



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

**Notification No. SIU/28/678(a) dated 7<sup>th</sup> April, 2017**


**Sub.: Global Immersion Programme**

It is hereby notified for information of all concerned that, as per the decision taken by the University authorities, the Global Immersion Programme is attached as Appendix 'A'.

This Global Immersion Programme will be effective from Academic Year 2017-18.

Authority: Resolution No. A8 BoM dated 8<sup>th</sup> August, 2016

SIU/28/17/ 1485709  
Date: 7<sup>th</sup> April, 2017

  
Dr. M. S. Shejul  
Registrar

**Copy to:** The Hon'ble Chancellor, Vice Chancellor, Principal Director, Symbiosis, Dean-Academics and Administration, Symbiosis, Deans of Faculties of Symbiosis International University, Sr. Advisor, Symbiosis, Director, Deputy Director, Administrative Officer/ Assistant Administrative Officer/ Officer Superintendent of Constituent Institutions and Departments of SIU, Officers of Symbiosis Society and Symbiosis International University.

**Appendix 'A'**



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**SYMBIOSIS INTERNATIONAL UNIVERSITY**

**Global Immersion Programme**

## Preamble:

Aligning to the philosophy of 'Vasudhaiva Kutumbakam', & the vision 'to promote International understanding through quality education' the university endeavours to provide its students an environment that promotes diversity in the student body. As much as it encourages international students to study at the SIU Constituents, it also wishes to encourage Indian students to visit and gain exposure at international universities.

Symbiosis International University (SIU) is therefore keen to offer scholarships\* to their Indian students to give them the opportunity to take advantage of the Global Immersion Programme.

All scholarships will be administered by the Symbiosis Centre for International Education (SYMBIOSIS CENTRE FOR INTERNATIONAL EDUCATION) Office in conjunction with the office of the Symbiosis Society Foundation. The Scholarship Committee shall endeavour to maintain gender balance and include students from diverse backgrounds while selecting candidates.

*\*The Scholarship serves to only assist students with their housing, food, travel and other incidental expenses while abroad.*

**Introduced with effect from:** Academic Year 2017-2018

## Nature of the scholarship:

The Symbiosis GIP Scholarships are funded by the Symbiosis Society Foundation and offered to deserving and meritorious Indian students from full-time UG and PG programmes offered by Constituents/ departments under the aegis of the Symbiosis International (Deemed University).

These scholarships offer students an opportunity to experience global learning environments either at our international collaborators or at other prestigious educational Constituents / NGOs / INGOs /Corporate Sector Organisations.

**Each Constituent/ department will be eligible to avail a total scholarship amount of \$6000 USD each year, towards encouraging outward student mobility. The endeavour should be to spread this amount over as large a number of students as possible.**

In order to encourage the research capacity of undergraduate students, preference will be given to students who plan to undertake research projects with the University's collaborators.

Scholarship Payment will not be made to the recipient directly in the form of money or any other financial benefits. Payments will be made by the Symbiosis Society Foundation directly to the Constituent/ department where the recipients are enrolled.

***The Scholarship serves to only assist students with their housing, food, travel and other incidental expenses while abroad.***

**Awarded to:** A maximum of six (6) A minimum of six (6) and maximum? students for the GIP programme annually from each Constituent/ department will be allocated a maximum of \$1000 USD each student. The endeavour should be to distribute this amount among maximum number of beneficiary students.

### **Eligibility:**

The Scholarship is available only for students of Indian Nationality, pursuing undergraduate and postgraduate studies at SIU.

#### **(I) Applicants must:**

- a) Hold a valid Indian passport.
- b) Have obtained more than 7 CGPA/GPA out of 10 in the previous semester or as an average across all previous semesters to be eligible for this scholarship. In cases where results are not declared, the Director/ Head must attest to the student's academic merit.
- c) Have good conduct and be seen as deserving by the Constituent/ Department.

#### **(II) Exceptions:**

This policy does not cover the following categories:

- a) NRI, OCI, PIO and Foreign Nationals
- b) Students with have backlogs/ have faced disciplinary action
- c) Students pursuing Doctoral programme/ part-time programme
- d) Students already studying on a SIU scholarship/ semester exchange with a tuition waiver.

### **Application:**

In order to be considered for a Symbiosis GIP Scholarship, a written application must be submitted to Symbiosis Centre for International Education (SCIE) through the Constituent Director. The applications should be made with the consent and due approvals from the Director of the Constituent. All the applications received by Symbiosis Centre for International Education (SCIE) will be verified and evaluated by a selection committee. The shortlisted students will be informed accordingly. The constitution of this selection committee is given in the Annexure I section of this document:

#### **Following are the steps for application:**

**Step 1:** Submit a duly signed application along with all the below mentioned documents to the Director/ Head of the Constituent/ Department.

- i. Academic Transcripts to support the record of sustained academic excellence.
- ii. Letter of Recommendation and endorsement for Financial Assistance from Director/ Head of the respective Constituent/ Department
- iii. Statement of Purpose: A description of the student, highlighting personal qualities and a description of his/ her most important professional/ academic achievement till date. Applicant's goals and objectives for applying at the Host University/ Organization. How the University will be benefited if a student avails this scholarship & experience foreign learning exposure.

- iv. An undertaking from the parents/ guardian that they will financially support their ward to meet the expenditure incurred.
- v. Name of the Host University/Organization and details of the programme to be attended (content, duration). Applications will be evaluated on the basis of criteria including ranking of the university, relationship with SIU, reputation and specialization of the host university etc.
- vi. For research related activities, the Research Proposal and the expected outcomes (attested by the concerned Faculty/ Director/Head) must be submitted.
- vii. ***The policy is not restricted to credit transfer related GIPs and covers in its ambit, all possible opportunities for Global Immersion, with or without credit transfer and therefore mapping or credit transfer related parameters are not included in the criterion for evaluation of the application.***

Students who have submitted incomplete documents and/ or have invalid passports will not be considered for the scholarship.

**Step 2:** These documents will be submitted to Symbiosis Centre for International Education (SCIE) by the Director/ Head of the Constituent/ Department along with a recommendation.

**Step 3:** The Constituent/ Department will send a hard copy of the duly signed application along with the copy of all the above-mentioned documents by post/ hand to:

Senior Executive, International Initiatives  
Symbiosis Centre for International Education (SCIE) Senapati Bapat Road, Pune  
- 411 004, Maharashtra, India.  
[int.initiatives@symbiosis.ac.in](mailto:int.initiatives@symbiosis.ac.in) Ph.: +91-20-25671905 Fax: +91-20-25673854

### **Terms and Conditions:**

- i. If the student decides to visit a Constituent/ Organisation which is not an existing partner of SIU, it will remain the responsibility of Symbiosis Centre for International Education (SCIE) and the Director/ Head of the student's Constituent/ Department to verify the validity and quality of the programme to be pursued.
- ii. The student shall not be allowed to change the programme or the Constituent for which he/ she is given scholarship even if the duration and the expenses are the same.
- iii. The scholarship recipient is responsible for securing an appropriate Student Visa to the host Constituent/ Organisation and for any fee associated with the visa including medical examination (visa purpose).
- iv. Recipients must satisfy basic criteria of good behaviour, 75% attendance in each semester and at least 75% aggregate marks/ equivalent grades at the end of each semester with no backlogs in any subject (Must pass all courses in all semesters). Students must not have a 'Terms Not Granted' (TNG) in any semester. Directors/ Heads of the Constituent/ Department they belong to must provide a good behaviour / character recommendation along with the application in order to facilitate selection. Students will agree to participate in media activities for the promotion of these scholarships.

- v. Students shall finish their programme within the stipulated duration. Delay in completion of programme will not be covered under the scholarship. In case of delay in completion, the scholarship holder shall be responsible for paying additional charges.
- vi. Symbiosis Centre for International Education (SCIE) reserves the right to cancel the awarded scholarship with immediate effect if any document lacks authenticity. The student is required to show original transcripts and documents submitted with scholarship application.

**Selection:**

The selection committee will select the candidate for scholarship on the basis of academic achievements, statement of purpose, personal need assessment and references submitted. The decision of the selection committee will be final. Reasons for not being awarded the scholarship will not be given.

**Post selection:**

(A) Scholarship Award Notification: All candidates awarded a scholarship shall be notified and provided with the relevant acceptance documents. The acceptance documentation must be completed and returned to the office administering scholarships at Symbiosis Centre for International Education (SCIE) to complete the formalities.

(B) Scholarship Monitoring: Monitoring will be undertaken by Symbiosis Centre for International Education (SCIE) and SSF to ensure that scholarship recipients are abiding by the terms and conditions of their scholarship.

This monitoring will include but is not limited to:

- Academic performance and outcome analysis
- Re-assessment of personal circumstances, if required.
- If it is found that students have not used the opportunity well and seriously, the scholarship amount may have to be refunded. This decision will be taken by a committee including Symbiosis Centre for International Education (SCIE) and the Director/ Head of the student's Constituent/ Department.

**Disbursement of Scholarship:**

On approval of an application; the SIU Finance transfers the Scholarship Amount to the Constituent and the Constituent remits it to the account of the student. The process of the selection to the transfer of Scholarship amount may take about two months or more

**Scholarship cessation / withdrawal:**

- i. In case a student violates any terms / conditions of the undertaking, the scholarship will immediately cease. Amounts already disbursed will be liable to be paid back to the Foundation.

- ii. In case a student leaves the Constituent or the programme halfway through the programme, the scholarship will cease immediately and the amount already disbursed for that year will be liable to be paid back to the Foundation.
- iii. Suspension from SIU / Constituent/ Department or any other disciplinary action will result in immediate withdrawal of the scholarship. Symbiosis International (Deemed University) reserves the right to withdraw the scholarship, if there is adequate evidence of serious misconduct or engagement in illegal activities against the scholarship holder.
- iv. In case a scholarship holder violates the Code of Conduct of Symbiosis International (Deemed University), his/ her scholarship would be cancelled immediately and \*amounts already disbursed would be recovered from him/ her.
- v. Students guilty of any misconduct abroad will face immediate disciplinary action, even leading to expulsion from SIU.

Where there is any doubt as to the interpretation or administration of the policies and procedures contained within this document, the decision of the Principal Director, Symbiosis and the Executive Director, Symbiosis Centre for International Education (SCIE) will be final and binding.

***\*In case the student does not repay, the University shall have the right to recover the said disbursed amount from the security deposit, hostel fees, mess fees etc.***

TIMELINE	
Application submission to Symbiosis Centre for International Education (SCIE) through the Director of the Constituent	At least 90 days before the date of joining for the semester exchange/ research collaboration etc.
Application scrutiny, processing and approvals	Within 15 days of the receipt of applications
Disbursal of Scholarship amount to the Constituent by the Finance Section	To be done after the student reaches the Host University for the GIP.