



1. Student exchange programs

Student exchange programs are activities of receiving foreign students for short term visit and semester exchange/study abroad at **Manipal University Jaipur (MUJ)**, and sending MUJ students for the same at Collaborative Institutes (CIs) within frameworks of MoU/Agreement executed by MUJ.

At present, MUJ is applying two forms of student exchange as follows:

1.1 Exchange under Summer Schools/Short Duration Programs/ Internships

1. An application form in which students apply as per the CIs requirement and only participate in summer schools, short-term visits, relation exchanges, internships and study from 1 week to 6 months without receiving any degree/diploma. Such exchanges are encouraged during the semester breaks.
2. Students from CIs can apply for similar exchanges at MUJ by applying as per MUJ's application format and undergo summer schools/ short duration programs/internships.

1.2 Credit Exchange Program

1.2.1 Outgoing students

1. The courses credited elsewhere, in Indian/Foreign University/Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.
2. Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a MoU for the above purpose.
3. The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

3.1.a. B.Tech student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Engineering of Manipal University Jaipur, in other institutions during 3rd/4th year and during any semester breaks.

3.1.b. Non-B.Tech student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Non-Engineering of MUJ, in other institutions during 2nd/3rd year and during any semester breaks.

3.2 Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirement of the program.

3.3 Credit transfer can be considered only for the courses at same level or above.

3.4 Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

3.5 The student and parent of the student need to agree on the Student Exchange Policy and sign an Undertaking Form (ANNEXURE 1).

3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other universities/educational Institutions/Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

3.6 Student has to pass all such courses for which credit transfer is to be made.

3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student. The copy of Credit transfer/mapping form needs to be completed by the student, further verified by the respective HoD and approved by Dean of the Faculty. The approved credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.

3.8 At the end of the exchange, student has to bring along the granted certificate/transcript for completed credits based on their learning results from the Host Institute (HI).

1.2.2 Incoming students

1. An application form (ANNEXURE 2) in which students participate in some suitable courses/modules from 1 semester to 2 semesters need to be submitted by the student along with the credit mapping /learning agreement form (ANNEXURE 3).

2. The credit mapping/learning agreement form must also be filled by the students of HIs with agreement and approval from their Dean/Head of the programme. The approved copy of Credit transfer/mapping form needs to be verified by the respective HoD and approved by Dean of the Faculty. The credit transfer/mapping form's copy must be submitted to CoE, Directorate of Academics and Directorate of International Collaborations.

3. At the end of the exchange, students from HIs will be provided with a certificate/transcript (ANNEXURE 4-sample) for completed credits based on their learning results.

4. The guidelines of such transfer of credits are as mentioned for Outgoing students (section 1.2.1).

5. MUJ factsheet (ANNEXURE 5) provide the overview of MUJ facilities and other details. The facts and figures may change from time to time.

6. The Fee Structure for exchange students at MUJ is given in ANNEXURE 6.

Note: In case of any disputes the Dean of the faculty along with Director International Collaborations will call for a committee to solve the dispute.



ANNEXURE 1

Undertaking Form for Student Exchange/Study Abroad/Semester Exchange Programme

I, _____ wish to earn external credits from _____ which is an/a Indian/Foreign University/Institution. I and my parents agree to follow all the rules and regulations set under the exchange process.

We agree to all the guidelines and procedures mentioned below;

1. The credit transferred will reduce the number of courses to be registered at Manipal University Jaipur.
2. B.Tech student with consistent academic performance and $CGPA \geq 7$ can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Engineering of Manipal University Jaipur, in other institutions during 3rd/4th year and during any semester breaks.
3. Non-B.Tech student with consistent academic performance and $CGPA \geq 7$ can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Non-Engineering of MUJ, in other institutions during 2nd/3rd year and during any semester breaks.
4. Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirement of the program.
5. Credit transfer can be considered only for the courses at same level or above.
6. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned HoD/BoS, before proceeding for the course.
7. The credit exchange process is subjected to approval by the authorities at MUJ and Host Institute applied.

7. The credits will be considered only if the student passes all the course at the Host Institute. If in case, the courses are not completed/passed, then the student will not get the credits transferred for that particular course(s).
8. The incomplete or failed courses need to be either passed as per the host Institute's requirements or retaken at MUJ to complete the credit requirements.
9. The student after getting the exchange process done and once the offer is generated, must not cancel, unless any emergency occurs.
10. The student will bear all the financial part and fees (if applicable).

Student Name and Signature

Date:

Parents Name and Signature

Date:



ANNEXURE 2

STUDENT APPLICATION FORM (INBOUND)

(This form has to be filled by the applicant 2-3 months before the program starts)

PART I : To be completed by the applicant.

A. NAME OF PROGRAMME: Semester Exchange / Internship / Short Term

B. APPLICANT / PARTICIPANT PERSONAL DETAILS (COMPULSORY)

Recent Passport

Sized
Photograph

(Please write
your name at the
back of the
photo)

Name (Mr./Mrs./Miss)					
Passport No.			Date of Expiry		
Date of Birth			Age		
Place of Birth			Mobile Number		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single
Citizenship/ Nationality					
E-mail address					
Emergency Contact Person			Contact Number		
Home address					
State & Country			Postcode		

C. EDUCATION AT HOME UNIVERSITY (COMPULSORY)

Current Home University (name & full address)			
Phone Number		Fax Number	
E-mail address		University website	
Faculty			
Programme of Study			
Level of Study	<input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	Current Semester	
Current result (CGPA)		Expected year of graduation	

Academic awards obtained (please specify name of award, organiser & date received):

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D. OTHERS (CO-CURRICULUM ACTIVITIES)

Co-curriculum activities:
Special skills:

E. STUDY AT MUJ (COMPULSORY)

Faculty / School applied at MUJ	
Does your university have MoU with MUJ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of mobility program	<input type="checkbox"/> Semester Exchange Programme <input type="checkbox"/> Internship Programme (work/research attachment) <input type="checkbox"/> Visits (less than 7 days) <input type="checkbox"/> Others, please specify _____
Period of study (in MUJ)	<input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semester <input type="checkbox"/> other Start Date _____ End Date _____
Please describe your research project (if relevant)	
	Proposed site supervisor at MUJ:
	List of equipment required:
Transfer of credits required (Please fill in the Academic Transcript Form)	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify each course to be taken in MUJ: _____ _____

F. FINANCIAL INFORMATION (COMPULSORY)

How would you intend to finance your programme?

☐

Self-sponsored

☐

Home Institution

☐

Sponsor

Please specify details of sponsorships (Sponsoring Body/Institution/Association):

Native Language							
Language proficiency	English		Proficient		Moderate		Weak
	Hindi		Proficient		Moderate		Weak
	Others (specify)		Proficient		Moderate		Weak

G. LANGUAGE

H. INTER-OFFICE COMMUNICATION (COMPULSARY)

Please include the contact person from the **home university** (international officer/student exchange/mobility coordinator) who is responsible for correspondence.

Name (Dr. / Mr. / Miss / Mrs.)			
Position			
Office/Department			
Correspondence address			
Office Number		Mobile	
E-mail address			

I hereby declare that the information provided in this form is true.

Signature : _____

Date:

Name: _____

Place:

NOTE: Please submit 4 current colored photographs (passport size), a copy of your passport (front page only). For credit transfer program, please enclosed a copy of academic transcript.

PART II : To be completed by MUJ

APPROVAL BY THE RESEPECTIVE HOD/DIRECTOR:

Comment :

(For credit transfer program, HoD/Director is requested to comment on the courses applied by the students)

Name :

Signature & Stamp :

Date:

APPROVAL BY THE DEAN OF FACULTY / HEAD OF CoE:

(For credit transfer program, Dean is requested to approve the courses applied by the students)

Comment :

Name :

Signature & Stamp :

Date:

REMARKS BY THE INTERNATIONAL COLLABORATIONS' DIRECTOR:

Comment :

Name :

Signature & Stamp :

Date :

ANNEXURE 3**COURSE COMPARISON FORM FOR CREDIT TRANSFER ARRANGEMENT
FOR INTERNATIONAL STUDENT EXCHANGE PROGRAMME**

NAME OF HOME UNIVERSITY DEGREE PROGRAM : MANIPAL UNIVERSITY JAIPUR					NAME OF HOST UNIVERSITY DEGREE PROGRAM : _____				
NO.	NAME OF COURSES	CREDIT	TOPICS	CONTACT HOUR	NO.	NAME OF COURSES	CREDIT	TOPICS	CONTACT HOUR

I hereby declare that the information provided in this form is true.

Student Name and Signature: _____

HoD Name and Signature: _____

Director's Recommendation	HOME UNIVERSITY	Dean's APPROVAL	HOME UNIVERSITY	Dean'S APPROVAL	PARNTER UNIVERSITY
NAME, SIGNATURE with DATE		NAME, SIGNATURE with DATE		NAME, SIGNATURE with DATE	

NOTE: Copy of approved form to be submitted to Directorate of Academics, Controller of Exams and Directorate of International Collaborations



ANNEXURE 5

Manipal University Jaipur

FACT SHEET Academic year 2019-2020

Exchange Programme

MUJ offers several UG and PG programs for exchange students. At MUJ we offer several courses in five faculties i.e. Faculty of Arts and Law, Faculty of Design, Faculty of Engineering, Faculty of Science and Faculty of Management and Commerce. Each faculty has multiple departments and in total we have 29 departments. There are around 9000 students in MUJ. We have a world class faculty, who has a unique blend of industry and academic experience. The Management programme follows tri-semester system. A separate factsheet is shared for TAPMI School of Business, Manipal University Jaipur. The detailed information is available at University website: <https://jaipur.manipal.edu/>

Virtual Campus Tour



Life at MUJ



Academic Calendar 2019/2020

- Semester 1
Beginning of August, 2019 – End of November, 2019
- Semester 2
Beginning of January, 2020 – End of May, 2020

Complete academic calendar is available at:

[https://jaipur.manipal.edu/content/dam/manipal/muj/documents/Academic%20Calendar2018-19%20\(Odd-Even\).pdf](https://jaipur.manipal.edu/content/dam/manipal/muj/documents/Academic%20Calendar2018-19%20(Odd-Even).pdf)

Deadlines and Application Procedure

Deadlines for nomination of Exchange Students:

Semester 1: Subject to change, Contact DoIC office

Semester 2: Subject to change, Contact DoIC office

Deadlines for receipt of completed applications and other documents:

Semester 1: Subject to change, Contact DoIC office

Semester 2: Subject to change, Contact DoIC office

ONLY complete application packs sent by the Home institution will be accepted.

Application form*, Course comparison form for credit transfer arrangement* and a document as proof of 7 CGPA till last semester are to be sent by email to directorate.internationalcollaborations@jaipur.manipal.edu before the application deadline. After successful receipt of application form shortlisting will be done and the students will be informed.

*Form is shared as attachment

Academic Information

Manipal Group is a pioneer in changing the face of education and healthcare in India from last 63 years. Over the years, the institute has made a place amongst the premier T-schools in the country. The group includes five universities, namely Manipal University (Manipal, Karnataka), Sikkim Manipal University (Sikkim), American University of Antigua (Caribbean Island), Manipal International University (Malaysia) and Manipal University Jaipur (MUJ). As a matter of pride Manipal University (Manipal, Karnataka) is declared as *institute of eminence* by MHRD, Govt. of India, 2018. **Manipal University Jaipur (MUJ)** is a State Private University established in 2011 vide the Manipal University Jaipur Act 2011 (Act No. 21 of 2011). Manipal University, Jaipur has been ranked 10th in the Top 10 Universities for Academic Excellence, by Higher Education Review magazine, 2016. We are a multi-faculty University offering several UG, PG and PhD programs in Management, Law, Engineering, Hotel Management, Humanities and Social Sciences, Computer Application, Commerce, Basic Sciences, Journalism, Architecture, Bachelor of Planning, Fashion Designing, and Jewellery Design.

GPA requirement

We accept students with GPA 7 on grade 10. If more number of applications are received the shortlisting will be done on the basis of academic and professional performance.

Course Catalogue

In Manipal University Jaipur, most of the courses are taught in English and they are all available to exchange students. Usually, it is up to the choice of exchange student which course he/she is interested in. The course structure is decided and offered at department level. Once exchange student selects the course the request will be sent to respective department and further process will be notified. The detailed list of schools and courses is available at MUJ webpages:

<https://jaipur.manipal.edu/muj/academics.html>

<https://jaipur.manipal.edu/muj/admission.html>

Language requirement in English

The level of English is left up to evaluation of the home university. All or most classes are conducted in English, therefore students are expected to have a sufficient command of the English language to be capable of understanding, making oral presentations, writing reports and exams.

Grading System

- **Grading**

Marks obtained in the in-semester and end-semester examinations are added together and a 10-point grading system is used to award the student with an overall letter grade for the course.

- **Letter Grading System**

Letter Grades and Grade points are as shown below:

Letter Grade A+ A B C D E F/I/DT

Grade Point 10 9 8 7 6 5 0

- A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.
- A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course.
- A total of 35% marks is essential for a student to be awarded a passing grade in any theory course.

Credits and Hours

All the courses offered are of 3 credits each and 1 credit includes approximately 12 class contact hours.

Note: 1 credit is usually equivalent to 2 ECTS credits.

Cost of Living*	
University Hostel Room(s)	INR 13,800/Month for Double occupancy** INR 27,600/Month for single occupancy**
Food Expenses	INR 5,000/Month
Personal Expenses	INR 2000/Month
Bus Pass	INR 250/Month
Misc.	INR 1,000
* Approximate estimate have been provided. Rates may vary from time to time ** Accommodation will be provided in MUJ campus.	

Medical and Travel Insurance
<p>Medical Insurance as per Visa Requirements.</p> <p>Foreign students coming for Student Exchange, Industrial Training, Summer Project and Internship to India are granted Student Visa. More information can be found here at Government of India's official website (https://boi.gov.in/content/student-visa-s).</p> <p>Travel medical plans (that covers Health Insurance) are offered by several companies. Few good ones include,</p> <p>https://www.bajajallianz.com/Corp/new-index.jsp https://www.internationalinsurance.com/img/patriot-travel/</p> <p>For a helpful comparison, please visit: https://www.policybazaar.com/health-insurance/health-insurance-india/</p>

Cultural information
<p>The culture of India refers collectively to the thousands of distinct and unique cultures of all religions and communities present in India. India's languages, religions, dance, music, architecture, food, and customs differ from place to place within the country. Indian culture, often labeled as an amalgamation of several cultures, spans across the Indian subcontinent and has been influenced by a history that is several millennia old. Many elements of India's diverse cultures, such as Indian religions, philosophy, cuisine, languages, martialarts, dance, music and movies have a profound impact across the Indosphere, Greater India and the world.</p> <p>Important:</p> <p>Smoking and drinking alcoholic beverages is prohibited inside MUJ campus and hostel premises. Exchange students are advised not to carry alcohol while using public/local transport in India.</p>

Facilities

Central Library - Boys' & Girls' Common Room - Food Courts - Student Activity Area - Wi-Fi & Internet facility – Amphitheatre – Gymnasium - Bank counter – ATMs - Coffee Shop - Indoor Sports Spaces - IP based Security cameras - Medical facility for students - Outdoor Sports Grounds - Commercial Areas - Photocopy Outlets – Auditoriums - Self-Study Spaces - Reading Rooms - Group Study Spaces - Guest Rooms/suites - 1500 KVA Electricity backup - 850KW solar power - Rain-water harvesting - Specialty Restaurants & Cafeteria - Stationery Shop

On Arrival

Supporting guidance on arrival would be provided by Office of International Collaborations of the University. The office will provide a pick-up service to collect students from Jaipur train/bus stations or airport and will help them settle into their accommodation.

Contacts

1. Dr. Deepika Kaur
Exchange Coordinator, International Collaborations
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2. Uday B. (final year student)
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3. Kriti Mair (Third year student)
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ANNEXURE 4- Sample Transcript - Attached

ANNEXURE 6 - Fees Structure for Inbound Mobility Students - Attached