

POLICY GUIDELINES FOR 3 CONTINENT PROGRAMME (3C Programme) (version 01.08.2019)

Introduction

IEM/UEM –3 Continent Programme (3C) is conducted for a global exposure to students of various disciplines. This programme has been engineered to give an experiential learning platform to the students of IEM-UEM Group. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact in upto 3 Continents with foreign faculty, foreign corporates, foreign certifications and carry out live projects and carry out remote/virtual foreign internship. The choice of upto three continents will vary depending on student's choice and visa approval. Latest industry Masters Certification in the field of Artificial Intelligence, Machine Learning, IOT, Big Data Analytics.

Locations

It will be conducted at the following places:

- Canada
- USA
- Singapore
- Australia
- UK

Proposed Time in the semester:

	Timeframe1	Timeframe 2	Timeframe3
Odd Semester	August (Singapore)	October (Canada, USA)	June (Australia)
Even Semester	January (USA, Canada)	February (Singapore)	March (UK)

Each Duration will be 7-10 days (SAP – Study Abroad Programme/3C)

What to look for:

- Special modules delivered by the Industry experts and Leading foreign faculty
- Industry/Lab/University Visits
- Extensive Project Reports
- Excellent exposure, cross cultural orientation & sensitization on the foreign economies, societies.
- Familiarization with industry dynamics and trends on a global scale
- Remote/Virtual Foreign Internship Programme
- Masters certification in the field of Artificial Intelligence, Machine Learning, IOT, Big Data Analytics.

Academic Model, Curriculum, Evaluation and Examination

The students need to meet the following requirements:

- 80% Attendance,**
- No active Backlog and**
- No Disciplinary Action Reports**

Fee Inclusions and Exclusions:

DESTINATION	INCLUSIONS
LONDON	Tuition Fees + Hostel
SINGAPORE	Tuition Fees + Hostel
AUSTRALIA	Tuition Fees + Hostel
CANADA	Tuition Fees + Hostel
USA	Tuition Fees + Hostel

EXCLUSIONS:

The fee does not include Air Tickets (Singapore, USA, CANADA, UK, AUSTRALIA), Visa Fees, Meals Charges, Medical Insurance charges, Local Bus and Train Travel tickets, Phone Sim cards, Charger plugs, or any other out of pocket expenditure which may be borne by the students.

FEE Payment Instructions

All bank charges both in India & overseas have to be borne by the students. 3C and SAP fees for to be paid directly to the foreign partner by wire transfer.

Fee Refund Policy

- a. Any student who is not been able to go on any one location due to visa rejection, will be offered other locations.
- b. The Fee of indiscipline case will be forfeited.
- c. If the IEM-UEM Group withdraws to offer the course for some reason, the fee of student will be refunded.
- d. The fee of withdrawal cases will be refunded after deducted the processing charges as applicable & decided by Directors Office.

Application Process and Selection of the students

- a. Students to apply for the program to their HoD.
- b. Student's selection to be recommended by the **Study Abroad Programme (SAP) and 3C Committee** and approved by **Director/Vice Chancellor's** Office.
- c. Students going for Study Abroad Programme for necessary approval of the Institute for Credit Transfer along with Course mapping has to be given by the respective **HoD**
- d. A Faculty Coordinator will be designated who will accompany the students and who will also deliver the assigned course(s) & will monitor the student progress.
- e. Meritorious students can apply for Foreign Study Grant with an application.

Documents Required For SAP and 3C Application

The students have to submit the following forms to Faculty Coordinator

1. Application Form (Annexure A)
2. Indemnity Bond on a Rs.100/- stamp paper, notarized and signed by their parents. (Annexure B). To be filled by students opting for Institute Accommodation
3. Undertaking on a Rs.10/- stamp paper, notarized and signed by themselves. (Annexure C)

General Guidelines for Students

1. The students must adhere to the highest standards of conduct stipulated by the IEM-UEM Group.
2. The students must be actively engaged in making their classroom sessions an interactive and learning.
3. When going for industry visits, showcasing themselves as brand IEM-UEM and leave a lasting impression.
4. Any case of indiscipline will result into terminated the programme for a student immediately and the student will be send back to home.
5. The Students must be in full college uniform including Blazer.
6. Students should maintain an orderly queue while lining up.
7. Students should clean up after themselves in the dining area/washroom so that the next person can use the facilities properly.
8. Students should not talk loudly to cause any disturbance to other foreigners.
9. Students should always stand on the proper side of the elevator and pathway leaving a path for others to go.

INSTITUTE OF ENGINEERING & MANAGEMENT/ UNIVERSITY OF ENGINEERING & MANAGEMENT

Institution:- _____

Name: _____

Enrolment No: _____

Programme: _____

Batch: _____

Semester: _____

Academic Performance:-

Semester	SGPA	CGPA	No. of Back papers

Write a short note on how you stand to benefit from this Study Abroad Programme?

Passport Details (please attach photocopy).

Passport No:- _____ Date of Issue: _____ Valid upto : _____

Place of issue: _____ Issued by: _____

Parents Details:

Father's Name: _____ Occupation: _____ Organization: _____

Designation: _____ Mobile No: _____ Email: _____

Mother's Name: _____ Occupation: _____ Organization: _____

Designation: _____ Mobile No: _____ Email: _____

Any previous Medical History: _____

Financial Details:

How are you going to fund your trip:

Family Income: _____

Contact Details:

Residential Address: _____

No: _____ Email Id: _____ Mobile _____

Contact Details: _____ Mobile: _____ Emergency _____

Undertaking:

All the information given above is true to the best of my knowledge and belief and I have submitted the undertaking for Foreign Study Programme in prescribed format of the IEM-UEM Group.

Date:

Signature:

Recommendation of HoD:

Signature:

Name: _____

Designation: _____

Date:

Contact No: _____

Approval by Vice-Chancellor/Principal:

Date:

Signature:

Name: _____

Final Approval by Chancellor/Director

Approved/ Not approved

Date:

.....
Chancellor/Director

INDEMNITY BOND

I am the father/natural guardian of Mr./Ms. _____, r/o _____
_____, aged about _____ years, who is studying at _____
(Institute/University Name) in its _____ Programme bearing enrolment no. _____, is now
proceeding to as a part of Foreign Study Programme.

I have understood that the Group and(Visiting Institution) have made the necessary
arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by
University/Institute and to be followed by the students, while on an outstation tour, which
I have found very appropriate, and the same has also been read and understood by my son/daughter who has also
executed an undertaking for the same. I have fully understood that my son/daughter is going entirely at his/her own
accord and IEM-UEM Group and(Visiting Institution) shall not be responsible for his/her own
actions and deeds during their stay in(Place of visit)

I hereby promise to keep indemnified and harmless the IEM-UEM Group and(Visiting
Institution), its Parents body, their Employees /officials, from every type of loss(s) or damage(s) which may arise out
from the action or inaction of my son/daughter, during the said tours, and also from any claim arising from those
action or inaction of my son/daughter.

Signature of the Indemnifier _____

Name of the Indemnifier _____

1. Signature of Witness: _____

Name: _____

Date: _____

Address: _____

2. Signature of Witness: _____

Name: _____

Date: _____

Address: _____

UNDERTAKING

I _____, s/d/o _____ r/o _____
 _____aged about _____yrs, is studying at
 _____ (Institution/University Name) in its _____ Programme
 bearing enrolment no _____, and now proceeding to _____ (Visiting
 Institution), for ` Study Abroad Programme. from till I have taken the
 necessary permission/concurrence from my Parents/Guardian, for my travel to this foreign study
 programme.

I hereby undertake that:

1. I shall follow the rules and regulations as laid by IEM-UEM Group & _____
 _____ (Visiting Institution) for the Study Abroad Programme/3C Programme which have been
 clearly read and understood by me.
2. I shall not break any of the rules & regulations and also the laws of the Country where I am
 proceeding.
3. I shall not indulge in any unlawful activity and any activity other than my duties & obligations.
4. I shall not do anything which may cause any injury or damage to me or to any other person.
5. I shall keep my visa papers with full security & always ready.
6. I shall observe strict discipline and follow the instructions of my Teachers/Professors/Attendants
 and other authorities during my stay at
7. I shall not do anything while undergoing the said tour at (place of visit), which may
 bring disrepute to IEM_UEM Group & _____ (Visiting Institution), its officials, or
 prejudice the relations between Amity and the participating institutions.
8. I will make the complete payment as laid down by IEM-UEM Group & _____ Visiting
 Institution) for the said Programme.
9. I have taken the necessary Insurance Policy, and IEM-UEM Group & _____
 (Visiting Institution) has no liability whatsoever, to bear, in case any mishap occurs to me.

10. I shall in no case leave(place of stay) during my stay for this Foreign Study Program and would proceed straight back to India post completion. In case due to extreme circumstances I need to leave (Place of stay), I understand that I would need the written permission of Director, IEM-UEM Group

11. I also understand that in case I am found guilty of any unlawful activity or breaking the rules mentioned above or otherwise, I shall be liable to be deported back to India and IEM_UEM Group & (Visiting Institution) shall not be liable for any financial claims/refunds.

12. I am responsible for my visa documentation and shall not hold IEM_UEM Group & _____ (Visiting Institution) responsible for Visa Rejection.

13. I would make the complete payment towards any loss or damage caused by me to the Institute's property or the Arrangements made during my stay at (Place of stay).

(Signature of the Student)

(Signature of the Witness)

Name: _____

Name: _____

Address: _____

Address: _____

Date: _____

Date: _____