

IBA

Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

RULES & REGULATIONS

Office of International Student Engagement (OISE)

Title: IBA Outbound Policy for International Student Exchange Program

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Office of International Student Engagement (OISE)

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1. Scope

To partner with recognized international universities and promote student exchange.

2. Introduction

The Office of International Student Engagement (OISE) operating under the Office of Student Affairs (OSA) enhances students' academic journey by providing opportunities to extend their learning and international exposure. Through partnerships with global universities, the OISE facilitates semester and summer exchange programs and courses that immerse students in diverse classroom environments, develop transferable skills, and expand cultural and professional networks.

Additionally, the OISE offers a range of services to facilitate and support students in going abroad, for exchange, conferences, seminars, competitions, and more. It also welcomes students and professionals from various fields to engage in IBA Karachi's student research initiatives. Committed to global academic excellence, the OISE strengthens transnational education, fosters student and research exchange, and drives student entrepreneurial collaborations.

3. Types of Exchange Programs

The exchange programs at IBA are broadly categorized as:

- a) Outbound Exchange Program (with partner universities and non-partner universities)
- b) Inbound Exchange Program

a) **OUTBOUND EXCHANGE PROGRAM (with Partner Universities)**

IBA supports outbound exchange programs for their students to add an international perspective to their education. Under such programs, students may study a semester at any partner university worldwide. However, since each university has their own deadlines, students are expected to follow the available information on the OISE website: <https://osa.iba.edu.pk/oise/>

The step-wise SOPs are a guide for all students who have applied for exchange programs, and looking to get their course credits transferred:

Selection Process

- An invitation email is sent to students which provides all details regarding the exchange program. Students must complete the application form Students Facilitation System (SFS) before the deadline. Application submission after the deadline will not be accepted.
- Once the deadline has passed, Students Facilitation System (SFS) applications will be assessed by the OISE Team, and students will be shortlisted based on the following criteria for exchange programs:
- **Undergraduate Students:** Completion of at least two semesters with IBA as a full-time student
- **Graduate Students:** Completion of at least one two semesters with IBA as a full-time student
- Must not be enrolled in the last two semesters of the academic year
- Must be currently enrolled in a program
- Class academic rankings i.e. minimum GPA of 3.0 in the semester
- On a case-to-case basis, some partner universities have their own selection criteria – in such cases, the student will be assessed and selected accordingly by OISE and the international partner university.

- Students would be interviewed by the OISE Staff members or IBA faculty members. A set of questions regarding their academic and cocurricular activities would be asked by the students.
- OISE team schedules an appointment with the shortlisted students to further discuss the exchange program.
- Based on the scoring provided by the interviewer(s), candidates would be shortlisted and would be called in for a meet and greet session with the other shortlisted candidates where they would be briefed about the way forward and would get to interact with other students.
- Students need to make sure to determine the finances before applying for the exchange program. Shortlisted students are encouraged to do their research when it comes to the IBA semester fee and all the other expenses including visa and travel insurance expenses, local commutation, travel expenses, books, and stationery, etc. during the exchange period. Once the academic requirements have been clearly understood/documentated, students need to advise what their funding source would be. Students have the option to apply for the Student Welfare Fund.
- It is mandatory for students who want to travel abroad to have medical insurance so sort it out as soon as possible.
- Must have a valid passport and must be valid for at least 2 years.
- The shortlisted candidates may create a group where they can communicate with each other regarding courses selection, visa process and other relevant concerns.
- The OISE team sends nomination of the shortlisted student to the host university.
- Once the host university confirms the nomination, the OISE team informs the students and advises them to complete the necessary requirements. Different universities have different requirements. However, OISE may assist students with issuance of an English Proficiency Letter and Visa Letter, if required.
- Students availing the IBA financial aid and National Talent Hunt Program (NTHP) scholarship, or any other scholarship must get the availability of their finances checked from the respective offices to avoid any problems regarding the finances.

NOTE for NTHP Scholars and Students on Financial Aid:

- ***Financial Assistance (FA) Exclusion for Summer Exchange Semester:***

- *NTHP and FA students selected for the Summer Exchange Program will not be provided with any form of Financial Assistance (FA) from IBA during the Summer Semester. This includes support for courses, mess, stipend, and hostel charges.*
- ***NTHP and FA students for Spring and Fall Semester Exchange Program:***
- *if the courses studied during the Semester Exchange are successfully transferred and counted towards students' degree at IBA, the Financial Assistance Office and NTHP Office will update students' ledger and provide the applicable IBA Need-Based Financial Assistance.*
- *Once students return and courses are successfully transferred to student's IBA record, the Financial Assistance Office will proceed with updating student's ledger and processing the financial assistance accordingly.*
- ***Completion of Studies Within Standard Duration:***
- *All NTHP and FA students must complete their degree within the standard timeframe of eight (8) regular semesters (four years).*
- *If any student extends their studies beyond the standard eight semesters and requires a ninth semester, IBA Karachi will not provide Financial Assistance for the additional semester.*

Note for all students: If all credits hours studied at the other university are not transferred into the final transcript of the IBA Karachi due to the academic policies, then it may take some more time to complete the degree because of the course deficiency and it may increase the duration of your studies at the IBA Karachi.

Important: In the event that more than one member of the same immediate family applies for a semester or summer exchange program, only one family member can be selected as per policy. Selection will be based on merit, eligibility criteria, and the discretion of the selection committee. This policy is intended to ensure equal opportunities for all applicants.

Course Selection, Pre-Evaluation and Credit Transfers

There is a defined policy regarding credits transfer for students sent to partner universities for exchange:

- It is preferable and advised that students take courses that match the courses within their program structure at IBA.

- If the selected courses match the core or elective courses, then there is a higher probability to get credits; if the courses are irrelevant courses to IBA's degree, there is a high chance that the credits will not be transferred.
- However, by taking non-transferable and diverse courses, students can focus on the life skills they will learn through the exposure they get, including adaptability, cultural awareness, tolerance, and transferrable skills that would help them in their professional lives.
- If a student makes an informed choice and chooses a course which does not match an IBA course, then she/he should be mentally prepared on expecting a delay in their graduation.
- Once they have been selected, students need to ensure that they send in their chosen courses as soon as possible, as course outlines will be shared with IBA's academic team PRIOR to the student leaving for the program. In most cases, host universities will share their course offerings and course outlines with the students or upload them on their website. For this purpose:
 - The student must share all the details in the table format provided by OISE via email. These should include the list of selected courses at the host university, the equivalent IBA course, all the links to the course outlines for the selected host university courses.
 - The course outlines should also be attached in the same email in PDF format. Without outlines, the courses cannot be evaluated.
 - If there are any queries/concerns regarding course catalogue/outlines, the student can write to the host university's representative while keeping OISE in loop.
 - The tabular format of course mapping is as follows:

Course at IBA	Credit Hours	Course at Host University	Credit Hours	Approved as	Approval by
Financial Management	3	Financial Management and Analysis	3	Core Course Or elective course	Name of the focal person

- 1.5 credit hour courses can be transferred individually as elective courses, and do not need to be paired with other related courses to fulfill a 3-credit hour requirement. However, this applies only to electives and does not extend to courses intended to fulfill core requirements.
- As an exception, if some host universities change courses when the student arrives there, the student must ensure that they select their course and send it to the focal person from their program for review and keep IBA-OISE in loop within 10 days of arrival at the host university. After 10 days, the course evaluation and approval will not be considered.
- Subject experts at IBA will examine the course outline and the evaluation criteria of the course to assess whether the course credit can be transferred.
- When the student returns to IBA, she/he must submit her/his official transcript from the host university.
- For a course credit to be transferred, the students MUST have passed the course. If she/he fails the course, then the course credit cannot be transferred, and that will be a course deficiency in the IBA system. Score below C grade is not transferred on the transcript. If a grade of C or above is awarded, the course credits will be transferred and the grade will not be shown in the student's official transcript.
- Grades received at the host university will not be counted in the calculation of CGPA / positions / medals at IBA Karachi. However, IBA Karachi will write the university name on the transcript. If a course is successful through this phase of scrutiny, the course credits will be transferred and a 'T' will show in the student's official transcript, which denotes that the credits have been transferred.

Please note: Transfer of credits will ONLY be applicable to those courses that are previously approved by the focal person of the school/program and student has PASSED with at least C grade.

- In case of re-admission after an exchange program, the course would be transferred as long as it meets the initial criteria as stated above; however, the course still cannot exceed the maximum allowed period for the program as set by the institute and or the HEC (for example 7 years for undergraduate program) at the time of graduation. The course should also meet the curriculum requirements of the program.

Payment of IBA Semester Fee

- Students pursuing semester exchange at partner institutions are expected to bear IBA semester fee and all the other expenses associated with the exchange program.
- The IBA semester will be frozen, but it is mandatory for all students to pay the IBA fee as soon as the challan is released to avoid any inconvenience at a later stage.
- The fee is initially calculated for 5 courses (15 credit hours) at IBA Karachi for Spring and Fall Semester and 2 courses (6 credit hours) for Summer Exchange. However, it is crucial to highlight that fee adjustments should be made subsequent to the Semester Exchange Program, especially for courses that are not transferrable to their transcript.

For detailed information, please refer to the policy here: <https://osa.iba.edu.pk/oss/student-resources/policies/policy-student-engagement-programs.pdf>

Mandatory Email to be sent to the OISE

- Students should send a formal e-mail to: OISE@iba.edu.pk informing OISE of their departure, stating that they have been selected for the said program and that they will be attending XYZ University during semester/summer [year].
- This is so that OISE can inform the Deans, relevant Chairperson of the academic degree program, finance department, hostel, program office, financial aid office, NTHP program (if need be) that the said student will be on a semester/summer break from IBA during this period.
- This email is needed for the student's respective personal files and other operational necessities.
- The student must mention her/his full name, ERP ID, program, current semester, Host university, contact number, FA/NTHP status, hostel residence etc. that help establish the student's identity at IBA.
- The invitation cum acceptance letter from the host university should be attached along with the e-mail and e-ticket showing the departure date.
- If the student is availing any scholarship or loan from IBA, that should be mentioned along with the percentage of assistance.
- If the student is a hostelite, please mention that too; the student should ensure that she/he has either paid the hostel fee or given the room keys to the warden.

Ambassadors of IBA Karachi

During this exchange period, students will serve as ambassadors representing not only Pakistan but IBA as well. Therefore, they need to ensure that they do well in academics and extracurricular activities. In addition, invite peers from there to come and spend a semester at IBA. This would be an enriching and exciting experience for them. We have built many facilities at our campuses, and it would be a pleasure to host their friends from there for the semester exchange program. Students are encouraged to reach out to us for additional information or material to persuade them to come to IBA as an exchange/study abroad program student. Please connect with faculty there, those who are teaching there or otherwise. Discuss webinar and other opportunities for IBA students, asking them if they would be interested in conducting online sessions or courses for our students. Participate in the international student fairs and promote IBA Karachi.

Upon Returning to Pakistan

- As soon as the student returns, she/he must inform the OISE of her/his arrival.
- Students are advised to apply for credit transfer within a month after their exchange program ends to expedite the process. All students especially students on FA must follow the instructions mentioned in [IBA Fee Policy for Student Engagement Programs](#) to avoid any delay in the process.
- Along with the arrival information, please submit the host university provisional or official transcript, any reference letters, and other supporting documents, course approval emails, so that the course credit transfers can be processed.
- Once the student has received the transcript, she/he must go to Students Facilitation System (SFS) for “Credits Transfer” requests.
- Mention any changes in any course outline, if it happened, along with authentic reference.
- The students upon arrival, back from their exchange program, should present to the junior batches to encourage them to apply as well.

b) Outbound Exchange/Study Abroad Program (with non-partner universities)

- OISE facilitates students going for exchange programs to IBA's partner universities. Students who want to go for semester exchange program/study abroad program to non-partner universities will have to take approval from the relevant school prior to pursuing the opportunity by reaching out to the focal person/chairperson of the school. Once they get the approval OSIE will guide students for the process of getting their courses approved.

For Pre-evaluation of Courses

There is a defined policy regarding credits transfer for students sent to non partner universities for exchange/study abroad program:

- It is preferable and advised that students take courses that match the courses within their program structure at IBA.
- If the selected courses match the core or elective courses, then there is a higher probability to get credits; if the courses are irrelevant courses to IBA's degree, there is a high chance that the credits will not be transferred.
- However, by taking non-transferable and diverse courses, students can focus on the life skills they will learn through the exposure they get, including adaptability, cultural awareness, tolerance, and transferrable skills that would help them in their professional lives.
- If a student makes an informed choice and chooses a course which does not match an IBA course, then she/he should be mentally prepared on expecting a delay in their graduation.
- Once they have been selected, students need to ensure that they send in their chosen courses as soon as possible, as course outlines will be shared with IBA's academic team PRIOR to the student leaving for the program. In most cases, host universities will share their course offerings and course outlines with the students or upload them on their website. For this purpose:
 - The student must share all the details in the table format provided by OISE via email. These should include the list of selected courses at the host university, the equivalent IBA course, all the links to the course outlines for the selected host university courses.
 - The course outlines should also be attached in the same email in PDF format. Without outlines, the courses cannot be evaluated.
 - If there are any queries/concerns regarding course catalogue/outlines, the student can write to the host university's representative while keeping OISE in loop.
 - The tabular format of course mapping is as follows:

Course at IBA	Credit Hours	Course at Host University	Credit Hours	Approved as	Approval by
Financial Management	3	Financial Management and Analysis	3	Core Course Or elective course	Name of the focal person

- 1.5 credit hour courses can be transferred individually as elective courses, and do not need to be paired with other related courses to fulfill a 3-credit hour requirement. However, this applies only to electives and does not extend to courses intended to fulfill core requirements.
- As an exception, if some host universities change courses when the student arrives there, the student must ensure that they select their course and send it to the focal person from their program for review and keep IBA-OISE in loop within 10 days of arrival at the host university. After 10 days, the course evaluation and approval will not be considered.
- Subject experts at IBA will examine the course outline and the evaluation criteria of the course to assess whether the course credit can be transferred.
- When the student returns to IBA, she/he must submit her/his official transcript from the host university.
- For a course credit to be transferred, the students MUST have passed the course. If she/he fails the course, then the course credit cannot be transferred, and that will be a course deficiency in the IBA system. Score below C grade is not transferred on the transcript. If a grade of C or above is awarded, the course credits will be transferred, and the grade will not be shown in the student's official transcript.
- Grades received at the host university will not be counted in the calculation of CGPA / positions / medals at IBA Karachi. However, IBA Karachi will write the university name on the transcript. If a course is successful through this phase of scrutiny, the course credits will be transferred and a 'T' will show in the student's official transcript, which denotes that the credits have been transferred.

Please note: Transfer of credits will ONLY be applicable to those courses that are previously approved by the focal person of the school/program and student has PASSED with at least C grade.

- In case of re-admission after an exchange program, the course would be transferred as long as it meets the initial criteria as stated above; however, the course still cannot exceed the maximum allowed period for the program as set by the institute and or the HEC (for example 7 years for undergraduate program) at the time of graduation. The course should also meet the curriculum requirements of the program.

Payment of IBA Semester Fee

Students enrolled in the semester exchange program at the non-partner institutions are obligated to cover the IBA semester fee in addition to all associated expenses related to the exchange/study abroad program. Moreover, they would have to pay the semester fee or any additional charges required by the national or international non-partner university. While the student may freeze their semester here at IBA, it is imperative for all participants to settle the IBA fee promptly upon the release of the challan to preempt any inconvenience in the future.

The fee is initially calculated for 5 courses (15 credit hours) at IBA Karachi for Spring and Fall Semester and 2 courses (6 credit hours) for Summer Exchange. However, it is crucial to highlight that fee adjustments should be made subsequent to the Semester Exchange Program, especially for courses that are not transferrable to their transcript.

For detailed information, please refer to the policy here: <https://osa.iba.edu.pk/oss/student-resources/policies/policy-student-engagement-programs.pdf>

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- This is so that OISE can inform the Deans, relevant Chairperson of the academic degree program, finance department, hostel, program office, financial aid office, NTHP program (if need be) that the said student will be on a semester/summer break from IBA during this period.

- This email is needed for the student's respective personal files and other operational necessities.
- The student must mention her/his full name, ERP ID, program, semester, Host university, contact number, FA/NTHP status, hostel residence etc. that help establish the student's identity at IBA.
- The invitation cum acceptance letter from the host university should be attached along with the e-mail and e-ticket showing the departure date.
- If the student is availing any scholarship or loan from IBA, that should be mentioned along with the percentage of assistance.
- If the student is a hostelite, please mention that too; the student should ensure that she/he has either paid the hostel fee or given the room keys to the warden.

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Upon Returning to Pakistan

- As soon as the student returns, she/he has to inform the OISE of her/his arrival.
- Students are advised to apply for credit transfer within a month after their exchange program ends to expedite the process. All students especially students on FA must follow the instructions mentioned in [IBA Fee Policy for Student Engagement Programs](#) to avoid any delay in the process.
- For a course credit to be transferred, the students MUST have passed the course with a grade of C or above. This will be regardless of the s received at the host university. For

example, if students get C grade in 6 ECTS course, it will still be considered. If she/he fails the course, then the course credit cannot be transferred, and that will be a course deficiency in the IBA system.

- If a grade of C or above is awarded, the course credits will be transferred and the grade will show in the student's official transcript, which denotes that the credits have been transferred.
- Grades received at the host university will not be counted in the calculation of CGPA / positions / medals at IBA Karachi.
- Grades received at the host university will not be counted in the CGPA at IBA Karachi. However, IBA Karachi will write the university name on the transcript.
- When the student returns to IBA, she/he must submit her/his official transcript from the host university.
- Along with the arrival information, please submit the host university provisional or official transcript, any reference letters, and other supporting documents, course approval emails, so that the course credit transfers can be processed.
- Once the student has received the transcript, she/he must go to Students Facilitation System (SFS) for "Credits Transfer" requests.
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