**INTERNATIONAL COLLABORATION OFFICE**

**102, CONVENTION CENTRE, JNU**

10th January, 2017

**NOTICE**

**EXCHANGE OPPORTUNITY FOR RESEARCH STUDENTS OF JNU**

**UNIVERSITY OF BERN, SWITZERLAND**

**2017/18**

**This is for information of research students of our University that the University of Bern, Switzerland have invited nominations for student exchange for the academic year 2017-18.**

**Interested students may apply by 31st January, 2017 to their respective Centres/Schools in the prescribed Application Form (attached) along with all relevant documents. The list of students shortlisted by Centres/Schools should be sent by respective Centres/School through the Dean of the School/Chairperson of Special Centre to the International Collaboration Office at the earliest but definitely by 15th February, 2017.**

**Please note that the students nominated by JNU for the exchange to the University of Bern will be required to fill in their online Application Form available at** [**http://www.unibe.ch/studies/mobilitaet/students/incoming/International\_mobility/exchange\_partners\_worldwide/index\_eng.html**](http://www.unibe.ch/studies/mobilitaet/students/incoming/International_mobility/exchange_partners_worldwide/index_eng.html) **(Application) University of Bern will contact the nominated students directly. The nominated students will have to upload the following documents after their nomination by JNU:**

1. **Application Form duly signed by JNU**
2. **Copy of Passport**
3. **Transcript of Records**
4. **Planned study programme (Learning Agreement)**
5. **Language Certificate/Confirmation**

**JNU will provide financial assistance, subject to availability of funds and university rules in this regard. If any financial assistance is provided by the university for meeting travel expenses (even partly), the nominated student would be required to travel by Air India only in accordance with the Government of India rules and purchase his/her air ticket directly from Air India or from travel agents approved by Government of India.**

**Selection Procedure:**

**In order to give all students the opportunity to benefit from the exchange opportunities under the MoUs/AoCs signed by the University, all such opportunities would be widely published in the university website.**

**Irrespective of the number of applicants and positions on offer, a duly constituted selection committee at the School/ Special Centre level would interact with all students before drawing up a list of short-listed students:**

1. **The selection committee would consist of the Dean of the School (or his nominee) (Chairperson)/Chairperson of the Special Centre (or his nominee), as the case may be, Chairperson of the concerned Centre of the School and all faculty members specializing in the subject area pertaining to the exchange opportunity. The Chairperson of some other Centre would be Special Invitee;**
2. **Minutes of the selection committee would be maintained, a copy of which would be forwarded to the International Collaboration Office with the list containing names of recommended students;**
3. **Only students meeting the criteria and conditions specified by the Partner University would be nominated**
4. **In the case of exchange opportunity(ies) under a MoU, each Special Centre/Centre of the School would be allowed to nominate only one student after following the selection procedure;**
5. **If the number of students whose names are received from various Schools/Special Centres/Centres of a School is less than or equal to the number of exchange opportunities, the International Collaboration Office would be authorized to forward the consolidated list to the Partner University after getting the approval of the competent authority;**
6. **If the number of students whose names are received from various Schools/Special Centres/Centres of a School is more than the exchange opportunities, a University Level selection committee chaired by a Rector (or his nominee) and consisting of Director (International Collaboration) and five other faculty members would interact with the students in order to make a final selection for the exchange programme.**
7. **In the case of exchange opportunities under an AoC, the School/Special Centre concerned would submit a list of selected student (s) whose number would not exceed the number of exchange opportunities on offer. The International Collaboration Office would forward the names of the selected student(s) to the partner university after getting the approval of the competent authority.**

Application for Exchange Programme

University of Bern, Switzerland

LAST DATE ; 31st January, 2017

**1.Name (in Capital Letters) -------------------------------------------------**

**2.Male/Female \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.Centre/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.Prog. of study/Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **No. of Semesters completed**

**in the present programme of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CGPA upto last completed semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile No./Email. Id.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period of Stay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Financial Assistance required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Admission to Ph.D. programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Confirmation to Ph.D. programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please enclose a copy of letter issued by the School)**

**Topic of Thesi­­­­­­­­­­­­­­­­­­­­­­­­S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Whether recipient of any fellowship/scholarship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please enclose “Statement of Motivation)**

**I hereby declare that the particulars detailed above are true to the best of my knowledge. I also declare that I have not availed of any financial assistance from International Collaboration Office of JNU during my studentship .**

**Signature of the Student**

**-**

**2-**

**(FOR USE IN THE OFFICER OF THE SCHOOL / SPL. CENTRE)**

Certified that the particulars furnished by the student as mentioned above have been verified from the records for the School.

**Date………………………………………… (Signature of the A.O. of the School)**

**Recommendation of the Centre/School)**

Detailed recommendations of the Supervisor: ……………………………………………………………..............

……………………………………………………………………………………………………………………………………………………

**Date………………………………………… (Signature of the Supervisor)**

Recommendations of Chairperson: ……………………………………………………………………………………….....

……………………………………………………………………………………………………………………………………………………

**Date………………………………………… (Signature of the Chairperson)**

Recommendations of Dean: ………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………

**Date………………………………………… (Signature of the Dean)**