including but not limited to the undertaking, indemnity bond etc., as & when demanded by the university.
- It is the responsibility of the student to submit all the documents required in the form of an affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the university preceding to the International Credit Transfer to go abroad or when required by the university.
- In case the student does not comply with the procedure of applying to a foreign university under the International Credit Transfer option as defined by the university from time to time, he/she will automatically be made ineligible for the program in a foreign university.
- Students are required to have a valid passport with minimum needed validity. Applying for a visa and arranging any other document like financial capability, Statement of purpose and Letter of Recommendation is the student's responsibility.

Progression Policy

Introduction: At UPES, we believe that every student and staff should have an opportunity to gain international exposure. We intend to achieve this through global student mobility, hosting international faculty and thought leaders at the UPES campus, promoting online collaboration between students of various institutes and universities, promoting joint research between faculties, increasing institutional collaboration through MoU and participating in international academic events.

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Progression is the opportunity for students to opt for masters in partner universities after completing undergraduate studies at UPES within frameworks of MoU/Agreement executed by both parties.

Scope: Progression opportunity is available for students from all schools at postgraduate levels in UPES. The availability of courses and specializations depends on the availability and agreement between UPES and partner universities.

The Department of International Affairs (UPES) share the opportunity details and nomination forms with respective schools to student email ids via international@upes.ac.in.

Essential points for Progression:

To be eligible, students must complete their degree at UPES with the required CGPA agreed by UPES and partner universities.

Degree Recognition: Students who apply for the Progression can choose one of the approved programs as per the agreement between UPES and partner universities. Progression routes are pre-specified, and UPES degrees will be recognized for these pre-decided arrangements.

Requisites & Conditions for Progression Program:

Requisites

- Students should fulfil the CGPA requirements specified by the partner universities (*CGPA may differ as per the university)
- Should not have any back papers while applying
- Good academic record – with extracurricular and co-curricular activities
- No pending disciplinary case against the student
- The student should have a valid passport for visa purposes with enough validity
- The student may have to clear the interview with partner university admission authorities
- English Proficiency test (if required): For some countries and universities English Proficiency test is mandatory. (*Score requirements may differ as per the university)
- Students must show sufficient funds to manage tuition, visa, airfare and living expenses. These funds can be asked for in documented form by a visa officer at the time of the visa.
- Any due fees should be cleared at UPES, and all other required documents should be arranged before visa application.

How to apply

All progression opportunities will be shared on UPES international connect page by the Department of International Affairs. Students interested can select the relevant program and send their interest to DIA via a google form link on the website.

Next steps:

- Once DIA receives the nominations from interested students, the list of interested candidates is shared with the partner university.
- One of the representatives from the partner university will get in touch with you and will guide you further in the program. Please keep international@upes.ac.in in cc for all your conversations during the admission process.
- The partner university will review the documents and inform their decision to the student.
- The student will await the letter of acceptance from the partner university and will intimate the DIA when received.
- Students can start the visa application with the partner university acceptance letter.
- Submit a copy of the visa to DIA UPES once received.
- Please intimate UPES about your travel plans.

Conditions

- Students have to fulfil all eligibility requirements of UPES and partner foreign universities for being eligible for the program.
- Student has to apply & fulfil the visa requirements of the host/ visiting country. The visa requirements of the host countries where the partner/ receiving universities are situated can vary and can change from time to time, and the university will not be liable for anything that may be caused due to such variation and/or changes.
- Student and/or his Parents/Guardian may have to complete specific formalities/documentation, including but not limited to the undertaking, indemnity bond etc., as & when demanded by the university.
- It is the responsibility of the student to submit all the documents required in the form of an affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the university preceding to the Progression to go abroad or when required by the university.
- In case the student does not comply with the procedure of applying to a foreign university under the progression option as defined by the university from time to time, he/she will automatically be made ineligible for the program in a foreign university.
- Students are required to have a valid passport with minimum needed validity. Applying for a visa and arranging any other document like financial capability, Statement of purpose and Letter of Recommendation is the student's responsibility.

Semester Abroad Program Policy

Introduction: At UPES, we believe that every student and staff should have an opportunity to gain international exposure. We intend to achieve this through global student mobility, hosting international faculty and thought leaders at the UPES campus, promoting online collaboration between students of various institutes and universities, promoting joint research between faculties, increasing institutional collaboration through MoU and participating in international academic events.

The Department of International Affairs (DIA) supports student mobility from and to UPES. International exposure helps enhance the students' personal growth as they become competent in tackling various challenges during the journey. Learning by living in a new culture increases one's confidence and belief in abilities. Besides opening up avenues of learnings, and growth, it also helps students acquire knowledge in worldly matters, which is extremely important in today's dynamic world. UPES collaborates with top-ranking universities across the globe to provide the best education experience to our students. UPES is providing many Semester Abroad programs for UPES students in agreement with international universities.

Semester Abroad is the opportunity for students to spend a semester in one of the UPES international partner universities within frameworks of MoU/Agreement executed by both parties.

Scope: Semester Abroad opportunity to undergraduate and postgraduate students is available for the School of Business, School of Law, and School of Design UPES.

Usually, a semester abroad program for is available for spring (Jan-June) and fall (August-December) sessions. Nominations for applications open in second week of January and August every year.

*****The respective Schools will decide the semester for travel.***

To be eligible, students must at least complete one academic Year at UPES to apply for a semester abroad program.

The Department of International Affairs shares the open calls with respective schools' Deans' office. On receiving the approval, the nomination forms are shared with the eligible students through DIA office.

Nominations will remain open for at least 10 days but maximum of 21 days.

Please fill out the form and submit it along with all requirements/documentation: (CV, Statement of Purpose, Transcript, and Passport).

Essential points for Semester Abroad Program:

Credit Recognition System (For UPES students): Courses to study in the partner university are selected and confirmed by the credit equivalence committee in UPES.

The credit equivalence committee from the respective schools decides whether the courses in the partner university can be assessed as per university and UGC norms; if yes, then the credits achieved at the partner university will be credited towards the student's UPES degree after completion of courses in the partner university.

Equivalence Committee might provide a partial credit option to students selected for Semester Abroad Program. In this arrangement, students will need to complete the other required credits at UPES via the model provided by the Equivalence Committee.

Requisites & Conditions for Semester Abroad:

Requisites

- Should have a minimum CGPA of 6/7 or above. (*CGPA may differ as per the university)
- Should not have any back papers while applying
- Good academic record – with extracurricular and co-curricular activities
- No pending disciplinary case against the student
- The student should have a valid passport before applying for the Study Abroad Program with at least six months of validity
- The student may have to clear the interview if the number of students applying is more than the seats available. The selection will have a 70% weightage on CGPA and 30% on the interview.
- English Proficiency test (if required): Generally, an English proficiency test is not necessary for a Semester Abroad Program, but some countries and universities make it mandatory. (*Score requirements may differ as per the partner university requirements)
- Students must show sufficient funds to manage visas, airfare and living expenses. These funds can be asked for in documented form by a visa officer at the time of the visa.
- The tuition fees should be cleared at UPES, including the semester of travel.

Note: Student(s) recommended by respective schools may be selected in exceptional cases even if any of the above criteria is not matched, subject to availability of seats and acceptance by the partner university at their sole discretion.

SOP for Semester Abroad

Steps to apply

Step: 1

- DIA will share the nomination link with all students once the application opens in partner universities and the approved course plan from Credit Equivalence Committee.
- Fill out the form and submit it along with all requirements/documentation: (CV, Statement of Purpose, Transcript, and Passport).

Step 2:

Interview:

- DIA will intimate the interview date to shortlisted students based on the eligibility criteria and available vacancies
- The first round of interviews will be with the school's international coordinator.
- DIA will interview shortlisted students.
- DIA will intimate the final list of selected students.

Next Steps:

- For further process, the selected student's information will be shared with the partner university (by DIA). The partner university will review the documents and will inform their decision UPES International Student Office.
- The UPES international will await the letter of acceptance from the partner university and will inform the student when received.
- The students will be required to visit the DIA office to submit and verify the documents.
- Students will need to sign an undertaking form to verify their compliance with all necessary rules and ethics and academic requirements of UPES and partner universities.

- The student will be required to submit an SRE form to signal his status as an exchange student and will require the signature of the Finance office and International Office.
- DIA will issue a NOC (No Objection Certificate) to the student for visa purposes.
- Students can start the visa application with the partner university acceptance letter.
- DIA will coordinate with the partner university to arrange accommodation for the student.
- When necessary, DIA will coordinate with the respective embassy to help with the student visas.
- Submit a copy of the visa to DIA UPES once received.
- Please intimate UPES about your travel plans.
- DIA will share the scanned visa and itinerary of UPES with the partner university.
- DIA will coordinate with students for their safe arrival and welfare in the partner university.

After returning from Exchange:

- Students need to inform DIA about their travel and safe arrival.
- Students must coordinate with DIA and SRE for their transcripts and credits equivalence as per UPES International Credit Transfer Policy.
- SRE will update the final transcript for students.

Conditions

- Students have to fulfil all eligibility requirements of UPES and partner foreign universities for being eligible for the program.
- Student has to apply & fulfil the visa requirements of the host/ visiting country. The visa requirements of the host countries where the partner/ receiving universities are situated can vary and can change from time to time, and the university will not be liable for anything that may be caused due to such variation and/or changes.
- Student and/or his Parents/Guardian may have to complete specific formalities/documentation, including but not limited to the undertaking, indemnity bond etc., as & when demanded by the university.
- It is the responsibility of the student to submit all the documents required in the form of an affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the university preceding to the semester abroad program to go abroad or when required by the university.
- The Visa obtained for the semester abroad program cannot be used for any other purpose than the mentioned.
- In case the student does not comply with the procedure of applying to a foreign university under the semester abroad option as defined by the university from time to time, he/she will automatically be made ineligible for the program in a foreign university.
- Students are required to have a valid passport with at least six months of validity. Applying for a visa and arranging any other document like financial capability, Statement of purpose and Letter of Recommendation is the student's responsibility.

Semester Exchange Program Policy

Introduction: At UPES, we believe that every student and staff should have an opportunity to gain international exposure. We intend to achieve this through global student mobility, hosting international faculty and thought leaders at the UPES campus, promoting online collaboration between students of various institutes and universities, promoting joint research between faculties, increasing institutional collaboration through MoU and participating in international academic events.

The Department of International Affairs (DIA) supports student mobility from and to UPES. International exposure helps enhance the students' personal growth as they become competent in tackling various challenges during the journey. Learning by living in a new culture increases one's confidence and belief in abilities. Besides opening up avenues of learnings, and growth, it also helps students acquire knowledge in worldly matters, which is extremely important in today's dynamic world. UPES collaborates with top-ranking universities across the globe to provide the best education experience to our students. With more than 50 partner universities globally and seven active associations with international bodies, UPES provides excellent exchange opportunities.

Semester exchange is the opportunity for students to spend a semester in one of the UPES international partner universities or host partner university students in UPES within frameworks of MoU/Agreement executed by both parties. UPES Students do not need to pay any extra tuition fees in the partner universities for a semester exchange program.

Scope: Semester Exchange opportunity to undergraduate and postgraduate students is available across UPES. Similarly, all UG and PG students from the partner universities can apply for a semester exchange program at UPES through their international office.

Usually, a semester exchange program for is available for spring (Jan-June) and fall (August-December) sessions. Nominations for applications open in second week of January and August every year.

Outbound Exchange Students: Outbound students are students studying at UPES and are selected for Semester Exchange Program. These students will still have to continue their registration at UPES and maintain their fee payments and other requirements at UPES.

Primary applicants are:

Bachelor's students:

1. B.Tech and B.Des students: In their 3rd year of study
2. BBA and other bachelors: 2nd year of study
3. Law courses, Health Sciences, Modern Media: As decided by the School of Law

Masters students: in 1st Year of their study

*****The applications may open for other semesters depending on the nomination requested by the partner university.***

To be eligible, students must at least complete one academic Year at UPES to apply for a semester exchange program.

The Department of International Affairs shares the open calls with respective schools' Deans' office. On receiving the approval, the nomination forms are shared with the eligible students through DIA office.

Nominations will remain open for at least 10 days but maximum of 21 days.

Please fill out the form and submit it along with all requirements/documentation: (CV, Statement of Purpose, Transcript, and Passport).

Essential points for Outbound UPES Exchange Students:

Credit Recognition System (For UPES students): Students who apply for the program must select courses in the partner university to be confirmed and approved by the credit equivalence committee in UPES.

The credit equivalence committee from the respective schools decides whether the courses chosen by the student can be assessed as per university and UGC norms; if yes, then the credits achieved at the partner

university will be credited towards the student's UPES degree after completion of courses in the partner university.

If the equivalence committee does not approve the courses (subjects), students may still be allowed to proceed with the application and complete the selected courses at the partner university. However, in such cases, no credits will be transferred to UPES for the course completed in the partner university and the student must complete the pending courses to fulfil the need for their degree at UPES.

Equivalence Committee might provide a partial credit option to students selected for Semester Exchange Program. In this arrangement, students will need to complete the other required credits at UPES via the model provided by the Equivalence Committee.

Requisites & Conditions for Semester Exchange:

Requisites

- Should have a minimum CGPA of 6/7 or above. (*CGPA may differ as per the university)
 - Should not have any back papers while applying
 - Good academic record – with extracurricular and co-curricular activities
 - No pending disciplinary case against the student
 - The student should have a valid passport before applying for any Exchange Program with at least six months of validity
 - The student may have to clear the interview if the number of students applying is more than the seats available. The selection will have a 70% weightage on CGPA and 30% on the interview.
 - English Proficiency test (if required): Generally, an English proficiency test is not necessary for a semester exchange, but some countries and universities make it mandatory. (*Score requirements may differ as per the partner university requirements)
 - Students must show sufficient funds to manage visas, airfare and living expenses. These funds can be asked for in documented form by a visa officer at the time of the visa.
 - The tuition fees should be cleared at UPES, including the exchange semester
- ❖ **Note:** Student(s) recommended by respective schools may be selected in exceptional cases even if any of the above criteria is not matched, subject to availability of seats and acceptance by the partner university at their sole discretion.

*****To know how to apply, please refer to the SOP Semester Exchange Program***

Inbound Exchange Students: Students registered at partner universities and selected for a semester exchange at UPES are known as inbound students.

Essential points for Inbound exchange students

Interested students may apply for the semester exchange at UPES via the international office of their home university. To apply for the same, they need to send their updated CV with cover letter, transcripts, passport and list of subjects chosen for their exchange at UPES.

*****To know the steps to choose the subjects and apply, please refer to the SOP.***

Requisites

- The applicant should not be an Indian citizen
- Should not have any back papers while applying
- No pending indiscipline case on the student
- The student should have a valid passport before applying for any Exchange Program with at least six months of validity
- Sufficient funds to manage visa, airfare and living expenses or any fees charged by the host university
- Students must have proficient command of the English language as all courses at UPES are taught in English

SOP for Semester Exchange

Steps to apply (For Outgoing Students)

Step: 1

Nomination for spring and fall term:

- DIA will share the nomination link with all students once the application opens in partner universities.
- Student(s) will select a partner university and subjects based on the credit requirement of the course.
- Please fill out the form and submit it along with all requirements/documentation: (CV, Statement of Purpose, Transcript, and Passport).

Step 2:

Interview:

- DIA will intimate the interview date to shortlisted students based on the eligibility criteria and available vacancies
- The first round of interviews will be with the school's international coordinator.
- DIA will interview shortlisted students.
- DIA will intimate the final list of selected students.

Next Steps:

- Selected students' information will be shared with the partner university (by DIA) for further process. The partner university will review the documents and will inform their decision UPES International Student Office.
- The UPES international will await the letter of acceptance from the partner university and will inform the student when received.
- The students will be required to visit the DIA office to submit and verify the documents.
- Students will need to sign an undertaking form to verify their compliance with all necessary rules, ethics, and academic requirements of UPES and partner universities.
- The student will be required to submit an SRE form to signal his status as an exchange student and will require the signature of the Finance office and International Office.
- DIA will issue a NOC (No Objection Certificate) to the student for visa purposes.
- Students can start the visa application with the partner university acceptance letter.
- DIA will coordinate with the partner university to arrange accommodation for the student.
- When necessary, DIA will coordinate with the respective embassy to help with the student visas.
- Submit a copy of the visa to DIA UPES once received.
- Please intimate UPES about your travel plans.
- DIA will share the scanned visa and itinerary with the partner university.
- DIA will coordinate with students for their safe arrival and welfare in a partner university.

After returning from Exchange:

- Students need to inform DIA about their travel and safe arrival.
- Students must coordinate with DIA and SRE for their transcripts and credits equivalence as per UPES International Credit Transfer Policy.
- SRE will update the final transcript for students.

Steps to apply (For Incoming Students)

Step: 1 (For Incoming Students)

Choosing your subjects:

UPES offers several courses and subjects to choose from. To register for your topic of interest, follow the given steps:

- Visit the academic page of the UPES website (upes.ac.in).
- Select the school of your interest.
- Scroll to programs and select your choice.
- Scroll to details and expand the curriculum to check the subjects list.

Step: 2

Send your nomination

- Send the list of your selected subjects to your home university's international office.
- Send your nomination to the international office of your home university.

*International office at your university will send the list of shortlisted students and selected courses to UPES.

Step: 3

Selection:

- UPES will assess the applications based on the documents received. (Student may be required to appear for an interview or provide additional documents/information)
- UPES will notify the list of final selected students to the international partners.
- If the application is accepted at UPES, UPES will issue an exchange acceptance letter.

Next Steps:

- Students can start the visa application with the UPES acceptance letter.
- Submit a copy of the visa to DIA UPES once received.
- Please intimate UPES about your travel plans.
- Accepted exchange students may approach DIA for hostel facilitation if required.
- Students need to register with FRRO (Foreign Registration Office) within 14 days of arrival in India.

After Arrival:

- Student checks into Hostel/Accommodation
 - Internal Hostels: Room assignment to be given and check-In welcome packet
 - External Hostels: Hostel Manager to coordinate that the external hostel is suitable and secure as per International law and student visa responsibility of UPES as per Indian Law. (Liability of student safety is with the host institution)
- Student reports to DIA
 - Student signs the undertaking
 - Scanned copy of passport and visa are to be submitted at DIA
 - CSO for FRRO Registration to be Looped
 - Bonafide Certificate is Prepared for FRRO Intimation and for Sim Card
 - Student to be introduced to Student Facilitation Center and other required departments
- Welcome Dinner to the Students within 2 weeks of their arrival with the participation of other foreign students.

During their stay

- The student should report to the DIA once a fortnight. In case of any issues or not being able to visit the DIA office for any reason, students need to inform DIA.
- CMO to check on the welfare of foreign students on a monthly basis or as needed. Any issue should be flagged to DIA as soon as possible. In case of a medical emergency DIA needs to be notified urgently as it is a legal requirement to notify their home country and home university.

After Return

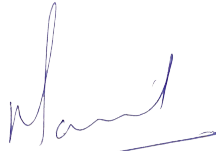
- Student grades are to be given by Faculty Mentor for an internship or by the concerned Course Coordinator/HOD for processing. One copy of the grades will be sent to International Affairs for records, and another will be sent to the SRE.
- DIA will convert them to ECTS as per the reverse formula in the Addendum prepared and approved in the past.
- DIA will give the student a satisfaction survey form.
- If any exit visa is needed, CSO is to coordinate with Admin,
- DIA will compile a final report of student activity and send it to the home university along with grades. (In case of internship of an EU citizen, it is mandatory that grades are sent across to partner universities as per EU regulations for acceptance of internship at a foreign Institution)
- Final report to be filed and any points of action or suggestion to be forwarded to VC, Registrar, Dean Academic Affairs, Dean of Respective School, Director of Admin, HOD, Faculty Mentor or any other concerned parties.

Conditions

- Students have to fulfil all eligibility requirements of UPES and partner foreign universities for being eligible for the program.
- Student has to apply & fulfil the visa requirements of the host/ visiting country. The visa requirements of the host countries where the partner/ receiving universities are situated can vary and can change from time to time, and the university will not be liable for anything that may be caused due to such variation and/or changes.
- Student and/or his Parents/Guardian may have to complete specific formalities/documentation, including but not limited to the undertaking, indemnity bond etc., as & when demanded by the university.
- It is the responsibility of the student to submit all the documents required in the form of an affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the university preceding to the semester exchange to go abroad or when required by the university.
- The Visa obtained for the semester exchange program cannot be used for any other purpose than the mentioned.
- In case the student does not comply with the procedure of applying to a foreign university under the semester exchange option as defined by the university from time to time, he/she will automatically be made ineligible for the program in a foreign university.
- Students are required to have a valid passport with at least six months of validity. Applying for a visa and arranging any other document like financial capability, Statement of purpose and Letter of Recommendation is the student's responsibility.

SOP for International Faculty Onboarding

1. Respected schools shortlist subjects for international faculty.
2. DIA/School to inform the subjects and vacancy details with the partner university.
15th February (For Fall) / 15th April (For Spring)
3. HR (supported by DIA) collects nominations and faculty Profiles
4. HR (with support of School) – Shortlists from the available Profiles
5. HR- Finalizes and communicates the decision with the DIA office and School Representative
6. HR – Acceptance of offer and intimation to School, DIA, and APO
7. Faculty ID card/ SAP ID/ Employee ID given by HR
8. Course Plan and syllabus to be given by the School
9. Introduction by faculty (Buddy UP)
10. Feedback after three weeks by APO.



Mr. Manish Madaan
Registrar



Dr. Sunil Rai
Vice Chancellor