



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India - 695034
(Abstract)

Regulations for Admission of International Students and International Co-operation-Approved- Orders issued.

ACADEMIC- 'D' SECTION

No. Ac.D/1/7591/2015

Dated, Thiruvananthapuram, 25.05.2016

Read:-

1. Minutes of the Meeting of the Executive Committee of Centre for Global Academics (CGA) held on 10/04/2015 and 28/04/2015.
2. Item No. 7 of the Minutes of the Meeting of the Executive Committee of CGA held on 07/10/2015.
3. Item No. 1.65 of the Minutes of the Meeting of the Academic Council held on 18/04/2016.

ORDER

The Executive Committee of Centre for Global Academics discussed the draft Regulations for Admission to International Students and International Co-operation in academic activities, recommended to approve the same and to place the draft Regulations before the Academic Council vide paper read as (1) and (2) above.

The Academic Council considered the draft Regulations for Admission to International Students and International Co-operation and resolved to approve the same vide paper read as (3) above.

Sanction has therefore been accorded by the Vice-Chancellor for the Regulations for Admission of International Students and International Co-operation being implemented in the University.

A copy of the Regulations is appended.

Orders are issued accordingly.

Sd/-
MEENA ASHOK
Deputy Registrar (Acad.III)
for Registrar

To:

1. The Principals of all Colleges Affiliated to the University of Kerala
2. The Principals of all UITs, UIMs, UCE
3. The Heads of all Departments
4. Deans of Faculties
5. Chairman/Chairpersons of all Pass/PG Boards of Studies of the Faculties concerned.
6. P.S to VC/PVC.
7. PA to Registrar/FO/CE/DCDC/DPD.
8. Ac.L. Sn for necessary action.
9. DR (Acad I)
10. AR (Acad V)
11. Ac.E V / Ac.E VI/Ac.E VII/Ac.E I/Ac.E II
12. PRO/RO/Enquiry.
13. Stock File/File copy.

Forwarded / By Order

Sd/-
Section Officer

REGULATIONS FOR ADMISSION OF INTERNATIONAL STUDENTS AND INTERNATIONAL COOPERATION

1. Definitions of Key Words

In these Regulations, unless the context otherwise requires,

- a. "Academic Year" means two consecutive (one odd + one even) semesters.
- b. "Affiliated College" means college affiliated to University of Kerala.
- c. "Act, Statutes, Ordinance and Regulations" means Act, Statutes, Ordinance and Regulations of the University of Kerala
- d. "Centre" means Centre for study or/ Research established or recognized by University of Kerala.
- e. "CSS Academic Committee" means Committee constituted for post-graduate M.Phil. programme or for individual courses in those programmes;
- f. "Course" means component of a programme usually referred to as paper.
- g. "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- h. "Department" means a Kerala University Department of study and/ or Research or a Department functioning for a specific purpose maintained at the cost of the Kerala University Fund.
- i. "Double-degree" also called a combined degree, conjoint degree, dual degree, or simultaneous degree program, involves a student's working for two different University degrees in parallel, either at the same institution or at different institutions (sometimes in different countries).
- j. "Faculty" means teaching faculty of a University.
- k. "Graduate" means programme after 10 + 2 and generally having the duration of 3 or more years, including BA, B.Sc., BBA, B. Tech. etc. in General/Professional degree programmes.
- l. "International student" means a person who is not an Indian National who applies for and/or is provisionally/finally admitted to a master's programme/M.Phil programme or for individual courses in those programmes.
- m. "Laws of the University" means Act, Statutes, Ordinance, Regulations, Rules and Bye-laws of the University of Kerala, as the case may be.
- n. "M.Phil" means Master of Philosophy programme after Post-Graduation and generally having the duration of one to two years and is pre-research course.
- o. "Ph.D" means programme after M. Phil or Post-Graduation and generally having the duration of three to five years.
- p. "Post Graduate" means Programme after Graduation and generally having the duration of 2 years in General/Professional courses.
- q. "Programme" means an educational programme leading to award of a degree, diploma or certificate. (MA., M.Sc., M.Phil., Ph.D., etc)
- r. "Semester" means academic duration consisting of 15-18 weeks of academic work equivalent to 90 actual teaching days.
- s. "Twinning programme" means a programme where part of the programme is completed in home country and the rest in any partner institute in home country or abroad.
- t. "University" means University of Kerala.

2. Scope and Effect

The Regulations framed herein shall apply to international students of all academic programmes conducted by the University of Kerala. The regulations shall have over-riding effect on other applicable regulations. The existing regulations for academic programmes shall be applicable to foreign students whenever there is no conflict between them and the present regulations.

3. CBCS system and Academic Calendar

The University follows the Choice Based Credit and Semester System (CBCSS) and all Post Graduate (PG) programmes are of 4-semester duration. The semester schedules for international students shall normally be as follows:

Semester	Dates	International Equivalence
Odd (1,3) Semester	Sept 1st week to Dec 2nd	Fall Term
Even (2,4) Semester	Jan 2nd week to Aril 4th week	Spring Term
Vacation Semester	May to July	Summer Term

Credit hours shall be in accordance with the Regulation of Credit and Semester System of University of Kerala

4. Admission of international students

4.1 Admission to full-time, regular programmes - Application Process:

An international student shall apply in prescribed form for any programme at any point of time from 2 to 12 months prior to the commencement of the programme. International students may seek admission to any of the full-time, regular programmes offered by different Departments/Centres of the University or regular programmes offered by affiliated colleges under the following categories.

a. Self- supported Students

Self-supported international students seeking admission to an undergraduate, postgraduate, M. Phil. or Ph.D. programme may submit an application (as in Appendix I and II) together with all necessary supporting documents to the Director, Centre for Global Academics (CGA), by e-mail or by post. The CGA will forward the application to the Head of the Department (HoD) concerned or Dean of the faculty for further appropriate action/advice. An applicant may indicate preferences for one or more programmes/Courses of her/his choice. If the applicant is found to satisfy all eligibility criteria, an Offer of Admission will be issued to the applicant.

b. International Students with ICCR Scholarship of Government of India

International students desirous of seeking admission under this scholarship programme of the Indian Council of Cultural Relations (ICCR), Government of India, may apply to the Indian High Commission Embassy in their home country. The applications will be forwarded to the ICCR for transmission to the University concerned. If the applicant is found to satisfy all eligibility criteria, an Offer of Admission will be issued to the applicant directly, with a copy each to ICCR and for use in obtaining an Indian Visa.

4.2 Admission to short-term programmes

International students registered for a degree in a reputed institution abroad may seek to carry out their course work, project work or to be enrolled for particular courses of a Under-Graduate/ PG programme at University of Kerala for a period not exceeding two semesters as short-term students, subject to satisfying the minimum eligibility criteria prescribed by the University for the purpose.

4.3 Admission to double-degree/twinning programmes

University of Kerala may enter into Memorandum of Cooperation (MoC) with reputed partner institutions abroad for the conduct of double-degree/twinning programmes of study. Students

registered for such programmes at either of the institutions shall be entitled to carry out part of their study, not exceeding two semesters, at the partner institution, in accordance with the terms and conditions of the MoC. The credits earned by the students shall be transferred to the respective parent institution immediately upon completion of the course requirements and such students shall be entitled to receive the degrees of the parent and the respective partner institution.

5. Memorandum of Cooperation

University of Kerala may enter into Memorandum of Cooperation with reputed institutions abroad that are desirous of establishing academic links and cooperative ventures with University of Kerala. Memorandum of Cooperation, while catering to specific requirements and emphasis relevant to the institutions concerned, may provide for the following:

- a. Exchange of faculty, researchers, students
- b. Joint research projects, publications and patents
- c. International seminars/symposia/conferences/ colloquium/internship programmes
- d. Curriculum design, development and review
- e. Development and sharing of library/laboratory innovations, facilities
- f. Training of administrative and technical manpower for academic enrichment
- g. Towards realization of the above objectives, the respective institutions may evolve detailed strategies with time-bound projects as part/extension to the MoC.

6. Centre for Global Academics (CGA)

- 6.1 The Centre for Global Academics (CGA) shall be established by the University as a nodal agency in University of Kerala to administer, coordinate and manage all matters relating to international cooperation, admission of international students, double-degree/twinning programmes, faculty exchange, etc.
- 6.2 The CGA shall be headed by the Director, who shall be a member of the faculty not below the rank of an Associate Professor in University of Kerala nominated by the Vice-Chancellor, will be in charge of the international affairs of the University. There shall be two Assistant Directors, to assist the Director.
- 6.3 There shall be an Executive Committee of the Centre for Global Academics, which shall comprise the Vice-Chancellor as the Chairperson, the Pro-Vice Chancellor as Vice Chairperson, the Director, Centre for Global Academics as the Convenor, Convenor of the Standing Committee of the Syndicate for Academic and Research, Convenor of the Standing Committee of the Syndicate for Departments and other institutions, five faculty members nominated by the Vice-Chancellor from the University or its affiliated colleges, one person from the industry, who shall be a consultant, and Director, ICCR, Trivandrum, as members.
- 6.4 The Executive Committee shall meet at least once in four months and shall render guidance and advice necessary for the efficient functioning of the Centre for Global Academics.
- 6.5 The Centre for Global Academics shall oversee and coordinate
 - a. Admission of international students to Undergraduate , Post Graduate including M.Phil and Research programmes/ courses
 - b. International exchange of faculty and administrative technical staff
 - c. Academic cooperation with international institutions/industry
 - d. Formulation and execution of Memorandum of Cooperation between University of Kerala and institutions abroad
 - e. Student exchanges
 - f. International collaborative research
 - g. Creation of data base of all international academic activities of University of Kerala
 - h. Visits of international delegations to University of Kerala
 - i. Any other matter remitted to it by the Vice-Chancellor or the Syndicate.
- 6.6 The Centre for Global Academics shall
 - a. Liaise with Foreign Missions of India for possible academic co-operation.

- b. Identify international institutions for possible academic cooperation with University of Kerala
- c. Take steps to initiate mutual exchange of faculty, researchers and students
- d. Provide support for initiating collaborative teaching and research between the Departments of University of Kerala/Centres/Affiliated Colleges and counterpart institutions abroad
- e. Facilitate institutional membership of University of Kerala in international bodies and educational fora etc.
- f. Interact with Departments of University of Kerala/Centres/Affiliated Colleges to encourage the design and development of short and long term courses for international students.
- g. Facilitate the hosting of 'Study in India' programmes by reputed institutions abroad
- h. Assist in the evolution of criteria for selection of students for exchange programmes with international countries
- i. Evolve and submit to the University draft guidelines for transfer of credits from University of Kerala to partner institutions and vice-versa
- j. Assist the Departments/Centres/Affiliated Colleges in the conduct of international seminars/summer programmes etc.
- k. Liaise with various ministries of the Government, national agencies and potential international agencies so as to promote the objectives and activities of the CGA
- l. Explore, identify and recommend ways and means for mobilizing financial assistance from national/international agencies, Government Departments, etc. for the furtherance of its objects

7. Visa requirements

- 7.1 Students admitted to the University of Kerala undergraduate/Masters level programmes or as short-term students must have a Student Visa issued specifically for the students who desire to come to University of Kerala for education purpose.
- 7.2 For carrying out M. Phil, a Student visa is required.
- 7.3 Students admitted for regular Ph.D. programmes must have a Research Visa.
- 7.4 For a research student, synopsis of the research project countersigned by the sponsoring institution in India along with letter of approval and no objection certificate from the concerned Ministries in India, if applicable, should be submitted for necessary visa.
- 7.5 For Admission to medical or para-medical courses, a student has to obtain No Objection Certificate (NOC) from Ministry of Health.
- 7.6 Student Visas are issued for the duration of the academic course of study or for a period of five years whichever is less, on the basis of letters of admission from University of Kerala in India.
- 7.7 The children of Non Resident Indians (NRIs) and Person of Indian Origin cardholders (PIOs) need not procure a student visa. Other international students under exchange programmes need student visa or research visa for Doctoral level courses.
- 7.8 A registered student, who has completed graduation, can apply for extension to carry out a post-graduate course from concerned Foreigner Regional Registration Office (FRRO)/ Foreigner's Registration Officers (FRO) cum Superintendent of Police provided he/she produces an authentic certificate from his/her institution.
- 7.9 Students who do not have firm letters of admission are issued Provisional Student Visa by the Indian Missions abroad, on the basis of provisional letters of admissions. However Provisional Student Visa is valid for 3 months. Within these 3 months, the admission needs to be confirmed otherwise they will have to leave India. No extension of Provisional Student Visa is permitted.
- 7.10 If an international student who has come on a student visa joins a new programme on permission of undertaking a new programme, a fresh programme fee is charged.
- 7.11 International students can visit the restricted and prohibited areas in India after getting a valid Resident Permit, as visa alone is not sufficient to visit such places.

8. Medical Facilities

Students are required to have a general check up done before departure, to ensure that they do not suffer from any major ailments.

(a) Full programme students will be provided with full medical facilities as applicable to Indian students at University of Kerala

(b) Visiting students should obtain a personal insurance policy, covering sickness and accidents before leaving home country.

9. Documents required

International students applying for any programme in University of Kerala are required to submit the following documents:-

Regular Students

- a. Application form duly filled
- b. Copy of the grade transcripts with the explanation of the assigned grades.
- c. Statement of purpose
- d. Bio-Data
- e. Financial undertaking (to be sent to the CGA)
- f. Personal particulars of International Scholars coming to India
- g. Three recommendation letters-at least one recommendation should be about the student's academic performance issued by a faculty member where the student studied
- h. Documentary proof to illustrate fluency in English language, if English is not the first language or language of medium of instruction (during secondary or tertiary education).
- i. Copy of the passport (page showing nationality, personal details and validity).

Visiting students

- a. Application form.
- b. Copy of the grade transcripts with the explanation of the assigned grades.
- c. A statement of purpose from the student
- d. Bio Data.
- e. A signed undertaking from the student on plain paper wherein they certify that they will bear all the charges including the tuition fees, accommodation & food charges and all other incidental charges during the course of their stay at University of Kerala
- f. Personal particulars of international scholars coming to India. (Format provided as appendix)
- g. *A bona fide* certificate from the Home University certifying that the applicant is a regular student of the University and a no objection certificate in for pursuing studies
- h. Two recommendation letters from the faculty
- i. Documentary proof to illustrate fluency in English language.
- j. Copy of the passport (page showing nationality, personal details and validity)

Appendix I

PERSONAL PARTICULARS OF INTERNATIONAL STUDENTS COMING TO THE UNIVERSITY OF KERALA

1. Full Name (Expanding the initials):
2. Nationality:
3. Date & Place of Birth:
4. Parentage (names of the parents):
5. Present address:
6. Permanent address:
7. Passport number, date, place of issue & validity:
8. Whether previously in India, if so dates & place.
9. Occupation:
10. Purpose of visit:
11. Expected duration of stay:
12. Places in India likely to be visited:
13. Name of the Indian Mission abroad: at which the international student will apply for visa authorization
14. Source of funding and terms/conditions of funding/appointment:
15. Whether accompanied by: spouse/ dependants, and if , full personal particulars 7 sources of funding should be indicated