

Regulations for Academic Collaborations between SSUS and Foreign Higher Educational Institutions - 2023

1 Short title, application and commencement: -

- 1.1. These Regulations may be called the Regulations for academic collaboration between Sree Sankaracharya University of Sanskrit (SSUS) and Foreign Higher Educational Institutions 2023.
- 1.2. These regulations lay down the minimum standards for academic collaboration between SSUS and Foreign Higher Educational Institutions in various academic endeavours.
- 1.3. These Regulations shall apply to Academic departments and Centres of Study intending to collaborate with Foreign Higher Educational Institutions leading to award of degree and other collaborations of academic nature.

2. Definitions:

- 2.1. "Academic Collaboration" means academic partnership between SSUS and Foreign Higher Educational Institution(s), put into place through an instrument of written Agreement for the purposes of Twinning Programme, Joint Degree Programme, Dual Degree Programme, Summer and Winter Schools and other short term courses, Research Collaborations, Conference and Workshops.
- 2.2. "Assessment and Accreditation Agency", in respect of a Foreign Higher Educational Institution, means an agency or body approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country or member of global network of accreditation bodies for the purpose of assessing, accrediting or assuring quality and standards of Higher Educational Institutions;
- 2.3. "Assessment and Accreditation Agency", in respect of an Indian Higher Educational Institution, means an agency recognized under the University Grants Commission (Recognition and monitoring of Assessment and Accreditation Agencies) Regulations, 2014.
- 2.4. "University" means Sree Sankaracharya University of Sanskrit, Kalady.
- 2.5. "Conventional mode" means a mode of providing learning opportunities through face-to-face interaction between the teacher and learner in regular classroom environment but does not exclude supplementary instructions if any for the learner through use of online;
- 2.6. "Credit Recognition and Transfer" shall mean 'Credit' conferred by a Foreign Higher Educational Institution to be recognised, quantified and included towards the credit requirements for a programme delivered by SSUS solely or jointly with a Foreign Higher Educational Institution and vice versa;
- 2.7. "Degree" means a degree awarded by SSUS in accordance with the provisions of the section 22 of the UGC Act and a Degree awarded by a

Foreign Higher Education Institution in accordance with the relevant rules and regulation of respective foreign country;

- 2.8. "Foreign Higher Educational Institution" means a Higher Educational Institution duly established or incorporated or recognised in a foreign country and offering academic and research programmes at the undergraduate and/or higher levels;
- 2.9. "Programme" means educational programmes leading to award of Certificate Programmes/ Diploma Programme/ Degree(s) including Undergraduate, Post graduate Doctoral and Post- doctoral programmes; a programme can be disciplinary/ multidisciplinary/interdisciplinary in nature.
- 2.10. "Statutory Body" means SSUS established or incorporated by or under a State Act to regulate, coordinate, determine and maintain standards of teaching, examination and research leading to the award of degree(s);

3. Provisions of Collaboration: -

Academic Collaboration between SSUS and Foreign Higher Educational Institutions under these Regulations shall facilitate the following academic activities: -

3.1. Twinning Programme

- 3.1.1. "Twinning Programme" shall be a collaborative arrangement of disciplinary/multidisciplinary/interdisciplinary in nature whereby students enrolled with an Indian Higher Educational Institution may undertake their programme of study partly in India, complying with relevant UGC Regulations, and partly in the Foreign Higher Educational Institution.
- 3.1.2. The degree offered under such twinning programmes shall be awarded by SSUS.
- 3.1.3. Under the twinning programme, credits earned by the students at a Foreign Higher Educational Institution shall be counted towards the degree awarded by SSUS. However, credits earned by the student from the Foreign Higher Educational Institution shall not exceed 30 per cent of the total credits for the programme.
- 3.1.4. Credits to be earned by the Indian students from the foreign institution and credits earned by the foreign students from SSUS shall be obtained through conventional mode.

- 3.1.5. Each institution shall issue a transcript for their respective courses, with a remark indicating that the student has taken certain modules at the partner institution, wherever applicable.
- 3.1.6. SSUS shall ensure that the credits earned by the students from the Foreign Higher Educational Institution shall not be from overlapping course contents/curriculum.
- 3.1.7. Fees as applicable for the entire duration of the programme (including courses imparted by the Foreign Higher Educational Institution) shall be made public at the time of admission. Fee structure shall be reasonable so as to make quality Higher Education accessible and affordable to all sections of the society.
- 3.1.8. Any degree to be awarded under such twinning programme must be in conformity with the provisions of section 22 (3) of the UGC Act, 1956 and shall also be in conformity with the norms, standards and requirement for award of such degree, as laid down by the statutory authority concerned.
- 3.1.9. SSUS and collaborating Foreign Higher Educational Institutions shall make provisions for exit pathways for students who are unable to complete the Twinning programme with clear specification with respect to future acceptance of credits earned by the students.

3.2. Joint Degree Programme

- 3.2.1. For a "Joint Degree programme", the curriculum shall be designed jointly by the collaborating SSUS and Foreign Higher Educational Institutions and, upon completion of the programme, the Degree is awarded by SSUS and the collaborating Foreign Higher Educational Institution with a single Certificate.
- 3.2.2. Any Joint degree programme to be offered shall conform to the nomenclature and duration of the degrees as specified in section 22 (3) of the UGC Act, 1956 and shall also conform to minimum eligibility and other norms and standards to offer such degree programmes. It shall be a collaborative arrangement courses with disciplinary/multidisciplinary/ interdisciplinary nature.
- 3.2.3. The students must earn at least 30 percent of the total credits from each of SSUS and Foreign Higher Educational Institutions. Credits to be earned by the Indian students from the foreign institution and credits earned by the foreign students from SSUS shall be obtained through conventional mode.
- 3.2.4. Credits earned for the course(s) in an institution shall count towards the degrees jointly awarded by both the institutions.

- 3.2.5. SSUS and collaborating Higher Educational Institutions shall ensure that the credits earned by the students shall not be from overlapping course contents/curriculum and the student shall submit to only one examination and evaluation process for each of the courses by the institutions in which he/she has registered for that course.
- 3.2.6. In case of a doctoral degree programme, students must have a supervisor at each institution. The student shall spend a minimum of one semester in each of the collaborating institutions during the study programme. However, the student shall submit a single thesis adhering to a framework jointly devised by the participating institutions.
- 3.2.7. Fees as applicable for the entire duration of the programme (including courses imparted by the Foreign Higher Educational Institution) shall be made public at the time of admission. Fee structure shall be reasonable so as to make quality Higher Education accessible and affordable to all sections of the society.
- 3.2.8. SSUS and Foreign Higher Educational Institution shall issue a transcript for their respective courses.
- 3.2.9. SSUS and Foreign Higher Educational Institutions shall make provisions for exit pathways for students who are unable to complete the Joint Degree programme with clear specification with respect to future acceptance of credits earned by the students.
- 3.2.10. All other provisions related to offering of Joint Degree Programme shall be decided mutually by the participating institutions conforming to the respective rules, regulations and laws of their respective institution and country.

4. Conditions for Collaboration: -

- 4.1. SSUS shall constitute a special body for all matters relating to international academic exchanges. The appropriate authority for approval shall be Academic Council and Syndicate.
- 4.2. **Office of International Affairs:**
 - 4.2.1 Office of International Affairs (OIA) shall be established by the University as a nodal agency in SSUS to administer, coordinate and manage all matters relating to international cooperation, admission of international students, double-degree/twinning programmes, faculty exchange, etc.
 - 4.2.2 It shall be headed by the Director, who shall be a member of the faculty not below the rank of a Professor/Associate professor in SSUS nominated by the Vice-Chancellor and will be in charge of OIA. There shall be two Assistant Directors.
 - 4.2.3 There shall be an Executive Committee of the International Affairs Cell, which shall comprise the Vice-Chancellor as the Chairperson. the Pro-Vice

Chancellor as Vice Chairperson, the Director of OIA as the Convener, Convener of the Standing Committee of the Syndicate for Academic and Research, two faculty members nominated by the Vice-Chancellor, one person from the industry, who shall be as consultant.

- 4.2.4 The Executive Committee shall meet at least once in a semester and shall render guidance and advice necessary for the efficient functioning of the OIA
- 4.2.5 The University or an academic department of the University or a center of study of the University can enter into an MoU with any Foreign Higher education Institution with the approval of the executive committee of the OIA. Further such MoUs shall be ratified by the Syndicate of the University.
- 4.2.6 OIA shall be provided with infrastructural facilities with an office and administrative staff.
- 4.2.7 University shall earmark separate budget allocation for international collaborations and exchanges.
- 4.2.8 The OIA shall oversee and coordinate:
 1. Admission of international students to Certificate Programmes / Diploma Programme/Undergraduate/Post Graduate programmes including and Research programs/ courses
 2. International exchange of students, faculty and administrative/ technical staff
 3. Academic cooperation and MoUs with Foreign Higher Education Institutions
 4. Formulation and execution of Memorandum of Understanding *between* SSUS and institutions abroad
 5. Promote multidisciplinary collaborative research with foreign institutions.
 6. Selection and mentoring of students and teachers who are in pursuit and those selected for international academic interests.
 7. Developing guidelines and conducting selection procedures for students and staff who are applying for international academic exchanges.
 8. Creation of database of all international academic activities of SSUS
 9. Visits of international delegations to SSUS.
 10. Liaison with various agencies both national and international for possible *academic* co-operation.
 11. Identify International institutions for possible academic cooperation with SSUS.
 12. Provide support for initiating collaborative teaching and research between the Departments of SSUS and institutions abroad
 13. Facilitate institutional membership of SSUS in international bodies and educational fora etc.
 14. Interact with academic departments of SSUS to encourage the design and development of short and long term courses/programmes for international students.
 15. Facilitate the hosting of 'Study in India' programmes by reputed institutions abroad
 16. Assist in the formulation of criteria for selection of students for exchange programmes with international countries

17. Evolve and submit to the University draft guidelines for transfer of Credits from SSUS to partner institutions and vice-versa
18. Facilitate the Departments/Centres for the conduct of international Seminar/summer programmes etc.
19. Explore, identify and recommend ways and means for mobilizing financial assistance from transnational/international agencies, Government Departments for the furtherance of its objects.
20. OIA shall refer to the SSUS Policy for Credit Transfer and Mobility for all matters regarding credit transfer and mobility to the Departments.
21. OIA shall issue documents from SSUS for facilitation of international exchanges.
22. Provide student support systems.

4.3. Miscellaneous conditions: -

The Degree awarded under these Regulations shall be equivalent to any corresponding degree awarded by SSUS with the following stipulations: (i) there shall be no further requirement of seeking equivalence from any authority; and (ii) the degree shall have all benefits, rights and privileges as obtaining in the case of degree, awarded by an Indian Higher Educational Institution ordinarily.

The MoU/Agreement for collaboration shall include provisions related to student obligations, fees and other financial arrangements, intellectual property rights, student's attendance patterns, duration of stay for the study programme in both the Higher Educational Institutions, joint supervision arrangements, language of thesis and examinations, admission and evaluation process and graduation procedures, wherever applicable.

Matters relating to the grievances of students, including legal matters relating to the collaboration shall be addressed by SSUS and the Foreign educational Institution entering into academic collaboration.

The monitoring shall be done through mandatory public disclosure. SSUS shall furnish information regarding the academic collaboration, as required by the Commission from time to time. Any dispute arising in relation to collaborative arrangement between Indian and Foreign Higher Educational Institution(s) shall be governed by the Indian law.

- 4.4. SSUS shall seek necessary approval from the relevant Statutory Councils/ Bodies before entering into collaboration with foreign higher educational institutions
- 4.5. SSUS shall abide by the norms prescribed by the Government of India from time to time for collaboration with specific countries.
- 4.6. Academic infrastructure, including laboratory, library and workshop facilities of SSUS shall meet the requirements of the relevant professional Statutory Councils/ Bodies.
- 4.7. SSUS shall have to enter into a written Memorandum of Understanding or Agreement with its partner Foreign Higher Educational Institution(s) for

collaboration. The MoU or Agreement must categorically include the purposes and related provisions of collaboration.

- 4.8. The academic requirements and other details of the programme(s) of study to be offered under collaborative arrangements shall be made public by displaying prominently in the websites of both SSUS and Foreign Higher Educational Institutions, before the commencement of such programmes.
- 4.9. Wherever foreign exchange is involved, SSUS shall abide by and comply with the relevant regulations, norms, notifications and instructions issued by the Reserve Bank of India and Government of India from time to time.
- 4.10. SSUS shall ensure that the programme(s) of study and/or research offered is not against the national security and territorial integrity of India.
- 4.11. SSUS shall comply with all the provisions of these Regulations and also abide by any other condition(s) specified by the Government of India and Statutory Body (ies) concerned from time to time.

5. Admission of international students

5.1. Application Process for Twinning/ Joint Degree/Regular Programmes

An international student shall apply in prescribed form for any Programme at any point time from 2 to 12 months prior to the commencement of the Programme. International students may seek admission to any of the full-time, regular Programmes offered by different Academic Departments and Centers of Study of the University.

5.1.1. Self-supported Students

Self-supported international students seeking admission to diploma/ certificate/ undergraduate/postgraduate/Ph.D. programmes may submit an online application (www.ssus.ac.in) together with all necessary supporting documents to the Director, Office of International Affairs(OIA).

International Students with Scholarships approved by GOI

International students desirous of seeking admission with a scholarship approved by Government of India, may apply to the Indian High Commission Embassy in their home country. The applications will be forwarded to the concerned funding agency for transmission to the University concerned. If the applicant is found to satisfy all eligibility criteria, an Offer of Admission will be issued to the applicant directly, with a copy each to the concerned funding agency and for use in obtaining an Indian Visa.

5.1.2. Admission to other academic collaborations

International students registered for a degree in a foreign higher education institution may seek to carry out their coursework/project work / internship or to be enrolled for particular courses of U.G/ P.G/ Ph. D Programme At SSUS for a period not exceeding two semesters, subject to satisfying the minimum eligibility criteria prescribed by the University for the purpose. They may submit an online application (www.ssus.ac.in) together with all necessary supporting documents to the Director, Office of International Affairs(OIA).

6. Eligibility

6.1. The minimum qualification for different programmes being offered by the SSUS is given below:

Undergraduate Courses : A pass in the + 2 level course (Pre-University or Grade XII as the case may be) equivalent to 12 years of schooling and functional English Course*.

Postgraduate Courses : A pass in a 3 or 4 years Undergraduate Programme offered by a recognized University and functional English Course*.

Ph.D : Pass in two years Master's Degree in the qualifying subject or an allied subject where inter- disciplinary research is permitted. For being considered for admission to a Ph.D. programme, a candidate must have secured a minimum of B GRADE in the Master's degree examination and functional English Course*.

Postgraduate Diploma : Pass in a 3 or 4 years Undergraduate Programme offered by a recognized University and functional English Course*.

Diploma Courses : Pass in the +2 level course and functional English Course*.

Certificate Courses : Pass in Grade X (10) examination and functional English Course*.

* These qualifications are subject to change as per the decisions taken by the concerned Board of studies of SSUS

All Documents need to be translated into English.

All foreign students from Non-English speaking countries have to take a language proficiency test in either Sanskrit, English, Malayalam, Hindi, Arabic, Urdu as per the requirements of the course applied for.

6.2. The University may consider the admission of foreign nationals, "in absentia", on the basis of their desire "to be considered in absentia". All such applications to any programme of the University are subjected to the condition that they are found eligible for admission by the Faculty Council of the Department/centre. Age limit of a foreign student seeking admission in a particular programme shall be same as Indian student seeking admission in the same programme.

*Foreign Nationals whose qualifying degree is from India and who are residing in India at the time of application, in order to be considered for admission into any program /course should take some part of the entrance examination in the form of interviews or other manner in the University as prescribed by the Department / Centre

6.3. If required Departments can formulate specific aptitude assessment criteria for Foreign students applying for the UG/PG/Diploma/certificate programmes in these departments over and above the eligibility conditions.

7. Visa requirements

Students admitted to the SSUS for UG/ PG/ Ph. D/ Certificate/ Diploma programmes Undergraduate/Masters level programmes or as short-term students must have a valid Visa.

8. Medical Facilities

- 8.1. Foreign students will be provided with full medical facilities as applicable to Indian Students at SSUS
- 8.2. Visiting students should obtain a personal insurance policy, covering sickness and accidents valid for their period of stay in India.
- 8.3. Foreign students are required to produce their required inoculation and other health certificates as mandated by GOI

9. Hostel Facilities

- 9.1. Admitted foreign students may be given adequate hostel accommodation. On the request of the foreign students, the OIA shall facilitate the finding of suitable accommodation outside the campus

10. Discipline and Campus regulations

All the admitted foreign students shall be treated like Indian students enrolled in the same course. They should abide by all the rules and regulations of the university.

11. Documents required

Online applications for international students applying for any programme in SSUS may include the following documents:

Regular Students

- a. Application form duly filled
- b. Copy of the grade transcripts with the explanation of the assigned grades.
- c. Statement of Purpose
- d. Bio-Data
- e. Personal Particulars
- f. Financial undertaking to be sent to the OIA
- g. Two recommendation letters (in English)- at least one recommendation should be about the academic performance issued by a faculty member where the student studied.
- h. Research Proposal (if applying for PhD programmes)
- i. Documentary Proof to illustrate fluency in English language
- j. Copy of the passport page showing nationality, personal details and validity

- k. A medical fitness certificate (in English) issued by a certified medical practitioner in their country/ or country of residence
- l. Proof of application fee paid

Students Registered for Twinning/Joint Degree Programmes/Visiting Students

- a. Application form.
- b. Copy of the grade transcripts with the explanation of the assigned grades.
- c. A statement of purpose from the student
- d. Bio Data.
- e. A signed undertaking from the student certifying that they will bear all the charges including tuition fees, accommodation & food charges and all other incidental charges during the course of their stay at SSUS
- f. Personal particulars (Bonafide certificate from the Home University certifying that the applicant is a regular student of the University and no objection certificate for pursuing studies)
- g. Two recommendation letters from the faculty
- h. Documentary proof to illustrate fluency in English language.
- i. Copy of the passport (page showing nationality, personal details and validity)
- j. Copy of Visa
- k. Medical Certificate.

Sd/-
Registrar