

Gautam Buddha University



International Affairs

***ORDINANCE
FOR
INTERNATIONAL STUDENTS***

Admission of International Students start from Academic Session 2012-2013

Gautam Buddha University

Gautam Buddha University, established by the Uttar Pradesh Act (9) of 2002, commenced its first academic session at its 511 acres lush green campus at Greater Noida in August 2008. The University is fully funded by the New Okhla Industrial Development Authority (NOIDA) and the Greater Noida Industrial Development Authority (GNIDA), the undertakings of the Government of Uttar Pradesh. The University envisions to become a world class centre for excellence in education and research with a special focus to serve the under privileged and economically challenged sections of the society. The campus is modeled as a fully residential educational campus in line of the best institutions of higher learning across the globe. The uniqueness of its reputation is acknowledged through the format, content and pedagogy of its programmes and their relevance to the society. The University is recognized by the University Grants Commission under UGC Act and is a member of the Association of Indian Universities (AIU). In order to promote value-based education, research and training, the University has established eight schools of learning, which are:

1. School of Biotechnology
2. School of Buddhist Studies & Civilization
3. School of Engineering
4. School of Humanities & Social Sciences
5. School of Information & Communication Technology
6. School of Law, Justice & Governance
7. School of Management
8. School of Vocational Studies & Applied Sciences

Each School of learning in the University combines a multilateral confluence of academic training, research, innovation and creativity. An effort is being made to draw a roadmap to arrive at a milestone in our quest for academic excellence. The Schools and Centres of Excellence are embodiments of the University's ever-growing quest for excellence in higher education and research. For detailed description of aforesaid Schools and the programmes, it is advisable to visit our website: www.gbu.ac.in

ORDINANCE FOR ADMISSION OF INTERNATIONAL STUDENTS

INTERNATIONAL AFFAIRS

Gautam Buddha University in compliance with the approval of the competent authority agreed in principle to open admissions to International Students. The intake of International Students shall be start from the coming academic session (2012-2013). The University has created a separate entity to look after the matter related to admissions of International Students in terms of procedure, process, admission, and related administration. This new entity of the University is INTERNATIONAL AFFAIRS headed by DIRECTOR. The University has planned to provide accommodation to all the international students.

Applicants seeking admission to such programmes are advised to send their applications on the prescribed form (which can also be downloaded from the University website www.gbu.ac.in) along with duplicate Photostat copies of the transcripts to **The Director, International Affairs, Administrative Building, Gautam Buddha University, Greater Noida, Gautam Buddha Nagar, Uttar Pradesh-201308 India** (E-mail : director_ia@gbu.ac.in).

The admission of International Students to Medical/Biotechnology and Engineering programmes is privilege of the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the International Students of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Mission for necessary information.

International Students:

Under UGC Guidelines, 'International Students' will include the following:

- i. **Foreign students:** Students holding passports issued by any foreign countries including people of Indian origin who have acquired the nationality of foreign countries.
- ii. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. The students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRIs studying in India will not be included as international students. Entry level status of International students on entry to the country will be maintained.

Documents required for admission of International Students:

- i. **Visa:** All the international students will require a student visa endorsed to this Institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa endorsed to this Institution. The visa should be valid for the prescribed duration of the course. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.
- ii. **No Objection Certificate:** Students are no longer required a No Objection Certificate (NOC), for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.) All international students wishing to undertake any research work or join a Ph.D. or M. Phil. programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to this Institution.

Admission of International Students:

Admission of all the international students will be done through the University's *Office of the International Affairs*. The students will generally be admitted in the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an understanding for accepting the students as transfer cases.

The admission of international students is done in two stages. First, a student wishing to join the institute gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the Institution. The application for provisional admission is then submitted to the International Student's Cell along with the prescribed fees. The Cell will then check the eligibility and issue the **provisional admission** letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the student should get the student visa and complete all other formalities. The student should then report for final admission to the institute where he/she wants to join the course. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Some institutions also require the students to appear for the English proficiency test conducted by themselves or some other agency. Once this is done, the final admission is given.

The international students will have to pay the fees in US dollars. In special cases, permission will be

given for payment of fees in Indian currency. Following fees are normally payable to secure provisional admission. Form Fees (included in the cost of bulletin, if purchased); Eligibility Fee and Administrative Fee (could be different for direct admissions and for transfer cases).

EQUIVALENCE COMMITTEE: On the basis of the recommendation of the Board of Management, GBU has constituted an Equivalence Committee for the verification of Certificate/Degrees of the International Students which shall be comprised of Dean Academics/Chairman-Admissions as Chairman, and the Director, International Affairs, Concerned Deans of the Schools and Admission Coordinator as the member of the above mentioned committee. Some special members may also be invited if need arises.

I. Application Procedure for International Students

Applicants seeking admission to programmes of this University and have passed a recognized examination are advised to send their application form on the prescribed form (which can also be downloaded from the University website www.gbu.ac.in) along with duplicate Photostat copies of the transcripts to **The Director, International Affairs, Gautam Buddha University, Greater Noida, Gautam Budh Nagar, Uttar Pradesh-201308 INDIA** (E-mail: director_ia@gbu.ac.in) **latest by 31st May every year.** However, the **last date for applicants who require clearance from the Equivalence Committee is 31st March.** International students are **exempted from entrance tests for admission.** However, they should pass *the equivalent Qualifying Examination from an Indian or any International University / Institution.*

International students have to follow the following steps for applying for admission in different programmes of Gautam Buddha University:

For those International students who are already studying in India or having an Indian degree (for all programmes):

- i. Channelize their admission application form routed through their Embassy / High Commission / Consulate in India (for the purpose of verification of their educational qualification viz. marksheet, degree...)
- ii. Application form should be routed to University through Embassy / High Commission / Consulate addressed to The Director, International Affairs, Gautam Buddha University.
- iii. The Office of the International Affairs, Gautam Buddha University will send the application to Department/school that applicant want to join (Application must have a three options for their choice of programmes for each candidate.
- iv. The Director, International Affairs, Gautam Buddha University will issue admission for applicant when receiving approval letter from concern department/school.
- v. This letter will be sent to the Embassy addressed to the First Secretary (in charge of Science, Technology & Education) which is a provisional admission letter.
- vi. Then the First Secretary will inform the applicant to take admission in GBU in their choice of program.
- vii. The applicant will come back to their country of domicile for getting visa formalities (student visa for MA/M. Phil. course; Research visa for Ph.D. course).
- viii. After getting the Student/Research VISA, they can get confirmed admission in their choice of program after paying the University Fee (see Fee Structure).
- ix. Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.
- x. Within two week of arrival in India register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

For those International students who are eager to apply from their own country (for all programmes): Those who are outside India:

- i. Channelize their admission application form routed through Indian Embassy/ High Commission/ Consulate in India (for the purpose of verification of their educational qualification viz. marksheet, degree...). The rest of the procedures are the same as mentioned above from ii-x).
- ii. If the candidate meets the eligibility requirements and is found eligible, University will issue provisional admission letter to him/her. A copy of the same letter will be endorsed to the concerned Indian Mission in the country of domicile of the candidate on the basis of which the concerned Mission will issue a Research / Student's Visa so that the student can come to India and join the University. No International student shall be admitted to this University or any other University in India without a Research / Student's Visa. Such Student's Visa will be extended by the Ministry of Home Affairs after ascertaining that student pursuing his/her studies, is receiving remittance through proper banking channels. The admission of International Students to Medical and Engineering programmes is done by the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the nationals of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Mission for necessary information.

II. General Eligibility Criterion for International Students

- i. The Degrees/Certificates of the International Students should have been recognized and approved by the Association of Indian Universities (AIU)/ Commonwealth Universities/ International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/Certificates.
- ii. They hold a valid passport from their respective countries.

Additional Eligibility Requirements

- iii. A candidate studying in the final year of or having qualified for a Degree in General Course of Study from GBU or any other University/Institution shall be entitled to apply for admission to the next higher course/Degree in that line.
- iv. If the applicant has passed the qualifying examination *where grades are awarded:*
 - (a) Where the grade sheet doesn't mention the equivalent percentage of marks from grade points, the candidate should submit a certificate of conversion from the concerned institution mentioning either the converted percentage or the formula for the actual conversion of grade point average to percentage of marks and
 - (b) Where the grade sheet itself mentions the equivalent percentage of marks from the grade points or formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula and enclose with the Application Form.

Notes: Candidates admitted to any course in this University shall not be eligible to pursue simultaneously any other full time course in this or in any other University/Institution.

A. Eligibility for Admission to Under Graduate Programmes

Evidence of required academic performance must be in the form of certified English transcripts listing all the programmes with the grades or marks earned. Transcripts in languages other than English are not acceptable. Applicants for any of the Under-Graduate Course must have completed the 12 years or 10+2 years of formal schooling. The applicants who have passed final School Certificate Examination of twelve year duration are advised to apply preferably by **31st March each year** for admission in academic session commencing from the Month of July each year. However, applications can be *accepted upto 31st May* subjected to necessary information issued by the University authorities from time to time. The minimum admission requirement in terms of the percentage of marks that are required by a candidate for being admitted to a course varies in many cases from year to year.

B. Eligibility for Admission to Post-Graduate Programmes

For admission to a post-graduate programme of studies in any discipline, one must have completed 12 years or 10+2 years of formal education at the School level followed by a Bachelor's Degree. However, the admission to post-graduate programmes is rather restricted and the applicant with excellent academic records stands a fair chance for admission.

C. Eligibility for Admission to M. Phil. and Ph. D. Programmes

Gautam Buddha University also offers M. Phil. and Ph.D. Programmes of concerned Schools. The minimum admission requirement for the research degree (Ph.D.) is a post graduate degree of two years duration of an Indian University or any other degree recognized as equivalent to it. The admission for these programmes is very limited and is decided by the respective Schools on the basis of a very sound academic record along with a detailed research proposal.

D. Age Requirements

No candidate is qualified for admission to the University in the first year of the degree course unless he/she is 18 years of age before the first day of October in the year in which he/she seeks admission. Likewise for post graduate and research programmes the applicant must be 20 years of age before the first day of October in the year in which admission is being sought. However, the Admission Committee may give some relaxation to meritorious students.

E. Transfers & Change of Course:

An international student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Cell may permit this - based on the availability of the course, eligibility rules and with the permission of the Competent Authority of the University.

F. Government of India Scholars:

International students who are awarded scholarships by the Indian Council for Cultural Relation, New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different Foreign Governments for training and studies are also given preference for the same.

G. Accommodation:

The University is a fully residential campus, which has separate hostel accommodations for boys and girls with 5000 single seated hostel rooms and complete wi-fi premises. There are three girls' hostels and Six boys' hostels. These hostel complexes have state of the art facilities. To enable the students to spend quality time in the University each hostel is equipped with a common room, T.V. Room, Table Tennis Room, Reading Room, Internet Room, Indoor Games Room, Gymnasium, Badminton Courts and Basketball Court. Each room in the hostel is provided with an internet connection. In addition to this each hostel has a medical room and a visiting room. All the hostels are supported by the solar system which helps in the supply of hot water during winter. Apart from these, the University may provide separate accommodation to International Students.

H. Programmes offered at GBU:

- i. 5 Years Integrated Dual Degree programmes for Undergraduates: B. Tech. + M. Tech/MBA (Civil, Electrical, Mechanical, Computer Science and Engineering, Electronic and Communication Engineering, Food Processing and Technology & Biotechnology), B. B. M. + MBA & B. A. + LL. B.
- ii. 6 years Integrated Dual Degree programme for Undergraduates: B. Arch. + M. Planning/M. Arch./MBA (Architecture and Planning)

- iii. 3 years Integrated Degree programmes for Science Graduates: M. Tech. (Biotechnology-Specialization in Bio-Informatics/ Genetic Engineering), Environmental Science and Engineering), Food Processing and Technology).
- iv. 2 years Post Graduate programmes for Engineering Graduates: M. Tech. in Environmental Engineering, Power Systems Engineering, Industrial Engineering & Management, Structural Engineering, Renewable Energy & Management, Food Processing & Technology, Information and Communication Technology-(Specialization in Software Engineering/ Intelligent Systems & Robotics/ Wireless Communication & Networks/ VLSI Design), Biotechnology- (Specialization in Bio-Informatics/ Genetic Engineering), Master in Urban & Regional Planning.
- v. 2 years Post Graduate Programmes: M. A. in Applied Psychology, (Buddhist Studies & Civilization), (Economics, Planning and Development), Education, English, Hindi, History and Civilization, (Political Science and International Relations), (Public Administration and Policy Research), Sociology, and Urdu

Master in Social Work and Mass Communication,

M. Sc. in Applied Chemistry, Applied Mathematics, Applied Physics, Environmental Science and Food Science.

M. B. A. (Specialization in Human Resource Management, Marketing Management, Finance Management, Strategic Management, and Operation Management.

M. Phil. in Buddhist Studies and Civilization & Clinical/Rehabilitation Psychology.

Ph. D. Programmes in all the Eight Schools of the University.

I. Fee Structure

The fee structure shall be decided or may be revised by the competent authority of the University from time to time. *The present fee structure per annum is given below* (in Indian Rupees):

- | | |
|--|--|
| a. MBA programme | Rs.2,10,000/- (Rupees Two Lac and Ten Thousand Only) |
| b. M. Tech. Programmes (SoICT) | Rs.60,000/- (Rupees Sixty Thousand Only) |
| c. M. A. Programmes | Rs.12,000/- (Rupees Twelve Thousand Only) |
| d. MSW Programme | Rs.24,000/- (Rupees Twenty Four Thousand Only) |
| e. MMC Programme | Rs.24,000/- (Rupees Twenty Four Thousand Only) |
| f. Integrated Dual Degree Programmes | Rs.84,000/- (Rupees Eighty Four Thousand Only) |
| g. BA+LL.B. Programme* | |
| h. M. Sc. (Applied Physics, Applied Chemistry, Applied Mathematics, Environmental Science and Food Science* | |
| i. Doctoral Programmes (Ph. D.) | Rs.12,000/- (Rupees Twelve Thousand Only) |
| j. M. Phil. Programmes* | |
| k. Diploma Course (6 Months) in Vocational Studies* | |

* Fee is yet to be decided

In addition to above fee:

- i. **International Students of SAARC and ASEAN Countries: One time registration fee of US \$ 500** (or equivalent in Indian Currency as per the exchange rate) for Integrated Dual Degree, Post Graduate, M. Phil. and Doctoral (Ph. D.) Programmes in School of Buddhist Studies & Civilization, School of Humanities and Social Sciences and School of Law, Justice & Governance, whereas **US \$ 1000** (or equivalent in Indian Currency as per the exchange rate) for Integrated Dual Degree, Post Graduate, and Doctoral (Ph. D.) programmes in School of

Biotechnology, School of Engineering, School of Information Technology & Communication, School of Management and School of Vocational Studies & Applied Sciences.

- ii. **International Students of other than SAARC and ASEAN Countries: One time registration fee of US \$ 700** (or equivalent in Indian Currency as per the exchange rate) for Integrated Dual Degree, Post Graduate, M. Phil. and Doctoral (Ph. D.) Programmes in School of Buddhist Studies & Civilization, School of Humanities and Social Sciences and School of Law, Justice & Governance, whereas **US \$ 1500** (or equivalent in Indian Currency as per the exchange rate) for Integrated Dual Degree, Post Graduate, and Doctoral (Ph. D.) programmes in School of Biotechnology, School of Engineering, School of Information Technology & Communication, School of Management and School of Vocational Studies & Applied Sciences.
- iii. **One time registration fee of US \$ 200** for Diploma/Certificate programmes from International Students of SAARC and ASEAN Countries and **US \$ 400** for Diploma/Certificate programmes from International Students of other than SAARC and ASEAN Countries
- iv. Security Deposit of US \$ 200 (or equivalent in Indian Currency as per the exchange rate) per annum
- v. School Development Fee of US \$ 50 (or equivalent in Indian Currency as per the exchange rate) per semester or US \$ 100 (or equivalent in Indian Currency as per the exchange rate) per annum
- vi. Accommodation Charges will be Rs.36,000/- (Rupees Thirty Six Thousand only)/annum
- vii. Food Charges approximately Rs.25,000/- (Rupees Twenty Five Thousand Only), if applicable or as per actual.
- viii. Processing Fee of US \$ 100 (or equivalent in Indian Currency as per the exchange rate), if applicable
- ix. Fee for English Remedial Programme for International Students: **US \$ 100.**

The payment can be made in US \$ or Indian Currency. Mode of Fee Payment:

In Cash: If payment is to be made in cash then fill the challan issued to the candidate from the Office of the International Affairs, a copy of which is to be produced in the Office of the International Affairs after the payment in the Bank. The branch of the nationalized bank situated in the GBU campus is:

*Punjab National Bank
University Extension Counter
Near Shopping Centre, Gautam Buddha University
Greater Noida, Gautam Buddha Nagar
Uttar Pradesh-201308*

By Posting Demand Draft: The candidate may make payment through Demand Draft issued in favour of *The Chairman Admissions, Gautam Buddha University* payable at *Greater Noida.*

J. VISA Requirements:

The University shall issue a Bonafide Certificate to the International Student covering all the important information of the student like Name of the student, Gender, Date of Birth, Passport No., VISA No., Name of the programme, etc. for VISA requirements.

K. Health or Medical Requirements

All the International students required to produce medical fitness certificate. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive. All international students will be required to pay medical fees of US \$ 50, which includes the medical insurance cover for the first year. For subsequent years the medical insurance fees will be same as for other Indian students and is included in other fees.

All the resident students (National/International) in the University Campus are covered under Health Insurance. For any medical emergencies, the University will facilitate medical aid to students.

L. Discipline

The international students will abide by all the rules of Institution and the code of conduct as applicable to Indian students doing same courses.

M. Examination and Award of Degrees & Diplomas

The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be same as for the Indian students doing same courses.

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the Office of the International Affairs in consultation with the competent authority of the University will be final. **The fees are liable to revision and students will have to pay the revised fees when applicable.** On the points not specifically covered, the decision of the Universities authorities will be final.