



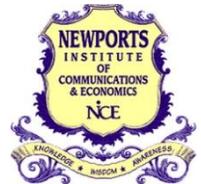
# NEWPORTS INSTITUTE OF COMMUNICATIONS & ECONOMICS

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## Student Exchange Program policy

NEWPORTS INSTITUTE OF COMMUNICATIONS AND  
ECONOMICS, KARACH





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## 1. Introduction

The administration of the Newports Institute of Communications and Economics (NICE) understands the value of exposure, cultural competency, and group knowledge. As a result, it encourages students to take advantage of the exchange programs that overseas colleges provide for one or two semesters. Newports Institute encourages and facilitates participation in the highly competitive exchange programs by students from a variety of backgrounds. The following general rules have been developed for everyone involved in student exchange programs, both inbound and outbound.

### 1.1. OUTBOUND EXCHANGE PROGRAM

The goal of Newports Institute of Communications and Economics' Outbound Exchange Program is to give students the chance to spend a certain amount of time—usually one semester to an entire academic year—studying abroad at partner universities. The goal of this program is to expose students to a variety of academic settings, cultural viewpoints, and professional practices through foreign exposure. While pursuing their academic objectives, participants have the opportunity to expand their horizons, improve their intercultural communication abilities, and create a global network. Because Newports Institute and its partner institutions have reciprocal agreements governing the program, credits acquired during the exchange are guaranteed to be transferable and count toward the students' degree completion.

### 1.2. INBOUND EXCHANGE PROGRAM

International students from partner universities are welcome to study at Newports Institute of Communications and Economics for a certain amount of time, usually one semester or an academic year, under the Inbound Exchange Program. Through this program, visiting students may get a taste of Newport's academic offerings, college culture, and campus life. It encourages collaboration and cross-cultural study, broadening the global viewpoint of both the local community and incoming students. To guarantee a smooth learning experience, participants are included into standard academic courses, and the credits they acquire are returned to their home universities. Newports' dedication to advancing international collaboration and global education is reflected in the curriculum.

The outbound exchange program will be channelized through the following streams

1. Considering the terms and conditions as per the MOUs signed with foreign universities for exchange of students.
2. Unique opportunities for exchange programs searched by the students and processed through the International Office.
3. Open access programs offered by international universities.
4. Internships/exchange programs offered by donor agencies such as UNDP, IUCN, UNESCO, etc.

## **Selection Criteria and Adherence Policy.**



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The selected students will be the ambassadors of Newports Institute as well as Pakistan abroad. Therefore, due diligence must be exercised in the selection of students. In order for students to apply in exchange programs, the basic entry details are given below

1. Students must meet the basic entry requirements of the host university including, but not limited to the medium of instruction, CGPA and semester completion requirement. To make international exchange programs effective and beneficial, most of the programs are offered with instruction in the English language. Thus, students must be proficient in English and demonstrate the same through an approved English-language proficiency test.
2. Students must be able to meet visa requirements of the host country. The Office of the Registrar may provide a supporting letter stating your present status of studies, however, the University shall bear no responsibility in case the visa application of students is declined by the respective authorities e.g., high commission, consulate, or embassy, etc.
3. Students must be enrolled in a regular program with full course load (exceptional cases must be approved by the concerned HoD /Dean).
4. Students must meet the host university's academic eligibility requirement in terms of a minimum CGPA
5. Students must not have any disciplinary cases against them before or during the selection.
6. Students must have been cleared by a registered physician to participate in the program
7. Newports Institute shall not take the responsibility of any student voluntarily or involuntarily engaged in criminal or illegal activities at the host university and / or in the country.

## **Responsibilities of Assorted Offices /Departments of Newports Institute**

The terms of reference of the concerned offices and departments for student exchange program are defined as below

### **International Office (IO)**

1. Request information on exchange openings during fall and spring semesters from the partner universities of Newports Institute
2. Circulate the details of exchange opportunities among students
3. Share a comprehensive protocol including, but not limited to the procedure to apply, timelines and other offerings, which are part of these exchange programs, e.g., financial grants, etc
4. In liaison with all faculties, the IO will ensure that the available exchange opportunities are aligned with the available courses across all faculties.
5. Be the main point of contact and act as a bridge between students and faculties to resolve their queries.
6. Collect all the required documents from students



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7. Advise students regarding the steps to follow for a smooth execution of the process
8. Guide and assist students on traveling, medical/health insurance or any additional service
9. Help students find financial resources (self-financing or finding suitable scholarships).
10. Ensure that queries from students / faculty /partner universities /embassies /education ministries are dealt with efficiently and appropriately
11. Coordinate with the Government of Pakistan and other relevant organizations, like British council, USEFP, etc. for collaboration and exchange opportunities.
12. Formulate strategies and identify means to promote the exchange programs and enhance internationalization in general.
13. The IO team will develop positive and effective working relationships with partner universities by proactively seeking ways to improve internationalization.
14. Manage all inbound and outbound internationalization activities of Newports Institute students.
15. Remain the point of contact for students and their guardians

## **Faculty (Head of Department – HoD)**

1. Students will inform their HoDs about the possible courses they wish to take in foreign university along with the course outline
2. Students interested in registering for the courses at a foreign university, for which they can avail credit transfer at Newports Institute, shall be properly advised by the relevant HoD about the compatibility of the courses they wish to take, based on the course content.
3. An Equivalence Committee of the respective department/faculty will be formulated by the HoDs.
4. The committee shall give clear instructions to the student, in writing, on a prescribed form, on the course(s) he/she can take to avail credit transfer, against course(s) of similar nature at IU as per the road map of the program he/she is studying.
5. The committee shall ensure that the students' desired courses/semesters of study are aligned with the courses offered in his/her degree program of Newports Institute.
6. The committee shall ascertain that the students applying to these programs have the pre-requisites fulfilled
7. In case there is mismatch between the courses offered at Newports Institute and Host University, the committee will clearly declare and convey to the student. The committee shall also ensure that it is studied upon return
8. Students may choose some additional courses (not offered at Newports Institute) by the consent of their respective HoD. However, careful consideration should be made about credit transfer.

## **Faculty of Business Administration, Advanced Studies and Research (FoBAASR)**



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1. Once the information on available courses is shared by the host university through the IO, the FoBAASR will conduct a mapping activity with coordination of the concerned HoD to ensure that courses offered are aligned with those offered at IU.
2. A nominee of the FoBAASR will be a member of the departmental equivalence committee for the advisory purpose.
3. The equivalence committee will establish a mechanism for the courses which will be deferred as a result of exchange program that must either be taken upon return or be compensated by the offered programs
4. The decision on the duration and number of semesters, to defer, is to be taken by the DAASR in coordination of the relevant HoD and Dean (if required) according to the number of days a student will spend in a foreign university.
5. Map out the minimum degree requirements before approving any coursework abroad.
6. Work with the Deans for course mapping and credit transfer.

## **Equivalence Committee**

The Equivalence Committee will comprise the following office bearers

1. Dean / Campus Director
2. HoD
3. Registrar / Nominee
4. Director Quality Assurance

## **Office of the Registrar**

1. Defer the semester of the outbound students prior going to foreign university, under the Exchange Program
2. Ensure that there is no tuition fee charged for the semester(s) completed overseas
3. Make sure that the student must adhere to departure and return dates as specified by his/her department.
4. Verify that the duration of the semester(s) studied abroad will not be counted towards the calculation of time bar.
5. Provide the transcripts, letters and any other official document to the students that are required by the host university
6. Enrolment of student and preparation of his / her folder (for inbound students)

Transfer of credits as the result of an outbound exchange program

The final decision on credit transfer is to be taken on return of the student, and successful completion of the courses, as per the following criteria:

1. Students applying for credit transfer are to submit an original interim transcript and the course outlines of the course(s) studied abroad to their relevant HoD. The Equivalence Committee will assess the cases and recommend their respective HoDs.
2. The same will be sent to (FoBAASR) by the HoD for the final approval



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3. Credit transfer of courses will only be allowed for degree level programs (equivalent to similar level programs at Newports Institute) offered on campus.
4. Credit transfer will be allowed only for courses with a similar standard, credit hours and matching description is available in the relevant academic program at Newports Institute. The marking criteria in foreign universities may differ from Newports Institute, therefore grade mapping mechanism may need to be established in each case.
5. The courses must equate in description and laboratory work, if any, with the similar course of the relevant academic program of Newports Institute.

## **Fee and Cost of Living**

1. The responsibility of accommodation arrangement abroad, during stay, will be on student. However, the IO may assist the selected students in finding suitable accommodation.
2. In addition to the expenses pertaining to accommodation, students will also be responsible for traveling and visa/pass expenses, medical/health insurance or any additional service charges they wish to avail. It will be the responsibility of the student to find financial resources (self-financing or finding suitable scholarships).

## **How to Apply**

Students will need to submit the following documents at the time of application

1. Application form for Exchange Program
2. Transcripts
3. Certificate of Language Proficiency (if required by the host university)
4. Copies of identification documents (Passport or CNIC)
5. A written bond with Newports Institute to return to Pakistan to continue their remaining studies with IU or to complete remaining degree requirements.
6. Order amounting to PKR Rs50,000/- in favor of “Newports Institute of Communications and Economics”. The same will be returned to the student prior to their departure.

## **Upon-Return Procedures**

Upon the return of students from exchange programs, following procedures shall be adopted

1. Newports Institute to receive transcripts from the host university
2. A credit transfer form must be submitted by students detailing course work completed.
3. The Equivalence Committee will perform a mapping activity to see alignment and misalignment of courses taken with relevant program curriculum. Credits will be transferred to the existing grade points of student based upon the guidelines for transfer of credit hours above
4. Students must share a detailed report on their overall experience during the exchange program.



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5. The students will be awarded certificates / transcripts in a certificate awarding ceremony. However, the originals will be dispatched to the parent institution.
6. Graduating International students will be requested to fill in a feedback form along with the video testimonials both at Certificate Awarding Ceremony and after reaching at home institution

## Eligibility for Honors & Awards

1. Students availing the exchange program will be eligible for academic honors and awards, as long as they are taking full semester loads in their studies at Newports Institute and finishing remaining degree requirement with their batch of registration.
2. If, as a result of the exchange activity, any of their courses are affected, these students would be permitted to make up for the shortfall (of the affected courses only) on return to Newports Institute either during the summer sessions, if offered, or during succeeding regular semester, in excess to their regular course load.



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## Application Form – Outbound Student Exchange Program

Applicant's Name \_\_\_\_\_

Registration Number \_\_\_\_\_

Academic Program \_\_\_\_\_

Faculty/Department \_\_\_\_\_

Semester \_\_\_\_\_

CGPA \_\_\_\_\_

Passport Number \_\_\_\_\_

CNIC Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Gender \_\_\_\_\_

Email \_\_\_\_\_

Mobile Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Blood Group \_\_\_\_\_

Contact Details of Hospital/Doctor in case of medical  
Emergency \_\_\_\_\_

Any disability or medical/health restriction?  
\_\_\_\_\_  
\_\_\_\_\_

Academic Achievements



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Non-academic Achievements (co-curricular, extra-curricular etc.)

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## Student Exchange Details

Program Title

Duration of Program

Name of Host Institution

Country

City and Address

Application Deadline

Date of Commencement

### **Course Requirements**

Language Requirements

CGPA Requirements

Age Requirements (if any)

### **Total Expected Cost**

Tuition

Travelling

Lodging

Medical

Visa Fee

Personal / Misc.

Mode of Funding

What motivates you to apply in this program (200 words)



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Relevance with the existing coursework (200 words)