

**Dhirubhai Ambani Institute of Information and Communication Technology
(DA-IICT)**

Guidelines and Rules Concerning International Students at DA-IICT

Constitution of the International Students Cell (ISC)

Matters related to international students at DA-IICT are under the purview of the International Students Cell (ISC), as required by the University Grants Commission and other governmental authorities. The ISC is constituted as follows:

- International Students Adviser (ISA) – Convener
- Dean (Academic Programs) – Member
- Executive Registrar – Member
- Convener (Admissions Committee) – Member.

All members of the ISC hold their positions ex officio, and their membership is coterminous with their assumption of the concerned position.

1. The Role and Responsibilities of the ISC

- 1.1 ISC provides information and counseling about various programs of study offered at DA-IICT, their structure, eligibility criteria, administrative procedures, accommodation, health insurance and all related matters concerning international students, as per DA-IICT regulations.
- 1.2 ISC handles all international student admission and eligibility procedures as well as course registration processes. ISC has to be informed regarding all/any academic or disciplinary proceedings relating to any international student.
- 1.3 ISC acts as a link between international students and Government of India bodies like the Indian Council for Cultural Research (ICCR) for a variety of purposes, including information on scholarships, student exchange, collaborations, inter-institutional exchange etc.
- 1.4 ISC administers MoUs entered into by DA-IICT with foreign universities and international bodies of higher education.
- 1.5 Issues regarding grade transfer would be monitored by the ISC on the basis of norms set up by the Institute. The norms must also correspond and reciprocate the terms set up in the MoUs signed with different institutions.
- 1.6 Formulation and administration of leave rules and procedures for international students.

2. Definition of an International Student

- 2.1 **International Students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as international students.
- 2.2 **Non-Resident Indians (NRI):** Non-Resident Indian students will be regarded as international students for the purpose of admission to the B Tech program of the institute. The applicable definitions and procedures and fees to be paid by NRI students will be declared on the Institute's website for the concerned year of admission. For all other purposes, such students will be treated on par with Indian national students.
- 2.3 International students will further be categorized as follows: a) **International Degree Students:** all international students admitted to and enrolled in a full-time program of study leading to a degree of the Institute; b) **International Exchange Students:** all international students who are not enrolled as above. Such a student would be carrying out academic activities leading towards a degree at a university other than DA-IICT. According to the policy of the institute, International Exchange Student status would be granted only in pursuance of an MoU with the home institution of the student and would be governed by the terms of the MoU.

3. Process for Admission and Continuation of International Students

A. For International Degree Students

- 3.1 The candidate must submit an application for the desired program in the designated format. The relevant information required by the candidate for admission in a particular academic year, viz. the program-wise eligibility criteria, admissions procedure, documents to be submitted, selection process, fees, etc. would be posted on the website (www.daiict.ac.in) in a timely fashion. Formulation of the above would be carried out by the ISC in consultation with the Admissions Committee. The ISC would be responsible for ensuring that applicable norms and directives of the relevant government authorities with regard to the above are adhered to.
- 3.2 If the student's application for admission is approved, the candidate would be issued the provisional admission letter for getting the student visa to India.
- 3.3 It is the responsibility of the candidate to secure the student visa and have it endorsed to the Institute. It is also the responsibility of the candidate to obtain all other government clearances as applicable from time to time. However, the ISC will guide the candidate regarding the applicable requirements.
- 3.4 The candidate must report to the Institute by the designated date for completion of admission formalities, inclusive of registration, payment of fees, submission of necessary documents, etc.
- 3.5 Bona fide certificate for extension of visa for the duration of the program will be issued from time to time as required.

B. For International Exchange Students

- 3.6 Students will be admitted as international exchange students only on the basis of an existing MoU between DA-IICT and the home institution where the student is pursuing a university degree. The selection procedure, duration of the stay at DA-IICT, fees to be charged, academic work to be carried out, and any other matters would be decided according to the guidelines and process indicated in the MoU.
- 3.7 The student would be issued with a letter specifying the details of the exchange studentship, which would be used for the purpose of obtaining a student visa endorsed to DA-IICT for the duration of stay.
- 3.8 It is the responsibility of the student to obtain the visa. It is also the responsibility of the student to obtain all other government clearances as applicable from time to time. However, the ISC will guide the student regarding the applicable requirements.
- 3.9 The student must report to the Institute by the designated date for completion of exchange studentship formalities, inclusive of registration, payment of fees, submission of necessary documents, etc.

4. Post-Arrival Procedures: Every international student is required to meet the ISA on arrival at the institute, at which time he/she would be informed about the following activities which are required to be carried out:

4.1 Medical Examination: As per the Government of India rules, all persons entering India on student visa have to undergo a medical examination as prescribed by the Government of India.

4.1.1 ISC through the Executive Registrar's office would coordinate and facilitate the medical examination of international students through the institute's facilities, if required. The cost to be borne by the student.

4.1.2 The result of the medical test would be communicated to the ISC and placed in the student file after consulting the Medical Officer of the Institute.

4.1.3 Admission may be denied on health grounds at the discretion of DA-IICT on the advice of the Medical Officer of the Institute.

4.2 Health Insurance: International students must make arrangements for adequate health insurance.

4.2.1 Students may make their own arrangements for international medical insurance. In this case, they must inform the ISC about the arrangements and submit copies of relevant documents for the student file.

4.2.2 Otherwise, international students must avail of the health insurance facility arranged by the institute. The premium for the health insurance will be borne by the student.

4.3 Police Registration: International students are required to register with the local police authorities within a week of arrival. The ISA will provide assistance for the same.

4.4 Hostel Accommodation:

4.4.1 **For International Degree Students:** Students admitted to the B Tech program must compulsorily reside on campus. Female students will be provided hostel

accommodation on campus. PG male students will be provided hostel accommodation if available. The fees charged would be as per the rules in force.

- 4.4.2 **For International Exchange Students:** Hostel accommodation would be provided as per the terms of the MoU under which the exchange is being undertaken. In general, these would be similar to the provisions under clause 4.4.1. The fees charged would be as specified in the MoU or exchange agreement.

4.5 Submission of Documents: Every international student is required to submit the following documents to the ISC to be placed in the student file:

- 4.5.1 **Visa:** Original documents will be required to be shown for verification at the time of reporting. A photocopy of the passport duly attested and verified by the notary.
- 4.5.2 Copies of any other documents from government authorities regarding the status of the international student.
- 4.5.3 Degree/Pass certificate/of qualifying examination(s).
- 4.5.4 All mark lists/grade reports qualifying examination(s).(Semester-wise)
- 4.5.5 (For Exchange Students) Letter from the concerned authority at the home institution.
- 4.5.6 Letter from local guardian (if applicable).
- 4.5.7 Contact details of person to be informed in case of emergency.
- 4.5.8 Information about allergies, necessity of regular medication or any other physical or mental health issues. (It is recommended that students who are on medication must carry on their person a one week supply of medication).

5. Facilities to be provided to International Students

5.1 Identity Card with student ID

5.2 ID for access to local area network and e-campus (for international degree students)

5.3 Email access and ID

6. Academic Requirements, Award of Degrees and Credit Transfer

6.1 International degree students will be subject to the academic requirements as applicable to students of the concerned program, and will be awarded degrees on fulfillment of the requirements.

6.2 International exchange students would undertake academic work (course work and/or project work and/or research) as specified under the broad terms of the MoU with the home institution and the specific terms of the letter admitting the student to the exchange. They would be awarded grades according to the evaluation mechanism in position for the course(s) for which they have registered.

6.3 The grade report would be sent to the concerned authority under the MoU with the home institution in the standard format used at DA-IICT, with an explanation of all terms and symbols used. Interpretation of the credits and grades awarded would be the responsibility of the home institution. The credits would be allocated based on

the norms and practice of DA-IICT and evaluation mechanism will be delivered to the home (foreign) institutions for their interpretation.

- 6.4** The medium for instruction at the DA-IICT is English. International students may be required to take an English Proficiency Test (EPT) conducted by the Institute. Those who fail in test may be required to take additional classes in English or register for a suitable course at the institute.

7 Discipline

- 7.1** International students would be subject to the same disciplinary rules and code of conduct as applicable to students of the institute as well as all guidelines laid down for foreign citizens by the Government of India. International students would be required to submit an undertaking to this effect.

8 Conclusion

- 7.1** In case there is any doubt regarding the interpretation of the rules, then the opinion of the ISC will be final.
- 7.2** On any point not specifically covered by these rules, the decision of the DA-IICT authorities will be final or on mutual agreement in case of an exchange student admitted under the terms of an MoU with the home institution.
- 7.3** All regulations and norms pertinent to international students will be published on the DAIICT web-site and also made available as a hard copy document.
- 7.4** ISC will act as the primary point of interface with international students.