



Gujarat National Law University

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Gandhinagar (Gujarat) India

GNLU Student Exchange and Participation in Co-Curricular Activities Request and Evaluation Form

Student Name:	
Registration No. and Semester:	
Type of activity: <input type="checkbox"/> Student Exchange for semester / academic year under GNLU-Partner University MoU <input type="checkbox"/> Student Exchange for semester / academic year under GNLU-non-Partner University <input type="checkbox"/> Participation in short-duration education program <input type="checkbox"/> Debate Competition <input type="checkbox"/> Essay Competition <input type="checkbox"/> Publication of Research Paper <input type="checkbox"/> Specific Skills Training <input type="checkbox"/> Academic Support Program <input type="checkbox"/> Legal services to the Civil Society <input type="checkbox"/> Sport activity <input type="checkbox"/> Drama <input type="checkbox"/> Dancing <input type="checkbox"/> Music <input type="checkbox"/> Other literary activities	
Please specify <u>three</u> contributions of the proposed activity towards your actual or potential curricular and co-curricular development 1. 2. 3.	
Student Records	
Overall attendance records in the previous academic year / semester, as applicable (Students having 90% or above attendance in the previous academic year or semester only are eligible for financial assistance)	
Any previous or pending disciplinary action (details including case no, if applicable)	
Overall CGPA till today	
Academic back and name of papers (students having academic back will be ineligible for any reimbursement)	
Attendance back and name of papers (students having attendance back may be ineligible for granting permission, however, depending upon overall performance, a request may be granted)	
Host University / Institute details and time-period	
Full contact details of the host university / institution	



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Contact person Designation Address Email Telephone / Mobile	
Duration (including travel days)	Duration (excluding travel days)
Curricular or Co-Curricular Aspects	
Participation in subject / papers	
Paper details (please provide additional information in a separate sheet, in case of more than one paper)	Paper name and code (if applicable) Paper closest to the GNLU subject paper (Core paper / optional paper / seminar paper) Faculty / Instructor name and designation Actual and maximum attendance hours (and in percentage) Teaching / Instruction methods Type of evaluation Marks / grade obtained and maximum:
Financial Aspects:	
Registration Fee: <input type="checkbox"/> Charged= <input type="checkbox"/> Paid= <input type="checkbox"/> Requested=	
Tuition Fee: <input type="checkbox"/> Charged= <input type="checkbox"/> Paid= <input type="checkbox"/> Requested=	
Air Fare / travel cost ¹ : <input type="checkbox"/> Charged= <input type="checkbox"/> Paid= <input type="checkbox"/> Requested=	
Boarding and Lodging Cost: <input type="checkbox"/> Charged= <input type="checkbox"/> Paid= <input type="checkbox"/> Requested=	
Any other expenses: <input type="checkbox"/> Charged= <input type="checkbox"/> Paid= <input type="checkbox"/> Requested=	
Did you receive or get promise to mitigate any of the above costs? If yes, please state the source and amount:	
Have you received any financial assistance under any activity in the past from GNLU or other institutions towards curricular and/or co-curricular activities? If yes, please state the source and amount:	
Are you receiving any scholarship from any institution, including GNLU? If yes, please state the	

¹ Air fare: Most economical route air fare or third class AC will be used for calculating any reimbursement.



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amount:	
Annual Income of Family	
Father's Name, email and mobile	
Mother's Name, email and mobile	
Guardian's name, email and mobile	
Timelines:	
Request submission required date	
Request submission actual date	
Difference between required and actual date	
Request receipt date and faculty / staff name and signature	
Submission of request to Student Activities Committee Convener	
Submission of request to Faculty / Staff Convener	
Certification and Signature by Applicant Student:	
<p>I certify that the information given above is full, complete and accurate to the best of my knowledge, have checked records once again before filing this request, and have made all reasonable efforts to obtain financial assistance, if applicable. I undertake that I shall abide by all applicable regulations and rules, including academic, examination, discipline and hostel, and changes made thereto from time to time, including electronic instructions, etc. and shall uphold the reputation and prestige of the University, its authorities, faculty, staff through good conduct and behavior. I am aware that any delay or failure in obtaining approval or providing incorrect information or information obtained by the University, on its own, if so required in verifying the facts and figures, may automatically result into denial of current request, withdrawal of future favourable considerations or imposition of remedial measures severally or collectively. In such case, I shall reimburse the amount either through payment or the University can deduct from my security deposit whichever is better in the interest of the University.</p>	
Student Signature and date:	
Evaluation of Request	
Academic credit in form of mark given for the paper(s) at GNLU	
Attendance credit given for the paper(s) at GNLU	
Approval of Reimbursement Amount	
<input type="checkbox"/> Requested travel cost and amount	
<input type="checkbox"/> Requested registration fee and amount	
<input type="checkbox"/> Requested tuition fee and amount	



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<input type="checkbox"/> Requested boarding and lodging cost and amount	
<input type="checkbox"/> Requested any other costs and amount	
Recommendation by Faculty / Staff Convener including budget code, in case of financial implication	
Verification and approval by Convener, Examination Committee	
Verification and approval by Convener, Student Disciplinary Committee	
Verification and updating of records, Head of Examination	
Verification and approval by Head, Budget, Finance and Accounts Division (if applicable)	
Verification and updating of records, Student Exchange Committee Convener	
Approval, Dean, Students' Welfare	
Approval, Dean of Extension and Training	
Approval, Dean of Research Department	
Approval, Dean of Academic Affairs	
Approval, Registrar	
Approval, Director	

Important Note: Each verifying and approving faculty / officer shall ensure that the request meets with applicable regulations and rules and is processed in timely manner to give adequate time for preparations or mitigate any financial or other hardships to students. In case of ambiguity or clarification, the faculty / convener shall seek written approval or clarification from the Dean of Extension and Training / Dean of Academic Department / Dean of Research Department / Registrar or the Director in the final instance. The hierarchy of verifying or approving officer is indicative only. The primary faculty or staff in-charge shall ensure that her/his recommendations are brought to the attention of concerned authorities for clarification / approval.

Original: Student Records File in the Office of the Registrar

Copy:

1. Student
2. Student Exchange or relevant Committee
3. Examination Department
4. BAC for updating G-Kundli
5. Relevant Information to Budget, Finance and Accounts Division for payment / recovery, if applicable
6. Relevant Information to Hostel Administration for attendance purposes