



**MOHAN BABU UNIVERSITY, TIRUPATI, ANDHRA PRADESH**

**[Established under the Andhra Pradesh Private Universities (Establishment and Regulation) Act No.3 of 2016]**

**POLICY NO. O-XII/P-1**

**POLICY ON**  
**SUPPORT SERVICES FOR INTERNATIONAL STUDENTS**

**[Prepared in accordance with Ordinance No. XII, Clause 8 (i) of the First Set of Ordinances of the Mohan Babu University Tirupati, Andhra Pradesh]**

## 1. PREAMBLE

MBU will endeavour to promote internationalization by admitting students from international countries either for pursuing full time program or inviting students under student exchange programs which will be monitored through an MoU. Once the students have been admitted, MBU will provide an environment which is existing, enriching and fulfilling experience. However, students need support to adjust to the new environment as initially it can be very daunting and overwhelming when the students join the institution. This Policy will provide guidelines for student support that needs to be provided to international students.

## 2. SHORT TITLE AND COMMENCEMENT

- i. This document shall be called the **“Policy on Support Services for International Students”**.
- ii. This shall come into effect from the date of approval by the Board of Management and ratified by appropriate higher bodies.

## 3. SCOPE

This Policy will define the well-developed support systems in place for international students to make the study abroad experience for international students amicable, easy and enjoyable as possible and to manage the entire life cycle of the students from application to graduation.

## 4. EXTEND AND APPLICABILITY

All Students of the University including foreign students, PIOs and NRI students including full time and students who register for a semester under student exchange program of the University.

## 5. DEFINITIONS

**“Academic Council”** means the Academic Council of the University as constituted under Chapter IV, Section 23 of the Act and Statute No. 4, Section-22 of the First Statutes of the University.

**“AIU”** means the Association of Indian Universities

**“Board of Management”** means the Board of Management of the University as constituted under Chapter IV, Section 22 of the Act and Statute No. 4, Section-21 of the First Statutes of the University.

**“Chancellor”** means the Chancellor of the University appointed under Chapter III, Section 15(1) of the Act and Statute No. 3, Section-8 of the First Statutes of the University. The Chancellor shall be the Head of the University.

**“Dean (International Affairs)”** shall be the ‘Principal Officer in charge’ for international affairs of the University.

**“Equivalence Committee”** will be the Equivalence Committee of the University constituted by the Board of Management for verification of certificates/degrees of the international students.

**“FRRO”** shall be the Foreigners Regional Registration Officer as established by the Government of India.

**“International Student/Foreign Student”** shall be the student who holds a passport issued by a foreign country including a student of Indian origin who acquired the nationality of a foreign country.

**“NRI”** shall be those Non-Resident Indian Students who have studied and passed the qualifying examination from a School or a College in a foreign country.

**“PIO”** means Persons of Indian Origin living abroad.

**“Pro-Vice-Chancellor”** means the Pro-Vice-Chancellor of the University appointed under Chapter-III, Section-19(1) of the Act and Statute No. 3, Section-14 of the First Statutes of the University.

**“Registrar”** means the Registrar of the University appointed under Chapter-III, Section-17(1) of the Act and Statute No. 3, Section-10 of the First Statutes of the University.

**“Vice-Chancellor”** means the Vice-Chancellor of the University appointed under Chapter-III, Section-16(1) of the Act and Statute No. 3, Section-9 of the First Statutes of the University.

Words and expressions used herein and not defined but defined in the Act shall have the same meaning as assigned to them in the Act. The definitions as mentioned in the Statutes continue to be followed in the Ordinance.

## **6. OBJECTIVES**

- 6.1. To make the University an attractive study destination for foreign students and NRI students.
- 6.2. To provide support to the international students on arrival and transition to the Campus.
- 6.3. To enhance the international students experience and provide them support at the University.
- 6.4. To provide on-campus inclusive support to international students.
- 6.5. To integrate the international community of students with the local community by assigning them faculty mentors, host families, and student buddies.
- 6.6. To help international students feel fully immersed and welcomed into the Campus environment.

## **7. STUDENT SUPPORT PROGRAM**

### **7.1 Pre-Arrival Support**

- i. The list of the international students joining the University will be forwarded by the Assistant Vice President (Admissions) to the Dean (International Affairs).
- ii. The Dean (International Affairs) will ensure that personal contact is established with each international student to provide them pre-arrival support.
- iii. The International Division will prepare a welcome pack or a guide specifically designed for international students.
- iv. The welcome pack will be made available to the students online and will contain the information about preparing for studying abroad and what to expect when they arrive at the MBU Campus.
- v. The guide may cover topics on climate, accommodation options, arranging medical insurance, tourism, visa requirements, documents they need to carry, tuition fee payments, campus facilities.
- vi. The guide will also provide information on the Vice Chancellor, Dean, HoD, Faculty Coordinator and the details of the Officer concerned of the International division who can be contacted for further information.
- vii. The Dean (International Affairs) will appoint faculty mentors who can provide them support before and on arrival.
- viii. The Dean (International Affairs) will also introduce the student mentoring scheme and will ensure coordination of the incoming international students with current local and international students with whom they can communicate before the start of the course

### **7.2 Orientation Program**

- i. The International students will be invited to register with the University at least one week prior to the start of the academic session so that it gives them a chance to get settled and acclimatized.
- ii. An orientation program will be designed to provide them practical support and information and also to encourage international students to know each other.
- iii. During the orientation program tours of the campus facilities and local area will be arranged.

- iv. The Dean (International Affairs), the Dean of the School, HoD and Faculty in-charge will meet all students individually and also arrange a social gathering to ease out initial inhibitions.
- v. International students will also be introduced to the Student Counsellors who can provide them emotional support.
- vi. International students will be informed about the academic system, evaluation processes, IT policy, Library rules and regulations, social media rules and regulations etc. during the orientation program.
- vii. Introductory lectures and talks will be arranged for providing information on rules, regulations, code of conduct.
- viii. Students will also be introduced to student clubs, medical facilities, in-house and around the campus etc.
- ix. Information on opening bank account, embassy details etc.
- x. Facilitate their registration with the FRRO.

### **7.3 Bridge Courses**

- i. The Dean of the School and Dean (International Affairs) will design bridge courses for international students so as to make them familiar with the pre-requisite required before the commencement of the academic session.
- ii. The bridge courses may also include English classes, if applicable.
- iii. An aptitude test will be conducted to evaluate the strengths and weaknesses and make-up sessions may be designed as required.

### **7.4 On-going Support**

- i. MBU will endeavour not only to provide a framework of institution and its surrounding area to the International students on arrival but will also ensure that they are aware of the support network that they can rely on should any issues arise during the course of their stay.
- ii. International student mentors will be appointed by the Dean (ID). The mentors selected should have the experience and skill required not only to deal with the practical aspects of the issues but also the emotional facet of issues.
- iii. Maximum number of students to whom the mentorship can be provided by one mentor will be eight (8).

- iv. The Dean (International Affairs) will ensure that the mentors are available by e-mail, phone or in person to help the international students to resolve any issues that may come up either themselves or by directing the students to the relevant official concerned.
- v. It will be ensured by the Dean (International Affairs) that the mess for international students caters to their local food habits.
- vi. It will also be ensured by the Dean (International Affairs) that major festivals of the international students are celebrated in which the local students are also invited. This will create cohesiveness and harmony in the student community. This will also promote cultural exchange and help international students feel more fully immersed and welcome to the local surroundings.

## **8. AMENDMENTS**

In the event that any statement in this Policy is outdated or there is a need to introduce new statements brought about by developments in the education environment, government policies, or as a result of market forces, etc. such statements may be changed or modified at the recommendation of appropriate authorities.

\*\*\*