

POLICY GUIDELINES FOR STUDY ABROAD PROGRAMME (SAP) (version 01.08.2019)

Introduction

IEM/UEM –Study Abroad Programme (SAP) 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 with foreign faculty, foreign corporate, foreign certifications and carry out live projects.

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)

Duration will be 7-10 days (SAP)

What to look for:

- Special Certification modules delivered by the Industry experts and Leading foreign faculty
- Industry/Lab/University Visits
- Extensive Live Project Reports
- Excellent exposure, cross cultural orientation & sensitization on the foreign economies, societies.
- Familiarization with industry dynamics and trends on a global scale

Academic Model, Curriculum, Evaluation and Examination

The students need to meet the following requirements:

- a. **80% Attendance,**
- b. **No active Backlog and**
- c. **No Disciplinary Action Reports**

Fee Structure to be paid to our foreign partner/institute partner/conference partner

DESTINATION	FEE	INCLUSIONS
LONDON	\$1400 USD	Tuition Fees + Hostel
SINGAPORE	\$1400 USD	Tuition Fees + Hostel
AUSTRALIA	\$1400 USD	Tuition Fees + Hostel
CANADA	\$1400 USD	Tuition Fees + Hostel
USA	\$1400 USD	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. 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) 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 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)
4. Foreign Study Grant Application (Annexure D)

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.

Any previous Medical History: _____

Financial Details:

How are you going to fund your trip:

Family Income: _____

Contact Details:

Residential Address: _____ Mobile

No: _____ Email Id: _____ Emergency

Contact Details: _____ Mobile: _____

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:

Signature:

Date:

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 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 / mishappening
 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: _____

**INSTITUTE OF ENGINEERING & MANAGEMENT/
UNIVERSITY OF ENGINEERING & MANAGEMENT**
(FOREIGN STUDY GRANT APPLICATION)

Institution:- _____

Name: _____

Enrolment No: _____

Programme: _____

Batch: _____

Semester: _____

Academic Performance:-

Semester	SGPA	CGPA	

Class	Board	School	Aggregate Percentage

Write a short note on why you deserve the merit based foreign study grant for undertaking the Study Abroad Programme (SAP)?

Achivements

Undertaking:

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

Signature _____ Date _____