



## Student And Faculty Exchange Policy

1.	Administrative Policy Number (APN): 22/2022-23	<b>Functional Area:</b> Student and Faculty Exchange Programmes
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting Student and Faculty Exchange Programmes <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic and co-curricular processes in the organization.
4.	Effective from the Date:	1 <sup>st</sup> July, 2022
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Coordinator, Student and Faculty Exchange Program
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	New Policy
9.	Reason for the policy	Student and Faculty Exchange Programmes for curricular and cocurricular activities
10.	References for the policy	UGC/ University/



### **Introduction:**

Haribhai V. Desai College of Arts, Science and Commerce recognizes the importance of internationalization and cross-cultural exchange in enriching the educational experience of its students and faculty. The Students and Faculty Exchange Program (SFEP) aims to foster global competence, facilitate academic collaboration, and promote cultural understanding among students and faculty members.

By participating in the exchange program, students and faculty members will have the opportunity to broaden their horizons, expand their networks, and contribute to the advancement of knowledge and scholarship in an increasingly interconnected world.

### **Objectives:**

- To provide opportunities for students and faculty members to engage in academic and cultural exchange with partner institutions.
- To enhance the academic quality and diversity of the college through the integration of national and international perspectives and experiences.
- To promote research collaboration, knowledge sharing, and professional development among faculty members.
- To strengthen institutional partnerships and networks with reputed universities and organizations worldwide.

### **Program Components:**

#### **➤ Student Exchange:**

- **Eligibility:** Undergraduate and graduate students enrolled in full-time programs at the institution.
- **Duration:** Typically, one semester or academic year.
- **Selection Process:** Students will be selected based on academic merit, language proficiency, and demonstrated interest in the program.
- **Academic Credits:** Credits earned during the exchange period will be transferred and recognized towards the student's degree program at the college.
- **Financial Support:** The College may provide scholarships, grants, or financial aid to support students participating in the exchange program.



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➤ **Faculty Exchange:**

- **Eligibility:** Full-time faculty members of the institution.
- **Duration:** Short-term visits not more than a week and during vacation it may extend up to three weeks. In case of deputation is for larger duration, it will be approved by the CDC, financial aspects will be decided in advance by the institution and shall be considered as a special case.
- **Objectives:** To engage in teaching, research, or professional development activities at partner institutions.
- **Application Process:** Interested faculty members should submit proposals outlining the objectives, activities, and expected outcomes of the exchange. In case of deputation the faculty member will complete the detailed program as per the suggestion of IQAC.
- **Funding:** The College may provide travel grants, stipends, or research funds to support faculty exchanges.

**Partnerships and Collaborations:**

- The institution will establish partnerships and collaborations with reputed universities, colleges, and institutions worldwide.
- Partner institutions will be selected based on academic reputation, program compatibility, and mutual interests in student and faculty exchange.
- Memorandums of Understanding (MoUs) or agreements will be signed with partner institutions to formalize the exchange partnership and outline the terms and conditions of collaboration with specified duration.
- **Experts:** Institution in consultation with CDC can appoint experts for specified and designated theme of the exchange. Experts shall be accompanied with full time teachers during the activity. In case a known local support i.e. expert is needed, the expert can be appointed with prior consent for limited duration.
- **Sponsorship:** Institution may try for various sources of sponsorship for the programme. Individual departments can accumulate corpus through different activities to run the programme.





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**Roles and Responsibilities:**

➤ **Students:**

- Participate actively in the selection process and orientation sessions conducted by the college.
- Adhere to the academic and cultural norms of the host institution and their region.
- Maintain regular communication with the designated coordinators at both institutions.
- Submit necessary documentation and reports as required by both the institutions.

➤ **Faculty Members:**

- Develop exchange proposals in consultation with their respective departments and academic supervisors.
- Fulfil teaching, research, or professional development commitments at the host institution.
- Represent our institution professionally and contribute to building positive relationships with partner institutions.
- Submit reports and share outcomes of the exchange experience with colleagues and the management members upon return.
- To design the responsibility of students and teachers during the exchange programme.

**Monitoring and Evaluation:**

- The institution will establish mechanisms for monitoring the progress and outcomes of the exchange program.
- Feedback will be collected from participating students, faculty members, and host institutions to assess the effectiveness of the program.
- Regular evaluations and reviews will be conducted to identify areas for improvement and ensure the program's alignment with institutional goals and objectives.



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### **Implementation and Review of Policy**

- This policy shall be implemented by the designated department or faculty members responsible for national or international exchange programs.
- The policy will be subject to periodic review and revision to incorporate feedback, changes in institutional priorities, and emerging trends in international education.



**Principal**

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