

SOP FOR OUTBOUND EXCHANGE STUDENTS FOR MONTANA STATE UNIVERSITY BILLINGS

a) Based on the maximum provision of students to be sent in an academic year, as permitted by Montana State University Billings (MSUB), there shall be students selected from each campus of Bahria University including, Islamabad, Karachi & Lahore, to go on the exchange program to MSUB. In case suitable candidate(s) are not available in a campus, the seat may be transferred to the other campus.

b) The recommendation of students is to be made by the following authorities:

<u>CAMPUSES</u>	<u>Nominating Authority</u>
• BUIC	Director Campus Islamabad
• BUKC	Director Campus Karachi
• IPP	Dean/Director Professional Psychology
• BULC	Director Campus Lahore

c) The above authorities will interview and shortlist students from their respective campuses based on following selection criteria, which should reflect the highest quality of students:

Selection Criteria:

- i. The students must be a regular student of Bahria University taking full course load.
- ii. The minimum CGPA of the student should be 3.0.
- iii. The student must have studied for more than a year (2 semesters) with Bahria University.
- iv. The student must be proficient in English and have good communication skills.
- v. The student must not have any disciplinary cases against them and should be void of any attitude problem.

d) The shortlisted students will be re-evaluated by a following member committee at Bahria University to shortlist students for final approval of Rector:

i. Pro-Rector	-	Chairperson
ii. Registrar	-	Member
iii. Director Academic Affairs	-	Member
iv. Director Admissions	-	Member
v. Director Examinations	-	Member
vi. Director Students Affairs	-	Member
vii. Director International Office	-	Member

- e) The selected students must sign a written bond with Bahria University to return to Pakistan to continue their remaining studies with Bahria University or to complete remaining degree requirements.
- f) The responsibility of accommodation arrangement in USA, during the course of stay, will be on student. The International office will assist the selected students in finding suitable accommodation. In addition to the expenses pertaining to accommodation, students will also be responsible for travelling & visa/pass expenses, medical/health insurance or any additional service charges MSUB will assign against the applicant.
- g) The student will defer their semester prior going to MSUB, under the Exchange Programme. There shall be no tuition fee charged for this process. The decision on duration & number of semesters, to defer, is to be taken by the relevant Head of Department according to number of days the student will spend at MSUB under exchange program. The student must adhere to departure and return dates as specified by his/her department.
- h) The duration of the semester(s) studies abroad will not be counted towards the calculation of time bar.

Eligibility for Honors & Awards:

- i) Students availing the exchange programme at the MSUB will be eligible for academic honors & awards, as long as they are taking full semester loads in their studies at Bahria University and finishing remaining degree requirement with their batch of registration.
- j) If, as a result of the exchange activity, any of their courses are affected, these students would be permitted to make up for the shortfall (of the affected courses only) on return to Bahria University either during the summer sessions, if offered, or during succeeding regular semester, in excess to their regular course load.
- k) If during the summer session,
 - i. the students take shortfall courses, they will be awarded actual grades and no capping will apply.
 - ii. the students take any course, which were not affected by the exchange programme, summer session rules will apply and the students will become ineligible for Honors & Awards.

Transfer of Credits as a result of an Outbound Exchange Program:

- l) Student interested in registering for the courses at MSUB for which they can avail **credits transfer** at Bahria University, shall be properly advised by the relevant Head of Department about the compatibility of the courses they wish to take, based on the course content, before departure.

- m) The student must inform their Head of Department about the possible courses they wish to take at MSUB along with the course outline. A preliminary meeting of the Equivalence Committee should take place, before the departure of student. The committee shall give clear instructions to the student, in writing, on a prescribed form (attached), on the course(s) he/she can take to avail **credits transfer**, against course(s) of similar nature, at Bahria University as per the road map of the program he/she is studying.
- n) The final decision on **credits transfer** is to be taken, on return of the student, and successful completion of the courses, as per following criteria:
- i. Students applying for **credits transfer** are to submit original interim transcript and the course outlines of the course(s) studied at MSUB to their relevant Head of Department (HOD) on return. The HOD will then formulate an Equivalence Committee to make final recommendations to their relevant Director of Institute. The Director will then forward recommendation of the Equivalence Committee for final approval to Director Academic Affairs. There shall be no fee charged from the student for **credits transfer**.
 - ii. **Credits transfer** of courses will only be allowed for Degree level programs (*equivalent to similar level program at Bahria University*) offered on campus.
 - iii. **Credits transfer** for only those courses will be allowed for which a course with similar standard, credit hours and matching description is available in the relevant academic program of Bahria University. As the marking criteria at MSUB is slightly different from what is followed at Bahria University, therefore following grade mapping mechanism is to be followed:

	Grade at MSUB	Grade value at MSUB	Equivalent Grade at Bahria University (Old Grading System)	Equivalent Grade at Bahria University (New Grading System)
a	A	4.0	A	A
b	A-	3.7	B+	A-
c	B+	3.3		B+
d	B	3.0	B	B
e	B-	2.7		B-
f	C+	2.3	C+	C+
g	C	2.0	C	C
h	C-	1.7		C-
i	D+	1.3	D	D+
j	D, D-	1, 0.7		D-
K	F, P	0, 0	F	F

** For postgraduate students, BU equivalent grade C- and below will be converted into an F grade*

- iv. The courses must equate in description and laboratory work, if any, with the similar course of the relevant academic program of Bahria University.

- v. ***Credits transfer*** of courses equating to maximum of 50% of the total credit hours of the relevant academic program of Bahria University will be allowed.

SOP FOR INBOUND EXCHANGE STUDENTS FROM MONTANA STATE UNIVERSITY BILLINGS

- a) Bahria University will accept students from Montana State University Billings (MSUB) under the exchange program in any given academic year. The maximum number of students to be accepted will be decided for each department in consultation with the Dean and relevant HoD.
- b) Only students recommended by the International office of MSUB will be entertained under this arrangement.
- c) The inbound students from MSUB will be advised on the availability of courses, which they want to take at Bahria University, after consultation with the HOD of the relevant department. The HOD must ensure that there are no clashes between the selected courses by the individual.
- d) The student will be responsible for own accommodation arrangement in Pakistan, but the International office of BU will assist in finding suitable accommodation.
- e) There shall be no tuition fee charged by Bahria University from students of MSUB under student's Exchange program.
- f) On successful completion of the course work at Bahria University, the student will be responsible to meet the ***credits transfer*** requirements of MSUB as per its own policy. Bahria University will only award official interim transcript to the student for courses he / she has studied at Bahria University.