

LPU Semester/Year Abroad Policy

Please be advised that starting with the July 2018 semester, the following policy will be in effect for LPU students who are enrolled in full time LPU programs and wish to spend a semester/year abroad in a Foreign University. This is applicable for the students who are yet to finish their full-time program at LPU.

Students will be considered enrolled at Lovely Professional University while their semester/year abroad tenure. Students will be responsible for their accommodation, living expenses, tuition fee (where applicable), airfare, visa charges, insurance charges or any other charges as applicable.

This policy covers the process to be followed for the semester/year abroad, eligibility criteria to be eligible to apply for the semester/year abroad and other such policy matter as required.

1. TYPES OF SEMESTER/YEAR ABROAD

I. For the purpose of reference and understanding a full semester/year abroad would be described and denoted as mentioned below:

- i. **Scholarship Semester**-Student would not pay any tuition fee to the host/partner/foreign University but will only pay fee to LPU. Hereafter referred to as **Scholarship Semester**.
- ii. **Paid Semester**-Student would pay tuition fee to the host/partner/foreign University and pay the tuition fee to LPU. Hereafter referred to as **Paid Semester**.
- iii. Collectively the programs mentioned in (1) and (2) will be referred as student **Semester/Year Abroad**.

II. A student going on Semester/Year Abroad should stay for at least 50% of the entire duration of the program in LPU. The maximum duration allowed in a program to avail Semester/Year abroad is mentioned below:

| Duration of Program | Maximum duration allowed in a program to avail Semester/Year abroad |
|----------------------------|--|
| 1 year | Not Allowed |
| 2 years | 1 term |
| 3 years and onwards | 1 term/year |

III. If any regulatory authority has imposed stricter conditions/conditions on student studying Semester/Year Abroad for a particular program, the same shall prevail.

2. Approximate Semester Time and Duration of the primary countries:

| Country | Summer Term | Winter Term |
|-----------|--|--|
| US | <i>Middle or end of January to May</i> | <i>Early September to Mid-Dec</i> |
| Canada | <i>Early January – End April</i> | <i>Early September to Mid-Dec</i> |
| Germany | <i>Early April to End September</i> | <i>Early October and End March</i> |
| Australia | <i>Early Feb to Mid-May</i> | <i>End July till Early Dec</i> |
| UK | <i>Early Jan to May End</i> | <i>Mid Sept to 3rd week Dec</i> |
| Korea | <i>March to End June</i> | <i>Late August to End Dec</i> |

3. ELIGIBILITY CRITERIA AND OTHER CONDITIONS FOR STUDENTS WHO ARE INTERESTED IN SEMESTER/YEAR ABROAD

3.1 General Conditions

- Students who apply for Semester/Year Abroad programs must be in good academic and disciplinary standing with LPU .
- Any current or pending discipline issue will be taken into account in evaluating a student's application to spend a Semester/Year Abroad.
- If a student loses academic or disciplinary standing after being approved, the student will have his/her approval revoked and they will be responsible for any financial commitment example processing fee that he/her has incurred.
- Students applying for a Semester/Year Abroad should have spent at least one year of study in a regular program.
- Once the University, Program and time duration of student is approved, then he/she cannot change the same after joining the host/partner/foreign University.

3.2 Eligibility Criteria for students applying for Semester/Year Abroad

- i. Student applying for a Semester/Year abroad should have a valid passport with expiry date of at least six months more than the duration for which students is applying.
- ii. Student should have sufficient funds to be able to bear the charges for accommodation, living expenses, tuition fee (where applicable), airfare, visa charges, insurance charges or any other charges as applicable.
- iii. Student applying for a Semester/Year should have minimum 6.5 CGPA and meet the eligibility requirements at the host/partner/foreign University.
- iv. Students applying for Semester/Year should not have any re-appears or backlogs at the time of applying. However, under exceptional circumstances, a student having up to two re-appears may be allowed for applying for Semester/Year Abroad.
- v. Students will have to meet the English or other Foreign language requirements as set out by the host/partner/foreign University.
- vi. The students will have to submit their Parent's consent at the time of applying for the same.

3.3 Student can also go to the University of his/her choice for Semester/Year Abroad (Scholarship or Paid) after seeking requisite approvals from DIA/DAA/School.

4. Step by Step guide of the process for Teachers/Staff and Students:

| Steps of the process | Action to be taken by Central Divisions | Name of concerned Central Division | Action to be taken by the students | Timelines(These are proposed dates and while uploading announcement if the date falls on any University approved off day/holiday ,DIA can change the proposed dates accordingly) | |
|----------------------|--|------------------------------------|---|--|--|
| | | | | Student has to go in Autumn Term(Aug-Dec) | Student has to go in Spring term(Jan-May) |
| Step1 | Approval on names of host/partner/Foreign University ,number of students and eligible programs for scholarship semester(s) | DIA | Not required | Latest by mid of February of that year i.e. by 15 th Feb. | Latest by mid of September of previous calendar year by 15 th Sept. |
| | Uploading of Announcement and Google form for inviting applications from interested students | DIA | i. To go through the policy in detail and fill the form ii. To pay processing fee of Rs.2000/- | The announcement will be uploaded in the start of January, University Wide and last date for inviting applications from interested students is 28 th Feb. | The announcement will be uploaded in the start of August, University Wide and last date for inviting applications from interested students is 30 th Sept. |
| | Verification of eligibility students who have filled their intent | DIA | i. To submit Bank details to DIA for verification ii. To submit his/her parents' consent letter to DIA & telephonically informing the parents. | From start of receiving application and maximum upto 5 th March. | From start of receiving application and maximum upto 5 th Oct. |

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|----------------------|---|------------------------------------|---|--|--|
| | | | | Student has to go in Autumn Term(Aug-Dec) | Student has to go in Spring term(Jan-May) |
| Step 2 | Shortlisting of candidates for interview after verification of eligibility conditions | DIA | Not required | 1 st March-5 th March | 1 st Oct -5 th Oct. |
| | Scheduling of interview of shortlisted students with committee comprising of HOS of the concerned School, one HOD of the School and one senior official of DIA* | DIA | i. Appear for interview ii. Submit an undertaking that they are ready to pay for additional expenses incurred during their stay abroad and they would pay the equivalent of the tuition fee of the partner University, if they back out. | 6 th March-16 th March | 6 th Oct-16 th Oct. |
| | Shortlisting of students after interview | DIA | Selected students to pay the tuition fee of the upcoming term of the University(LPU | 17 th March-22 nd March | 17 th Oct-22 nd Oct. |

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| | | | | Student has to go in Autumn Term(Aug-Dec) | Student has to go in Spring term(Jan-May) |
| Step 3 | Forwarding of Scheme and Syllabi of host/ partner/ foreign University along with student's details to DAA for Course Mapping | DIA | Not Required | 23 rd March-31 th March | 23 rd Oct-31 st Oct. |
| | Course Mapping by Equivalence Committee comprising one HOD of School nominated by the HOS, one senior faculty member of school nominated by the HOS and DAA nominee of the concerned School.** | DAA | Not required | 23 rd March-5 th April | 23 rd Oct-5 th Nov. |
| | Forwarding of mapping details to DIA for sharing the same with students | DAA | To fill the undertaking form acknowledging the backlogs and waivers | Upto 5 th April | Upto 5 th Nov. |

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|----------------------|--|------------------------------------|--|--|--|
| | | | | Student has to go in Autumn Term(Aug-Dec) | Student has to go in Spring term(Jan-May) |
| Step 4 | To start the application process | DIA | To take English/Foreign language test, if the host/partner/foreign University so requires. | 23 rd March onwards as and when cases are received by DIA from DAA | 23 rd Oct. onwards as and when cases are received by DIA from DAA |
| | To send the information of students to DAA whose application process is completed for updation of status(SA or YA as the case maybe) | DIA | Not required | As and when confirmation comes | As and when confirmation comes |
| | Updation of status by DAA through DOE. | DAA | Not required | After receiving the request from DIA | After receiving the request from DIA |
| Step 5 | After attending Semester Abroad/Year abroad, student will report in DAA | DAA | To submit the copy of his/her transcript to DAA and DIA | As per completion of Semester of host/partner/foreign University | As per completion of Semester of host/partner/foreign University |
| | On receiving the copy of transcript, getting the status reverted to Active by sending email to DOE. | DAA | Not required | After student submits copy of transcript in DAA | After student submits copy of transcript in DAA |
| | After updation of status, getting the courses of upcoming term registered to the student | DAA | Not required | After updation of status from examination | After updation of status from examination |

| Steps of the process | Action to be taken by Central Divisions | Name of concerned Central Division | Action to be taken by the students | Timelines(These are proposed dates and while uploading announcement if the date falls on any University approved off day/holiday ,DIA can change the proposed dates accordingly) | |
|----------------------|--|---|------------------------------------|--|---|
| | | | | Student has to go in Autumn Term(Aug-Dec) | Student has to go in Spring term(Jan-May) |
| Step 6 | Getting the grades of courses attended by student in host/partner/foreign University on the Academic transcript of LPU in coordination with DOE(By proposing equivalence of grading system of LPU and host/partner/foreign University) | International student coordinator in Coordination with DAA & DOE. | Not required | After student submits the transcript in DAA | After student submits the transcript in DAA |
| Step 7 | In case student has reported late i.e. after start of term, to get the duty leaves updated in his/her account and giving benefit of CA/MTE.DIA to inform DAA after verifying the term duration of host/partner/foreign University. | DIA | Not required | After student reports to the University | After student reports to the University |

* Interview committee shall comprise of HOS of the concerned School and one HOD of the School nominated by the HOS and one senior official of DIA and students will be tested on following parameters:

- a. Communication Skill of the student
- b. Attitude of student
- c. Awareness of the Program/University to be visited by the student

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- i. In course mapping, Equivalence committee will map the courses of host/partner/foreign University with courses of LPU **for the term(s) in which student is seeking semester/year abroad.**

It is mandatory for the student to complete the requirements of foundation and core courses but committee may waive off other elective requirements looking into scheme of courses of host/partner/foreign University provided the program is not governed by any regulatory body and the minimum credit requirement of the program is met after such waivers.

In case the program is governed by a regulatory body, the scheme of courses has to be strictly adhered.

- ii. In case of course mapping:
 - a. The credits of mapped courses passed by the student will be transferred on LPU's transcript after student return backs from abroad.
 - b. The courses of LPU which are not mapped will be taken as backlog without payment of backlog fee.
 - c. The additional courses studied by student abroad may also be mapped with courses of LPU in future terms and waivers (if applicable) will be given.
 - d. If additional courses to be studied by the student abroad do not map with any courses of future terms then additional certificate for those courses will be issued to the student on special request made by the student.

Important Note:

1. Overlapping of semester:

- a. A maximum 45 days of duty leaves will be given on case to case basis (in case of overlapping of semesters at LPU with the host/partner/foreign University). DIA will coordinate for the same with DAA.
- b. Proration of CA (during duty leave period)
- c. MTE will be prorated on basis of ETE (in case student misses the MTE due to overlapping of semesters).

2. For seeking any clarity on Semester/Year Abroad, a student is required to visit the Division of International Affairs.