

## Annex 1 - Exchange of Students and Staff

The Shailesh J. Mehta School of Management, Indian Institute of Technology Bombay (IITB) and the School of Business and Economics, Loughborough University (SBE), hereby agree to the exchange of undergraduate students for a period of five years, starting in the academic year 2018/19.

The following rules will govern the exchange:

**Exchange Period and Quotas.** Under the terms of this agreement undergraduate students from each university will be considered for acceptance on the student exchange programme. Each exchange will be for duration of one year or one semester. The parties will exchange two students a year (with one year being equal to two semesters). It is expected that the number of exchange students calculated per semester/year will balance over the life of this agreement.

**Student Status.** Participating students will remain registered for their chosen post-graduate degree programmes at their home university and will not be eligible for an award at their host university.

**Selection of Students.** The home university will be responsible for the selection of students to participate in the programme and will forward applications to the host university within a mutually agreed timescale. No individual student can participate in the exchange programme without approval from the host university.

**English Language Requirements.** Students must possess sufficient language ability to be able to fulfil their learning agreement.

For Loughborough University, incoming students whose first language is not English will generally be required to meet the English language entry requirements. See (<http://lboro.ac.uk/admin/ar/international/prospective/englishlang/ug/index.htm>).

For IIT Bombay, incoming students who are non-English native speakers should provide one of the following tests:

- TOEFL not less than 79 Internet based
- IELTS not less than 6.0
- Or some other forms of language assessment may be acceptable

**Tuition Fees and Costs.** Students in the exchange programme will continue to pay tuition fees to their home institution and will not be required to make payment of tuition fees to their host institution. Other fees such as laboratory fees and field visits may be levied as appropriate. Students will be responsible for all personal costs related to the exchange period including housing, subsistence and travel.

**Healthcare and Insurance.** It is the responsibility of individual students to ensure that they have sufficient travel and healthcare insurance for the duration of their exchange programme. Host universities will assume no obligation for medical or dental costs of students' resident under the exchange programme.

**Travel, Passport and Visas.** Travel arrangements will be the responsibility of individual students. All students shall ensure that they are in possession of a valid passport and any required visa.

**Accommodation.** Host institutions will provide assistance to students in finding suitable housing, but the responsibility for locating and paying for accommodation will ultimately lie with the individual student.

**Exchange Co-ordinators.** All matters relating to this exchange programme shall be administered by Sandy Ritter, International Relations Manager, School of Business and Economics, Loughborough University, and by Professor Swati Patankar, Dean (International Relations), Indian Institute of Technology (Bombay).

**Learning Agreements.** All exchange participants are required to obtain prior approval of the programme of study to be followed at the host institution. Details of the proposed programme of study will be contained within the learning agreement.

**Rules and Regulations.** Students participating in the exchange programme will be subject to all the rules and regulations of the host university, and the laws and procedures of the country in which that university is located. The host university will have the right to withdraw a participating exchange student from the host university at any time if the student's academic progress or behaviour has clearly not met the requirements of the host university. However, this right will not normally be exercised without prior consultation with the home university.

**Transcripts.** Upon completion of the exchange period each participating student will be given a transcript of their study by the host institution. Copies of transcripts will be provided to the student's Departmental Exchange Co-ordinators/Dean (International Relations).

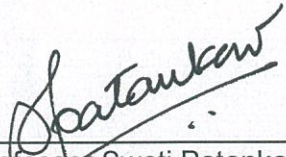
**Credit Transfer and Marking Equivalency.** All arrangements for credit and grade transfer will be agreed between the Departmental Exchange Co-ordinators prior to any students participating in the exchange programme. Such arrangements will be detailed in the Learning Agreements of individual students.

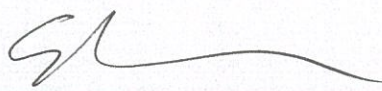
**Approval and Duration of Agreement.** This exchange agreement will be valid for a period of five years from the date at which it is first signed. In the event of either party wishing to change or terminate the agreement, notice in writing must be given at least six months in advance of the proposed date of change or termination.


Signed for and on behalf of:

Indian Institute of Technology (Bombay)

Loughborough University

  
\_\_\_\_\_  
Professor Swati Patankar  
Dean (International Relations)  
Date: 7/5/2018

  
\_\_\_\_\_  
Professor Stewart Robinson  
Dean, School of Business and Economics  
Date: 9 April 2018

  
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Professor Shivganesh Bhargava  
Head, Shailesh J. Mehta School of Management  
Date: 11/05/18