



St. Xavier's College (Autonomous), Mumbai
COUNCIL FOR INTERNATIONAL PROGRAMMES

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Aims and Objectives of the Council for International Programmes

1. To foster internationalization of the college
2. To liaison between foreign Universities and the college
3. To facilitate long-term and short-term exchange programs based on the MOU.
4. To create short term programs for incoming group of students

Composition of the Committee

The Council for International Programs is headed by a Director who reports to the Principal. Further, there are members who represent the Arts, Sciences, and Social Sciences.

Exchange Programs

Incoming Students

Long term exchange programs are either for one or two full semesters. The incoming foreign students are selected from their home institution. They pay their tuition fees to their home institution. Once the selection is made by the home University, we (the host institution) are informed. We send them an acceptance letter specifying the nature of the exchange programme. This acceptance letter doubles up as their visa letter too – it specifies the nature of their visa. All the rules and regulations (such as attendance, wearing identity cards, protocols during exams) of the college are binding on foreign students too. The students are expected to report on the day of the re-opening. Committee members undertake the duty of hand-holding the student through the timetable, rules and regulations of the college, helping them with the topography of the college etc.

Short term exchange programs are generally during the Summer holidays of the foreign Universities.

Short Term exchange programs could also mean students from partnering institutions spending a semester or sometimes two months in college auditing classes and taking exams based on the classes attended.



College ID and Bonafide Certificate

The designated office clerk who attends to work related to CIP will issue the UID and Roll No to the foreign student. The College ID is also provided to the student. They are expected to fill up the Bonafide Form with a passport size photo affixed on it. The Principal will append his signature against the photo and in another specified location on the form. The form is invalid without the Principal's signature in the two places mentioned. Thereafter the student is expected to upload the bonafide certificate on the e-FRRO site.

e-FRRO

The e-FRRO (Foreign Registration Regional Office) is a mandatory registration process for students who spend a semester or two or even two months in India. The details of the e-FRRO are found on the e-FRRO website: <https://indianfro.gov.in/eservices/home.jsp> This process has to be completed within the first fourteen days of arrival. (However, this is often delayed because the students take some time to locate accommodation. We do not offer accommodation on campus therefore, the foreign students come to India and find one for themselves or stay at the YWCA on their own expense.)

Course Selection

The incoming students (Long Term exchange) are allowed to choose courses (a number specified by the home institution) from the second and third year or even the first year if the time-tables do not clash. They are expected to have attendance like our in-house students. The incoming students typically choose courses from the Arts, Management Studies and Mass Media Studies.

In case of short-term exchange programs, CIP either customizes courses for such programmes or agrees on a pre-mediated syllabus in consultation with the foreign university. It differs from University to University.

Examination and Transcripts

The (Long Term exchange) students are administered assessments in the courses of their choice as per the examination schedule held by the college. The transcript of marks is transferred to the home institution.

In case of short-term exchange programs, assessments and evaluations are held as per the decisions made in the MOU. The transcript of marks is transferred to the home institution.



Exit

Students who come to Xavier's leave at the end of April. The office is informed about their exit dates following which an entry is made in the official records.

Outgoing Students

Announcements regarding the Exchange Programmes

The one-year exchange programmes or short term (summer programmes or one-week programs like Harvard College in Asia Program (HCAP) are announced via notices on the notice board and the TV signage. Additionally, e-mails, WhatsApp are also used to reach out to the students.

Call for Applications

Long term exchange applications are invited in October-November. Students (after the Second Year or Third Year) with a GPA of 3 on 4 are eligible to apply. They are expected to submit hard and soft copies of their marksheets, along with their CV, Statement of Purpose and a consent letter from the parents indicating they're aware about the program.

Applications for short term programmes differ. Summer Program applications are invited in January or as and when the portals of the partner-universities open for applications. HCAP applications are called for in October.

Interview

Eligible students are invited for the interview through e-mails and phone calls. A panel conducts the interview to ascertain the suitability of the candidate for the programme. Their marks and their overall performance in the interview will determine whether they will be selected or not for the program. The interviewee is expected to read up and gather information about the Universities listed for the exchange programmes.

If selected for the Programme

Once selected for the Long Term exchange program they are nominated on the online portals of the partnering institutions depending on their suitability and their allotment to a particular university based on their performance in the interview. Once they are nominated, they are expected to follow the procedures laid down by the foreign Universities. The visa/acceptance letters are issued by the foreign university. The home institution provides a bonafide and no-objection certificate to the student. Learning agreements are thereafter signed. The student gets a full tuition waiver or any other concession(s) based on the Memorandum of Understanding signed between the foreign University and St. Xavier's. Each University's procedure has similarities and differences. Therefore,



the student has to understand the guidelines and accordingly follow procedures mentioned on their websites. The nominated students have to make arrangements for their travel and accommodation. Kindly note – these longterm exchange programmes do not yield a degree however their transcripts are valid in order to indicate the experience of a study-abroad.

For Summer Programmes, marks are not a criterion. The applicant is allowed to go and immerse in the Programme of their choice at the partner-University. They are expected to pay their fees to the partner-University and make own arrangements for their accommodation.

For HCAP and other programmes (if any), marks are an important criterion.

Examinations and Transcripts

The nominated students take the exams at the foreign University and their transcripts are transferred to St. Xavier's.

Students who go for Long Term Exchange programmes after their second year in St. Xavier's will have to complete their third year in St. Xavier's to receive their graduation certificate. The year spent abroad is not counted as the third year in Xavier's. It is not a credit-transfer. The credits will be valid when the student applies for further studies.

Foreign Correspondence and Visitors

The Director of CIP corresponds with officials from foreign Universities. The Director meets foreign guests along with the Principal or the Vice Principal. In the absence of the Director, a member of the committee may attend the meeting. The correspondence with foreign universities is carried out by the Director.

Signing of MoUs

MoUs are signed by the respective signatories (Principal, in St. Xavier's) based on a mutual agreement of terms and conditions of each University.
