

INTERNATIONAL RESOURCE CENTRE (IRC)

OUTBOUND POLICY FOR INTERNATIONAL STUDENT EXCHANGE PROGRAMS

1. Scope

To partner with recognized international universities and promote faculty and student exchange, faculties collaboration, holding joint conferences and events, co-teaching courses at program levels, publishing of journals and books etc.

2. Introduction

IBA promotes academic excellence globally by strengthening student and faculty exchange, maintaining external linkages and research collaborations. The International Resource Centre (IRC) under the umbrella of the Office of Student Affairs (OSA) at the Institute of Business Administration (IBA), Karachi is mainly looking after the cycle of how our students can benefit from these international linkages and study international programs both abroad and at the IBA. The IBA IRC provides opportunities to students to extend their learning by complementing their academic experience with international exposure. The IRC team coordinates, collaborates, and partners with international universities to offer students exchange opportunities to experience globalized classroom content, develop employability and transferable skills, and expand international and cultural networks. The IRC also assists students who are looking for financial assistance and scholarships and offers a range of services to facilitate and support students in going abroad for summer and semester exchange programs, conferences, international competitions, and more.

3. Types of Exchange Programs

The exchange programs at IBA are broadly categorized as:

- a) Outbound Exchange Program
- b) Inbound Exchange Program

a) OUTBOUND EXCHANGE PROGRAM

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 IRC [website](https://irc.iba.edu.pk/): <https://irc.iba.edu.pk/>.

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 IRC and academic teams, and students will be shortlisted based on the following criteria for exchange programs:
 - ✓ Completion of at least two semesters with IBA as a full-time student
 - ✓ Must not 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 first 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.
- Students would be interviewed by the IRC Staff members or IBA faculty members. A set of questions regarding their academic and cocurricular activities would be asked from the students.
- IRC 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, student needs to advise what their funding source would be. Student has 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 IRC team sends nomination of the shortlisted student to the host university. Once the host university confirms the nomination, the IRC team informs the students and advises them to complete the necessary requirements. Different universities have different requirements. However, IRC may assist students with issuance of an English Proficiency Letter and Visa Letter, if required.

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- 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 their donors to avoid any problems regarding the finances.

Note: 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 and it may increase the duration of your studies at the IBA Karachi. This must be communicated with the donors of the scholarship and/or NTHP team before applying into the program.

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-transferrable 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.
- Course credits WILL NOT be transferred once the student has returned from the exchange program.
- **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.
- **As an exception, if some host universities change courses when the student arrives there, the student has to ensure that they select their course and send it to IBA-IRC within 10 days of arrival at the host university. After 10 days, IRC will not accept course outlines for evaluation and approval.**
- 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.
- 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.
- The IBA transcript shall also mention that the courses taken in that semester is mentioned on the attached transcript issued from the university attended in this period.
- When the student returns to IBA, she/he must submit her/his official transcript from the host university.

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- 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 B- grade is not transferred on the transcript.

Please note: Transfer of credits will ONLY be applicable to those courses that a student has passed.

For Pre-evaluation of Courses

- To avoid any delays, the courses will be pre-evaluated and sent for approval **PRIOR** to the student leaving. For this purpose:
- **The student has to share all the details in the table format provided by IRC 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 IBA-IRC in loop.

Upon Returning to Pakistan

- As soon as the student returns, she/he has to inform the International Office of her/his arrival.
- Along with the arrival information, please submit the host university provisional or official transcript, any reference letters, and other supporting documents, 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.

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.
- Students selected for the UGRAD exchange program will only have to freeze their semester at IBA. The tuition fee and all other associated costs for UGRAD will be funded by USEFP.

Mandatory Email to be sent to the International Office

- Students should send a formal e-mail to: internationaloffice@iba.edu.pk informing IRC 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 IRC can inform the Deans, relevant Chairperson of the academic degree program, finance department, hostel, program office, financial aid, 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 has to mention her/his full name, ERP ID, program, semester, campus, contact number, 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 program, student will serve as an ambassador representing not only Pakistan but IBA as well. Therefore, they need to make sure that they do well in academics and extracurricular activities and represent our country and institution positively. In addition, they may invite peers from the host university and city to come and become a part of the IBA Inbound Exchange Program.