**Riphah International University Exchange Students Academic Guidelines**

**ACADEMIC REQUIREMENTS**

1. Each exchange student in the program shall pursue the scheme of study developed in consultation with his/her home institution and that is not in conflict with the regulations of the host institution.
2. Each exchange student will take courses regularly offered at the host institution and may have all the rights and privileges enjoyed by students of the host institution and home institution.
3. Each exchange student shall adhere to the host institution's policies, rules, and regulations and may be subject to discipline for academic or non-academic misconduct by the host institution.
4. Any credit earned at the host institution by an exchange student may be transferred back to the home institution per the procedures determined by the home institution. Each academic unit or department shall constitute an internal committee comprising the head of the department, a faculty member, a representative from CoE, and the registrar to map the courses across the roadmap of the home university and suggest credit transfer to the Controller of Examinations. The exchange student must obtain a minimum ‘C’ at the host institution to be eligible for credit transfer.
5. If there are no or fewer course mapping, each academic unit or department may allow the exchange students to register at the home university for remote learning, a maximum of three courses. However, each academic unit or department shall follow standard remote teaching methodology. The department shall follow the home institute policy to allow the exchange students to register a maximum of 18 credit hours in a semester, including the courses from the host university. The International Office of Home Institute will coordinate between both institutes and facilitate the exam department to conduct these exams as per Standard Operating Procedures.
6. The exam for “I” grade courses shall be conducted upon the return of exchange students to home institute.
7. Students who are returning to the home institute shall be allowed to enroll late in the next semester with the special permission of Dean. All other provisions in this regard are subject to Academic Regulations of the home institute.
8. All exchange students will remain enrolled in their regular degree program at the home institution during the exchange program and shall not be enrolled as candidates for a degree program at the host institution.
9. Exchange students will remain eligible for any scholarships, merit awards (including medals and certificates), bursaries, loans, or other financial aid awarded to their course of study at the home institution.
10. The host institution shall award the exchange students a certificate/transcript covering exchange courses and their credit.

**LANGUAGE REQUIREMENTS**

1. Students may be required to meet the language proficiency requirements outlined by the host institution to participate in an exchange program (including any academic program).
2. Exchange students will bear all the expenses to fulfill language training requirements.

**ADDITIONAL REQUIREMENTS**

1. Students participating in the exchange program shall be responsible for all arrangements and costs relating to their travel to and from home and the host institution. They shall be fully responsible for all costs associated with their substance, accommodation, and living expenses while in the host country. Students must satisfy the home institution that they have sufficient funding for all such costs.
2. Each student selected for an exchange shall satisfy the home institution that he/she has obtained all necessary documents (visa, study permit if needed, etc.) required by the host country and the host institution for the duration of the exchange.
3. Students participating in the exchange program shall pay all fees as per policy to continue studying at their home institution before departure from their home country. This includes tuition fees, tax, and compulsory student association fees, if applicable.
4. Students shall be responsible for ensuring that they have adequate health coverage during their participation in the exchange program and for any costs associated with such coverage. Students must subscribe to the host institution's health insurance plan, if required, and to an international travel insurance plan to cover personal accidents, medical expenses, and repatriation of remains.
5. Students are responsible for ensuring that there is no outstanding balance in their account at the host institution at the end of the exchange. Any outstanding balance could delay sending the official summary/transcript to the home institution.
6. During the exchange, students shall represent their home institution and are expected to exhibit appropriate professional behavior, including awareness of cultural differences and etiquette.
7. In academic and non-academic misconduct during the exchange program, the policies, regulations, and procedures governing discipline for such misconduct of the host institution shall apply.
8. Both home and host institutions have the right to terminate an exchange student's participation if the student violates the law or regulations of the host institution or country.
9. On completing the exchange program/duration, students shall return to their home university to fulfill their degree requirements.
10. The exchange students may create and share a brief video showcasing their experiences at the host institutions. Each academic unit and department may post the exchange students' videos on their social media and website. Additionally, each academic unit or department shall organize a seminar to share the exchange students’ experiences with other students at the home university.