

GUIDELINES FOR THE STUDENT EXCHANGE PROGRAMME, IIPS

About the programme

IIPS will enter into agreement with interested universities/ institutes for student exchange. The MoUs will specify the nature (course work and/or project work) and duration of exchange (one month, a quarter or semester(s)), tuition fee arrangements (whether the outgoing student can pay the tuition fee at the parent institution), accommodation (whether the host institution will be able to provide a decent accommodation on campus or nearby the campus –free or paid by the student), credit transfer system, opportunity for financial support, and other formalities that may be important for the student exchange programme.

The student exchange programme at IIPS may only be extended to the MA/MSc in Population Studies, M.Sc. in Biostatistics and Demography, and the PhD programmes as these programmes have sufficient time for the student exchange to happen. The MPS programme, being very tightly packed, does not have enough scope for student exchange.

A list of potential universities that may be contacted for signing of the MoUs is given in Appendix A.

A. OUTGOING STUDENT EXCHANGE (FROM IIPS TO OTHER INSTITUTIONS)

IIPS will invite applications from eligible students, for the exchange programme. The Student Exchange Office (SEO) in the Academic Section will be responsible for receiving and processing the applications.

I. Duration of exchange:

The duration of student exchange may be limited to a minimum of one month to a maximum of 4 months (or one semester) in case of MA/MSc programmes at IIPS. The exchange for PhD students may be limited to a maximum of one year (or two semesters).

II. Time for student exchange:

Given the nature of MA/MSc. programmes at IIPS, the student exchange may be restricted only to the third semester. So, an attempt may be made to complete the core papers related to the programmes before the third semester. For PhD students, the ideal time is after PhD proposal presentation (first year or second year).

III. Credit of the courses during exchange:

The MA/MSc students should undertake courses depending on the credit requirement at IIPS for the third semester. SEO in consultation with a committee comprising of the Course Coordinator(s), Assistant Registrar (Academic), Controller of Examinations, and the Director & Senior Professor may decide the credit requirement. The committee may take into consideration the rules and regulations of the host university/institute while deciding the credit requirement. The credit will be worked out based on the prevailing norms of UGC as well as external system which are followed in other countries like European Credit Transfer and Accumulation System (ECTS) and other similar systems.

PhD students should opt for courses that are related to their area of research. PhD students should be able to complete (submit for publication) one research paper related to their PhD topic during their stay at the host university/institute. Hence the PhD students must submit an outline of research plan to their guide and the SEO before leaving for exchange.

IV. Eligibility:

For the students to be eligible for the student exchange programme

1. The student should be registered in a regular Masters or PhD programme at IIPS.
2. The student should fulfill all the requirement mentioned in the student exchange notification and the MoUs.
3. The Master's student must have scored a minimum CGPA of 7.0 or above in the first and/or second semesters of their programme at IIPS.
4. The Master's student should not have supplementary in any paper in the first and/or second semesters.
5. PhD student must have presented his/her PhD proposal.
6. For international exchange, the student must have a passport indicating a validity of at least 12 months from the date of application.
7. The student should not have attended any other student exchange programme during his/her current programme.

V. Application process:

Master's students of IIPS who are interested in participating in the student exchange programmes of IIPS should start preparing for it well in advance. For exchange programmes with international universities/institutes, the students should start preparing 6 months in advance. For exchange programmes with Indian universities/institutes, the students should start preparing 1-3 months in advance. The interested students must review the MoUs and the guidelines related to the student exchange with various host universities/institutes carefully to find out an appropriate host institution.

In case of PhD students, students should also identify a suitable expert from the host institution with whom they would like to work during the exchange. Once the students have looked at the MoUs and guidelines of various host universities, they should fill the required application form available with the SEO and submit the filled form along with required documents (see the next section) in a stipulated time fixed in advance by the SEO. The PhD student in consultation with his/her guide and upon receiving written consent from the expert at the host university/institute may request the SEO to nominate the expert in the host university/institute as his/her co-guide for the PhD work.

VI. Required documents:

Applicants must submit the following documents along with their application:

1. Covering letter addressed to the faculty in-charge of the SEO.
2. A short curriculum vitae.
3. Grade sheets of first and/or second semesters (applicable only to Master's students).
4. Research proposal (applicable only to PhD students).
5. A statement of purpose (SoP) explaining why you are interested in a particular exchange programme. The SoP must also describe how the exchange will benefit you.
6. A table clearly indicating the IIPS courses and the equivalent courses at the host university/institute (applicable only to Master's students).
7. A letter of recommendation from a faculty member of IIPS in case of Master's students. In case of PhD students, a letter of recommendation from the guide/supervisor.

8. A letter from an expert from the host university/institute stating that s/he is willing to supervise the student during the exchange program (applicable to PhD students only).
9. Copy of passport indicating a validity of at least 12 months (applicable only for exchange programme outside India) from the date of application.

VII. Selection process:

After receiving the application forms, the SEO will screen the applications to ensure that the applicant fulfills the eligibility criteria laid down earlier. The shortlisted applicants will be invited for an interview within three weeks from deadline of submission of application forms. The SEO will intimate the date and time of interview to the applicants through email. The faculty in-charge of the SEO in consultation with Director & Senior Professor will identify panel members for the interviews. For Master's students, the panel will interview the students and rank them based on the Statement of Purpose (30%), performance in first and/or second semesters (30%), equivalence of IIPS courses with that of the host university/institute (10%), and personal interview (30%).

For PhD students, the panel will interview the students and rank them based on the statement of purpose (40%), suitability of the course for the PhD students (20%), and personal interview (40%).

Result of the interviews will be declared after the approval of Director & Senior Professor within a week's time. The number of students selected for a particular exchange will depend on the conditions laid down in the MoU with the host university/institute. Once the results are declared, the SEO will share all the relevant documents of the selected student(s) with the host university/institute for further processing.

In case no student is found suitable for an exchange programme, that exchange programme for that year will be cancelled.

VIII. After selection:

The SEO will orient and prepare the outgoing students in terms of rules and regulations related to student exchange at the host university/institute. In addition, the SEO will inform the students about the costs associated with their travel, visa, accommodation, food, etc. The SEO will also provide information related to financial support offered in different exchange programmes. The SEO may in selected cases (SC/ST/OBC/EWS) offer partial support to the students selected for exchange program. The amount of support will be fixed in advance by the SEO for different exchange programmes.

The SEO will also brief the outgoing students about the expectations from them. The SEO will also inform the students about the consequences – both academic and financial – in case the selected student voluntarily withdraws from the exchange programme any time after the selection process is over. Students failing to earn the required credits or complete the approved plan as laid down by the committee will be asked to make up the deficit by taking additional courses in the fourth semester/repeating the semester at IIPS in the next academic year. Such students will not be granted degree till they complete all the academic requirements.

In case the PhD student is not able to complete the full paper, s/he should complete it in consultation with the guide as well as the expert at the host university/institute within a month's time after his/her return to IIPS.

The SEO will provide all documents required for visa application to students selected for international student exchange. Such students must apply for the visa and complete all other formalities well in advance. The SEO at IIPS or the host institution will not be responsible for delay in processing of visa.

Students proceeding on exchange must directly travel from Mumbai to the host university/institute and return directly to Mumbai after the exchange period is over.

IX. After returning to IIPS:

In addition, the student must submit a student exchange report within 15 days of his /her return in the format prescribed by the SEO. PhD students should also submit a copy of the research paper that they had prepared (and submitted for publication) during their stay at host university/institute within a week of their return to IIPS. Those who fail to complete the paper during the period of exchange must submit a copy of complete paper within a period of one month from the date of their return to IIPS. Research paper must be accompanied by a certificate signed by the PhD guide at IIPS and the expert at the host university/institute. The PhD students should also write to the seminar coordinator at IIPS for presenting their research in a faculty-student seminar within 3 months of return to IIPS.

X. Financial support for the exchange:

In a majority of cases, the costs related to exchange will be borne by the students. The SEO will inform the selected students about the financial support if any (like fellowships/awards, free accommodation, etc.) depending on the MoUs of the various universities/institutes. In addition, the SEO will be able to provide partial financial support to a few deserving students belonging to SC, ST, OBC or EWS as approved in the 87th SFC meeting of IIPS. SEO may also

provide financial support (subject to availability) to meritorious candidates who secure a CGPA of 9.0 or more in first and/or second semester(s) at IIPS. The meritorious candidates and candidates belonging to the afore-mentioned categories must apply to the SEO for financial support (in case a support is required) immediately after their selection for an exchange programme. After receiving the applications, the SEO will formulate a panel in consultation with the Director & Senior Professor for examining the applications and recommending suitable candidates for financial support. The SEO will intimate the recommendations of the panel to the applicants within a week of the meeting.

B. INCOMING STUDENT EXCHANGE (FROM OTHER INSTITUTIONS TO IIPS)

Incoming students from universities/institutes having mutual student exchange MoU with IIPS will be governed by the terms and conditions laid down in the MoU. Incoming students from other universities/institutes will be governed by the following rules/regulations:

1. The student must apply through the parent university.
2. While putting his/her application, the student must mention whether s/he will audit course work (with or without credit), conduct joint research with IIPS faculty members or conduct field work in India for his/her PhD dissertation.
3. Specify the duration of exchange (one month, a quarter or a semester).
4. Student should be well-versed with working in English.
5. Student must be ready to appear for an online interview to be conducted by a committee duly constituted by the SEO in consultation with the Director & Senior Professor of IIPS.
6. The student must decide the courses that s/he wants to audit well in advance.
7. Any student will not be allowed to change the selected courses after 15 days of the start of the programme.
8. The student coming for course work will have to attend all the lectures regularly. Any absence on health or other grounds must be brought to the notice of the SEO.
9. Students coming for course work and seeking credits will have to undergo assessments at various stages of the course work at IIPS.

10. Students coming for joint research with IIPS faculty members will have to complete a research paper related to their topic of PhD and submit the same to the SEO before leaving IIPS.
11. Students coming for conducting field work for their PhD dissertation in India will have to submit a brief report to the SEO before leaving IIPS.

I. Fee and other costs:

Incoming students from universities/institutes having mutual student exchange MoU with IIPS will be governed by the fee rules/regulations as laid down in the MoU. Incoming students from other universities/institutes will be governed by the following fee rules/regulations:

1. The tuition fee is to be paid within 15 days of the student's selection for the incoming exchange programme.
2. The tuition fee for students from developed countries for a course work of up to three months will be \$2000. The tuition fee for such students for a course work of up to six months will be \$4000.
3. The tuition fee for students from developing countries (excluding SAARC countries) for a course work of up to three months will be \$1500. The tuition fee for such students for a course work of up to six months will be \$2250.
4. The tuition fee for students from SAARC countries for a course work of up to three months will be \$1000. The tuition fee for such students for a course work of up to six months will be \$1500.
5. The tuition fee for students from developed countries for conducting joint research with IIPS faculty members for up to six months will be \$3000.
6. The tuition fee for students from developing countries (excluding SAARC countries) for conducting joint research with IIPS faculty members for up to six months will be \$2000.
7. The tuition fee for students from SAARC countries for conducting joint research with IIPS faculty members for up to six months will be \$1000.
8. If the incoming students for conducting joint research work with faculty members of IIPS also wish to do course work at IIPS, then they will have to pay an additional fee as listed in points 6, 7, and 8.

9. Students opting for field work training along with course work will have to pay an additional field work fee of \$1000.
10. Incoming students for conducting field work for their PhD dissertation in India will have to pay a one-time fee of \$1000. Such students will have limited access to the library and computer center at IIPS.
11. All other costs including but not limited to air fare, accommodation, meals, health insurance/expenditure, etc. will be borne by the student.

II. Refund of fees:

1. If a student withdraws from the incoming student exchange before the start of the programme, IIPS will deduct 20% of the paid amount as processing fee and refund the remaining amount to the student within 60 days of the request for refund.
2. If a student withdraws within 15 days of the start of the programme, IIPS will deduct 50% of the paid fee and refund the remaining fee to the student within 60 days of the request for refund.
3. If a student withdraws after 15 days of the start of the programme, IIPS will have the right not to refund any fee.

Appendix A

List of universities that may be contacted for signing of the MoUs for the incoming student exchange programme at IIPS:

1. The Herbert Wertheim School of Public Health and Human Longevity Science, University of California San Diego
2. University of California Berkeley
3. Pennsylvania State University
4. Harvard T H Chan School of Public Health
5. Johns Hopkins School of Public Health
6. School of Population and Global Health, McGill University
7. Center on Population Dynamics, McGill University
8. Department of Social Statistics and Demography, University of Southampton
9. University of Groningen
10. London School of Hygiene and Tropical Medicine
11. London School of Economics and Political Science
12. School of Demography, University of Sydney
13. Indian Institute of Remote Sensing, Dehradun
14. National Institute of Mental Health and Neurosciences, Bangalore
15. Indira Gandhi Institute of Development Research, Mumbai
16. Indian Statistical Institute, Kolkata
17. Center for Development Studies, Thiruvananthapuram
18. Delhi School of Economics, New Delhi
19. Christian Medical College, Vellore
20. Madras School of Economics, Chennai
21. Max Planck Institute for Demographic Research (only for PhD exchange programme)
22. IIASA/Vienna Institute of Demography (VID) (only for PhD exchange programme)
23. All India Institute of Medical Sciences, New Delhi (only for PhD exchange programme)
24. Indian Institute of Tropical Meteorology, Pune (only for PhD exchange programme)