

**Annexure-I****COMSATS Institute of Information Technology  
Visiting Scholars Regulations, 2012****1. Title**

These Regulations framed in pursuance of Section 18(2) (g) of COMSATS Institute of Information Technology (CIIT) Ordinance No. XXXVIII of 2000 shall be called the “COMSATS Institute of Information Technology Visiting Scholars Regulations, 2012”

**2. Commencement**

These Regulations shall come into force with immediate effect.

**3. Application**

These Regulations shall apply to:

- a) The International Visiting Scholars, who are regular students of undergraduate or graduate program(s) of an accredited university/institute of higher learning abroad and wish to join the Institute as International Visiting Scholars on short term basis for a period of 1-2 semesters to study or carry out research, as part of either a specified degree program of their home university/institute of higher learning, or a non-degree program.
- b) The Institute Visiting Scholars, who are regular students of undergraduate or graduate program(s) of the Institute, and wish to proceed abroad on short term basis and spend 1-2 semesters for interim study or research at an accredited university/institute of higher learning, as part of a specified degree program of the Institute.
- c) These Regulations shall not apply to those degree programs which are offered under dual degree arrangements with the Lancaster University.

#### **4. Definitions:**

All expressions and terms used in these Regulations shall have the same meanings as are specified under section 2 of the COMSATS Institute of Information Technology Ordinance of 2000 and further the following expressions and terms shall have the meanings hereby respectively assigned to them as under:

- a) “Campus” means a constituent campus of the Institute.
- b) “Chairman” means the Chairman of a Department of the Institute.
- c) “CGPA” means cumulative grade point average.
- d) “GPA” means grade point average.
- e) “Head” means the Head of a Department of the Institute.
- f) “Institute” means COMSATS Institute of Information Technology.
- g) “Institute Visiting Scholar” means a regular student of an undergraduate, graduate or post graduate program of the Institute who joins an accredited university/institute of higher learning abroad, on short term basis, for a period of 1-2 semesters to study or carry out research, as part of a specified degree program of the Institute, to whom these Regulations are applicable.
- h) “International Visiting Scholar” means a regular student of an undergraduate, graduate or post graduate program of an accredited university/institute of higher learning abroad, who wish to joins the Institute on short term basis for a period of 1-2 semesters to study or carry out research as part of a specified degree program of the home university/ institution, to whom these Regulations are applicable.
- i) “Scholarship” means funding from an agency/organization for the nominees for short term study or research abroad or at the Institute.
- j) “Semester” means either of two divisions of an academic year, ranging from 16 to 18 weeks duration.
- k) “Student” means the student of the Institute.

#### **5. International Visiting Scholars:**

- a) The Institute shall entertain International Visiting Scholars from accredited universities/institutes of higher learning abroad, who wish to spend 1-2 semesters for study or research at the Institute. A recommendation or nomination letter shall be

- required from the concerned home institution of which the International Visiting Scholar is a regular student.
- b) The International Visiting Scholars shall register as per the Institute schedule for specific semester(s) in a particular study or research program and shall attend all the classes/labs and appear in all tests/exams as per the Institute's policy. The result compilation, notifications and issuance of result cards of the successful students shall be on similar pattern as for Institute's students.
  - c) The Institute shall have the right to refuse an application for study as defined in these Regulations without having to assign any reason.

#### **6. Institute Visiting Scholars:**

- a. The Institute encourages its students to utilize a place in an accredited universities/institutes of higher learning abroad for a period of 1-2 semesters as part of their study or research with prior approval of the competent authority.
- b. The Institute Visiting Scholars shall be required to register simultaneously in their respective departments at the given campus of the Institute as well as the university /institute of higher learning abroad as per notified schedule and deposit the registration fee.
- c. Before proceeding abroad, equivalence of the intended course shall be required to be obtained by the Institute Visiting Scholar.
- d. All rules and regulations of the program of study at the Institute, unless otherwise specified in these regulations, shall be applicable to the Institute Visiting Scholars.
- e. The Institute Visiting Scholars on successful completion of particular semester(s) of study or research from an accredited university/institute of higher learning abroad, on their return shall have to provide a documentary evidence/ result card/ result transcript from the host university/institute of higher learning. On the basis of the documentary evidence of passing those courses for which prior equivalence was issued by the Institute, those courses will be considered as "*passed*" and mentioned as such on the result transcript (in lieu of equivalent approved courses of relevant Scheme of Studies). The result of such courses studied abroad shall not be counted for calculation of GPA / CGPA by the Institute.

- f. The course(s) equivalence certificate to the Institute Visiting Scholars shall be recommended by the concerned Chairperson of the department, through a committee, and subsequently approved by the concerned Dean of Faculty. However, all these equivalence certificates, issued to the Institute Visiting Scholars will be validated with concurrence of the respective Board of Studies.

### 7. Scope and Eligibility:

The following levels of undergraduate and graduate programs shall be allowed for short term visits of International Visiting Scholars and Institute Visiting Scholars for 1-2 semesters in relevant academic field or area of research;

<i>S #</i>	<i>Academic Levels</i>	<i>Applicability</i>
<b>i.</b>	<b>Bachelor</b>	Eligible to conduct study or research in host country abroad or at the Institute for 1-2 semesters after completion of 4th semester of the program of study at home university/institution in case of 8 or more semesters program, or after completion of 50% of the duration of program of study being registered. The maximum limit of study or research of Institute Visiting Scholars abroad or at the Institute of International Visiting Scholars shall not in any case exceed more than 25% of the minimum duration of program of study in which student is registered in his/her home university/institution.
<b>ii.</b>	<b>Masters /MS or Equivalent</b>	Eligible for one semester's academic work for Institute Visiting Scholars abroad or at the Institute for International Visiting Scholars, after completion of 1 <sup>st</sup> semester of study at home university/institution. The MS students visiting abroad for research purpose shall be allowed to utilize maximum of two semesters after completion of specified course work.
<b>iii.</b>	<b>PhD</b>	Eligible for research work/data analysis/sampling for 1-2 semesters during the entire program either abroad or at the Institute.

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## **8. Financial Obligations**

(i) International Visiting Scholars intending to study/ carry out research notified at the Institute shall pay semester fee and all other applicable charges for board and lodge as per fee structure in vogue at the Institute for international students.

(ii) The Institute Visiting Scholars proceeding abroad for study/research shall be responsible for bearing all relevant expenses either on their own or by their sponsoring agencies, with no financial obligation on part of the Institute.

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