



Gujarat National Law University

Thursday, 17 April 2014


INFORMATION CIRCULAR
GNLU/IC/05/14

Subject: External Students under the Student Exchange Programme

1. Any student wishing to come to GNLU for a varied duration is welcome under the GNLU Student Exchange Program. Such students will be designated and considered as Student(s) on GNLU Student Exchange Program for all purposes. All physical and electronic records of exchange students shall be maintained including GNLU Information Systems Databases.
2. If an Memorandum of Understanding exists with a partner institution which provides for waiver of registration, tuition and examination fee, GNLU will waive the same. In case of unavailability of MoU or written agreement between the host and sending university, students shall be charged on a *pro rata* basis under foreign national category students. Exchange students shall be responsible for payment of all other expenses including boarding, lodging, medical insurance, travel, etc. All necessary payments shall be made to the Budget, Finance and Accounts Division of the GNLU. GNLU shall issue a Student ID Card to exchange students bearing the specific duration of the exchange.
3. Exchange students shall follow all applicable academic regulations including attendance requirement of 70% of total number of classes undertaken, internal evaluation and end-term exam to be eligible to receive necessary academic credit. Normally speaking, promotion to next academic year is a moot unless the exchange student wishes to pursue a full degree program at GNLU in which case he/is covered under the applicable academic regulations.
4. GNLU Admission Committee shall issue a formal admission letter and a copy shall be marked to the Dean Academic Affairs and the Curriculum Group for information. The Admission letter may specify necessary details such as course name, duration, certificate/diploma program, etc.
5. The Exam Department shall monitor all attendance, declaration of results, medical etc. like any other student. He/she shall undertake to fully abide by hostel regulations, etc.

6. The concerned Batch Academic Coordinator shall maintain all records of the student. The entry/exit is through the Global Outreach Office. Global Outreach Office (ogpp@gnlu.ac.in) shall be responsible for exchange students' international contacts and assistance, such as medical insurance, visa, emergency, information to respective embassy in India and country of origin, local police station. Mr Bharat Kumar Chavda (or@gnlu.ac.in), Secretary, Office of the Registrar and Ms Reena S (odad@gnlu.ac.in), Office of the Dean of Academic Affairs shall be responsible and contacted for administration and academic information purposes.

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