



Gujarat National Law University
Academic Directive
GNLU/AD/39/14

Tuesday, 12 August 2014

**Subject: GNLU Student Exchange and Participation in
Co-Curricular Programs and Activities**

1.0. Purposes

To provide enhanced academic, training, research exposure to GNLU students at academic and research institutions in India and abroad through introduction of scholarships, academic credit transfers, counselling and such other facilities and incentives, and to contribute to the overall holistic personal and professional development of students.

2.0. Student Exchange

2.1. GNLU aims to offer three main types of student exchange activities;

- a. Undertaking a semester / academic year education at partner university/institution in India and abroad on the basis of Memorandum of Understanding;
- b. Undertaking a semester / academic year education at partner university/institution in India and abroad as per the selection of the students;
- c. Undertaking a short-term education at university/institution in India and abroad as per the selection of the students.

2.2. The attendance records and academic credits earned in any of the above activities may be claimed by an eligible student. For example, if a student participates in a short-term program, and obtains 70% attendance records, he/she can avail the attendance credit in the ongoing semester. If a student obtains academic credit in terms of marks or grade, he/she can avail the proportionate mark or grade in internal evaluation of a subject paper which has the closest curricular connection either prospectively or in the ongoing semester. For example, if student gets 70% marks for undertaking a three week intensive course in India or abroad, in environmental law, he/she can avail 70% marks in internal evaluation of environmental law paper at GNLU in future. In case, if environmental law paper has already been completed at GNLU, he/she

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can avail full marks obtained abroad *in lieu* of one of the seminar papers regardless whether the GNLU offers the environmental law paper as a seminar paper or not.

- 2.3. While the academic credit and attendance records can be claimed fully for seminar papers, the same can be only claimed for internal evaluation of core paper and student has an obligation to appear and clear the end-semester examination of the core or optional paper. No exemption of whatsoever is granted from clearing the end-semester examination of the core paper.
- 2.4. Once the choice is made by the student and information approved by the University, no change shall be made by the student in claiming academic credit or attendance records. For example, if a student, prior to going abroad seeks exemption from appearance in internal evaluation and wishes to have marks/grade credited for a particular paper and obtains approval from the University, he/she can avail the same for the approved paper only.
- 2.5. Student may have choice not to avail any academic or attendance credit for core, optional or seminar papers.
- 2.6. If a student pursues a full-semester or year outside GNLU, he/she can avail exemption from attending classes and internal evaluation in all papers offered in that particular semester or a future semester in subject papers closest to what he/she has undertaken abroad.
- 2.7. Only a course consisting of minimum 50 hours classes or more will be considered for any attendance or mark credit.
- 2.8. When a student participates in a longer duration course abroad, he/she shall undertake minimum three papers. The average of marks obtained will be used in internal evaluation of all papers of the existing or next immediate semester only, whichever is earlier.
- 2.9. European Credit and Transfer and Accumulation System (ECTS) will be used when students are pursuing studies in one of the ECTS countries.

2.10. Scholarship in terms of financial assistance

- a. GNLU has various types of tuition fee or registration fee waiver with other universities. In case of mutual tuition fee or registration fee waiver between the GNLU and the partner universities, the selected student(s) may be given partial reimbursement of 50% towards the tuition fee, registration fee, air fare, boarding and lodging cost or INR 1 lakh rupees whichever is less. The Committee, depending upon the

number of successful applicants, may revise upward or downward the reimbursable expenses within the approved budget.

- b. In awarding the partial reimbursements, the priority shall be given to longer-duration academic programs. However, if the curriculum and standards of shorter-duration program are approved by the Student Exchange Committee, the Committee may consider giving a partial reimbursement.
- c. Summer or Winter school programs or such other programs are generally excluded from any type of financial assistance. However, if the curriculum and overall standards of such programs are approved by the Student Exchange Committee, the Committee may consider giving a partial reimbursement towards the overall cost of participation which shall in no circumstances may exceed 25,000 Rs for foreign and 10,000 Rs within India.
- d. If a student wishes to participate in a particular academic exchange program with whom GNLU has no MoU or such other arrangement, GNLU may negotiate special waiver from tuition, registration and other fees. Depending upon the curriculum and overall reputation of the program, the Student Exchange Committee may consider partial reimbursement of tuition or registration fee as stipulated above.
- e. Only once in the whole duration of five years, in case of under graduate programs, a student may avail scholarship in terms of financial assistance under this Directive.
- f. Due to intense nature and one year duration of the LLM program, student exchange, at the end of academic year, is permitted for carrying out short-term research of maximum 6 weeks duration in any university abroad or in India. The financial assistance in such cases shall be maximum 25,000 Rs or 10,000 Rs, respectively, towards all costs incurred by the concerned student.
- g. Student shall provide information minimum 30 days in advance for consideration of any assistance or waiver from attendance and academic credit requirements. Student shall keep in mind the academic session of the University and availability and time required to process and decide on individual applications.

Participation in co-curricular programs and activities

2.11. Keeping in view the holistic overall development of students, GNLU promotes participation of students in various co-curricular programs and activities in India and abroad. The co-curricular activities include

- participation in moot competitions, debate competitions, essay competitions, publication of research paper, specific skills training activity, academic support program and assistance to civil society institutions in providing legal services.
- 2.12. A student may avail maximum of five days co-curricular leave and can avail the exemption of classes for lectures undertaken during the authorized leave period in a particular academic year. While students can participate in other curricular activities, no grant in terms of waiver from any internal evaluation requirement is made towards non-moot/debate co-curricular activities. It is student's obligation to ensure that their participation in such co-curricular activities does not conflict with their primary requirements to fulfill all academic and attendance requirements at GNLU. In case of conflict between the two, the student shall ensure that he/she meets the University requirements without seeking any exemption whatsoever under any circumstances.
- 2.13. Student shall obtain written prior approval before undertaking any co-curricular activities immediately upon obtaining the information or minimum 15 academic days in advance whichever is earlier. he/she shall present the information in prescribed form to relevant committee or in the absence of committee, co-curricular activities designated teacher or in the absence of both, class coordinator. A copy of the approval shall be given to the Examination Department which shall verify the approval and enter the prospective attendance credit in the form.
- 2.14. Depending upon the approval of funding in respective academic financial year, the Committee may consider awarding partial reimbursement towards participation cost in co-curricular activities. Respective Committees shall announce the amounts allocated to each of the co-curricular activities prior to beginning of the new academic year and the Committee shall decide upon the reimbursement criteria, selection process on an annual basis. Student shall submit their request for financial assistance in a prescribed form along with all required documents immediately or 5 working days upon completion of participation whichever is earlier.
- 2.15. All requests pertaining to financial assistance under all programs and activities mentioned here above shall normally be processed 1 month before the last teaching day and student shall be informed about the decision of the Committee minimum 15 days before the last teaching day. Due to the nature of financial assistance, i.e. reimbursement of costs, processing period, amount of requests, teaching and other administrative

works, etc. no request under whatsoever circumstances for financial assistance shall be considered during this period. No retroactive request for financial assistance will be considered. A financial assistance request shall be made for the current academic year only. No advance of financial assistance will be considered.

- 2.16. Student having any disciplinary issue in the past or pending inquiry are ineligible from availing any assistance or exemption under this Directive, unless expressly approved by the Student Disciplinary Committee and the Director in advance. It is student's obligation to meet this requirement. In case, if any discipline incident comes to the knowledge of the University, the University may withdraw earlier given assistance or exemption and require undertaking necessary remedial measures, as suggested by the Student Disciplinary Committee. The concerned beneficiary shall meet these requirements.
- 2.17. Participation in sports programs and activities such as drama, music, singing, other literary activities, are not governed by this Directive. The convener for respective activities or in the absence of him/her the Student Activities Committee Convener shall seek necessary approvals, such as grant of leave, availability of funds, possible reimbursement amount, etc. Only grants which have been expressly approved will be entertained.

2.18. Roles and Responsibilities

- a. Student: To provide request and required documents in a timely manner and fulfil all requirements as provided in this Directive.
- b. Concerned Faculty / Staff: To examine the request, advise student and send the request to next faculty/staff/office in-charge for consideration and approval and to provide general information from time to time on the implementation of the Directive and to submit half-a-yearly report on activities which are executed and planned.
- c. **Student Exchange Committee:** To conduct in the beginning of each semester and once in a month interaction with students on various student exchange activities. It shall consist of Deputy Dean of Academic Affairs; Head of the Examination Committee; Head of Global Outreach and Head of Budget, Finance and Accounts. The Committee shall submit its recommendation to the Director for approval and authorization. The decision of the Committee, as approved by the Director, shall be final.


- d. Concerned Committees: To conduct meetings to evaluate the request in a timely manner as prescribed in this directive.
- e. Deans and Registrar: To discuss the specific / group cases as soon as necessary approvals are granted by preceding faculty/staff.
- f. Office of the Director: To allocate amounts among various programs and activities in consultation with the faculty/staff conveners and advise Registrar to issue information circular to this effect, consider and approve requests in a timely manner and provide information on the implementation of the Directive to the statutory bodies.

2.18 Implementation of the Directive

GNLU Student Exchange and Participation in Co-Curricular Activities Request and Evaluation Form is an integral part of this Directive. In case of any difficulty or issues arising out of the application or implementation of this Directive, the decision of the concerned Committee as approved by the Director shall be final and binding.

2.19 Effective Date

The Directive shall come into effect from academic year 2014-15.

Signed 
Bimal N. Patel
Director