

## STUDENT EXCHANGE POLICY

**Title:** Student Exchange Policy

**Code:** GU-PL04SE

**Version:** 2.1

**Date of Issue:** 2023

**Effective Date:** July 2023

**Approval Authority:** Board of Trustees

**Document Owner:** Vice President for Academic Affairs

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations and policies



### 1. Purpose

The purpose of this document is to describe the principles of student exchange in providing opportunities to students for international exposure. This policy guides incoming and outgoing exchange students to accommodate with a new culture and international academic practices.

### 2. Scope

The document applies to all students at Gulf University and any partner university students eligible for the exchange program.

### 3. Acronyms

CGPA	Cumulative Grade Point Average
GU	Gulf University

### 4. Definitions

**Enrolment:** Enrolment is an action taken by Gulf University that involves registering students in the courses of the program.

**Student:** A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

**Outgoing Exchange Student:** An outgoing student is an existing student who is going abroad for not more than two semesters to enroll in an exchange program of a partner university.

**Visiting Student/Incoming Exchange Student:** A visiting/incoming exchange student is an individual, who is registered as a regular student at another higher education institution but enrolled for some courses at Gulf University for a semester.

**Host University:** It is the university where the student is temporarily enrolled as an exchange student.

**Home University:** It is the university where students are registered in any offered program and has the authority to give the student permission to go for an exchange program in partner universities around the world.

## 5. Policy Statement

Gulf University is very keen to internalize students' academic journey. Student exchange program results in expanding learning opportunities in a different context. This exposes the students to diverse culture, language, practices and career opportunities.

### 5.1 Principles for outgoing exchange students

- 5.1.1 GU is committed to supporting students to spend no more than two semesters in one of the foreign universities preferably approved partners to be exposed to international standards.
- 5.1.2 GU ensures that proper arrangements are made to screen, select and send students who are willing to enroll into an exchange program for maximum 2 semesters during the tenure of his/her study, preferably after completion of 40% of credit hours with a minimum CGPA 2.33.
- 5.1.3 GU commits to sending students to the host university for exchange program with the opportunity to transfer credit for the enrolled courses in the host university for a similar degree program offered at the home university. GU ensures that student shall not register in

- more than 15 credit hours in one semester during the exchange program.
- 5.1.4 GU ensures that transfer of credit through the exchange program shall be for the courses with comparable standard, duration, credit hours, course brief description in the similar degree program of the home university.
  - 5.1.5 GU commits that transfer of credits shall be approved by the Credit Equivalence Team in the Department Council provided that the student submits original transcript from host university with minimum grade C+ for each course and minimum CGPA of 2.33/4.0 in the exchange program.
  - 5.1.6 GU commits that academic advisors shall ensure the suitability of the student in terms of needed knowledge and skills to enroll into exchange program.
  - 5.1.7 GU ensures that all student expenditures during the study abroad period including study fees, accommodation, ticket, food, visa charges, insurance, etc. shall be borne by the outgoing exchange student only.
  - 5.1.8 GU ensures that if the student fails or withdraws from the study in the exchange program, he shall pay the full tuition amount according to the host university regulations.
  - 5.1.9 GU in its endeavor to support students, ensures that academic advisor of the outgoing students shall not only guide students to apply for the exchange program with the possibility of credit transfer but monitors the performance of the students at the middle and the end of the semester.
  - 5.1.10 GU ensures that the outgoing exchange students shall abide by the rules and regulations of the host university and country and shall display ethical and respectful behavior with the staff and other students.
  - 5.1.11 GU encourages students to apply for an exchange program that fulfills the eligibility criteria along with the language requirements. However, the final approval shall come from the host university only.
  - 5.1.12 GU is committed to implement relevant forms for application and approval at preliminary level from the home university. It is also mandatory to sign the 'Student Exchange Agreement' once the host university approves the exchange program.
  - 5.1.13 GU ensures that the student shall receive a degree from the home university only.
  - 5.1.14 GU is committed to provide opportunities to current students to join for optional industry placement for one semester during the study

period. Industry experience shall be granted credit hours once the Recognition of Prior Learning Policy and Procedures are implemented.

## 5.2 Principles for incoming exchange students

- 5.2.1 GU is committed to accept incoming exchange students to spend no more than two consecutive semesters from one of the partner universities to have international exposure.
- 5.2.2 GU ensures that partner university makes appropriate arrangements to screen, select and send students who are willing to enroll into exchange program for no more than two semesters during the tenure of his/her study preferably after completion of 2 years or 40% of credit hours with minimum CGPA 2.33 or equivalent.
- 5.2.3 GU commits to receive incoming exchange students from the home university for an exchange program with the opportunity to transfer credit for the enrolled courses in the GU for a similar degree program offered at the home university.
- 5.2.4 GU ensures that transfer of credit for the enrolled courses during exchange shall take place for the courses with comparable standard, duration, credit hours, course brief description in the similar degree program of the home university.
- 5.2.5 GU commits that transfer of credits shall be approved by the concerned committee/council of the partner university provided that the student submits original transcript from GU with minimum grade requirement from the exchange program.
- 5.2.6 GU ensures that all students' expenditures during the stay in the Kingdom of Bahrain including accommodation, ticket, food, visa charges, insurance etc. shall be borne by the incoming exchange student only.
- 5.2.7 GU in its endeavor to support students, ensures that incoming exchange students shall receive mentoring and support from both the partner universities during the tenure.
- 5.2.8 GU requires that the incoming exchange students shall abide by the rules and regulations of the GU and the Kingdom of Bahrain and shall display ethical and respectful behavior with the staff and students.
- 5.2.9 GU enjoys the privilege to provide final approval for the incoming exchange students who fulfil the eligibility criteria along with the language requirements.
- 5.2.10 GU is committed to implement relevant forms for application into the exchange program along with documents. It is also mandatory to

receive the signed 'Student Exchange Agreement' once the host university approves the exchange program.

5.2.11 GU ensures that the student shall receive a degree from the home university only.

## **Responsibilities**

### **Students are responsible for:**

- following this document appropriately.

### **Academic Advisors are responsible for:**

- implementing this document appropriately.

### **Heads of Departments are responsible for:**

- ensuring that all faculty members and students are fully informed of this document.
- ensuring that this document is appropriately implemented.

### **Deans are responsible for:**

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

### **Unit of Admission and Registration is responsible for:**

- appropriate implementation of this document.

### **The Vice President for Academic Affairs is responsible for:**

- appropriate implementation of this document.

### **University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## **6. Related Policies**

- Academic Advising Policy
- Student Enrolment Policy
- Student Admission Policy

## **7. Related Procedures**

- Academic Advising Procedures
- Students Enrolment Procedures
- Student Admission Procedures

## 8. Related References and Standards

<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Institutional Accreditation Standards Handbook