



CHANDIGARH UNIVERSITY

Discover. Learn. Empower.

Policy Name: International Learning Opportunity guidelines Policy Version: 1.0	Policy Issue Date: - August 01, 2019
Approved by: - Mr. D.P. Singh (SEVP) Dr R.S. Bawa (VC)	Circulated to: - All CU Staff members

Introduction:

Chandigarh University believes in providing learning exposure to its faculty so that they get to understand the developments happening at the international level in the area of teaching learning process and understand the innovations taking place in teaching pedagogy. This can be best achieved through Joint Research with top international universities and participating in global summits and other knowledge forums. The university has also entered in a number of Memoranda of Understanding (MOUs) with Top Universities of the world for student exchange | faculty exchange | Joint research etc. This document provides direction and lays out guidelines for International travel of the faculty to achieve greater exposure for the good of the students.

Objective:

To provide clarity to the faculty with respect to their entitlements including financial and other support towards International learning opportunities for models stated herein.

Scope:

This covers the approval processes, travel and other expenses, duration of programs, eligibility to apply, periodicity, classification of countries, per day diem etc. This also covers FAQ's.

Classification of Countries across the Globe has been classified in three categories.

A	Dubai, United States, Australia, Europe, Kuwait, Singapore, Japan, East & West African Community, China, (Ghana, Kenya, Nigeria, Saudi Arabia, Tanzania etc) - Developed Nations
B	Iran, Belgium, Russia, Turkey, Thailand, Malaysia, Iraq, Brazil. (Western Hemisphere)- Developing Nations
	Nepal, Bangladesh, Pakistan, Vietnam, Srilanka, Asian Countries- Developing Nations

Entitlements as per learning opportunity models:

Model A: Where Senior functionaries are representing Chandigarh University to strengthen long term relationship for the exchange of best practices and Joint Collaborative work.

The Chandigarh University has to reach out to renowned universities across the world to create pathways for various types of joint activities and tie-ups. For this purpose senior functionaries have to travel abroad. Often these officials have to travel for signing MOU's or some collaborative activities. These rules will cover the travel for the above purposes.

- Chandigarh University will bear 100% Airfare.
- Officials can claim actual for Lodging (approval to be taken in advance) and boarding charges up-to US\$ 75 maximum depending on the country of travel.
- Overseas travel & medical Insurance to be provided by the University.

Model B: Where Senior faculty are representing Chandigarh University and visiting high ranking universities with a view that the visit is likely to provide opportunity for upgradation of skills and knowledge beneficial for the university and the visiting faculty gets the opportunity to know about developing teaching learning processes and innovations taking place in teaching pedagogy.

- Airfare as per Chandigarh University decision.
- Applicant can claim lodging and boarding as per matrix mentioned herein.
- Applicant should have at least 3 year experience in the University and his /her Research paper should be of SCI | Scopus at least 3 in number for past 1 year.
- Funded projects. (Running)
- Overall performance appraisal should be consistent above average for last 2 years.
- The Chandigarh University will pay the applicant his/her monthly salary during the duration of visit.
- Overseas Travel & medical Insurance to be provided by the University.

Model C: The Faculty invited by a foreign university on exchange basis or for joint research | Academic activity which is in the interest of the university. The local hospitality is been provided to applicant by the invitee University.

- University will provide 50 % Airfare.
- Applicant should have at least 2 year experience in the University and His /Her Research paper should be of SCI | Scopus at least 2 in number for past 1 year.
- Funded projects (Running) or Consultancy.
- Overall performance appraisal should be consistently above average past year.
- Maximum period of travel abroad is for 4 weeks.
- University will pay the applicant his/her salary during the duration of visit.
- Overseas Travel & medical Insurance to be provided by the University.
- Where only lodging is provided by the Invitee University, applicant can claim boarding charges as per matrix mentioned below.

- Where lodging and boarding both are provided by the invitee university then applicant can claim incidental expenses as mentioned below.

Model D: Self-Sponsored model wherein the faculty may like to travel abroad for an academic purpose on the basis of a personal invitation or to a university of their choice which will primarily benefit and meet individual owns objective for skill enhancement or personal research.

- Self-Sponsored Airfare.
- Local travel from Chandigarh to New Delhi airport will be provided by the University (Train or AC Bus)
- The Chandigarh University will pay the applicant his/her salary during the duration of visit.
- Maximum period of travel abroad is for 4 weeks.
- Overseas Travel & medical Insurance to be provided by the University. ✓

Model E: Chandigarh University may have consultancy contracts with external bodies and required to send faculty overseas so that they get learning experience as well as revenue generation. Such revenue generating projects can also be initiated by the faculty by their own end.

- Airfare as per Chandigarh University decision.
- Applicant can claim lodging and boarding as per matrix mentioned herein.
- Applicant should have at least 3 year experience in the University and his /her Research paper should be of SCI | Scopus at least 3 in number for past 1 year.
- Funded projects. (Running)
- Overall performance appraisal should be consistent above average for last 2 years.
- The Chandigarh University will pay the applicant his/her monthly salary during the duration of visit.
- Overseas Travel & medical Insurance to be provided by the University.

The limits/eligibilities for mode of travel, stay and other expenses would be as follows for Model B & Model C (boarding charges only):

To ensure uniformity on currency, USD being the most stable currency has been used as a point of reference.

Mode of travel	Lodging (Cost of Stay as per countries marked above in grid per day with bills)			Boarding Charges & Other Expenses per day.		
	A	B	C	A	B	C
Economy Airfare	US \$ 100 ✓	US \$75 ✓	US \$50 ✓	US\$60*	US\$45* ✓	US\$35*

*Where lodging does not include breakfast the applicant can claim 10\$ extra per day.

- Incidental expenses of up to US\$ 10 shall be paid for each day of travel and to cover other miscellaneous expenses.
- No bills needed for Boarding charges or incidental expenses.

- Boarding charges is payable per day post landing.
- Applicant can claim 50% advance towards as per models entitlement.

The following expenses will be bear by the applicant:

- Costs associated with obtaining required visas and passports by the applicant.
- Currency conversion fees. Chandigarh University will provide only US Dollars.
- Leisure | Entertainment | Site Scene: Not be a part of any Model.
- Sim and Phone charges.
- International Local Travel charges.

Process:

- The request for the international travel will be made by the faculty and routed through Head of the department | Executive Director to Vice Chancellor office for review and comments.
- Any request will be accompanied with details of class adjustments | Load Management in the absence of the requestor.
- Post the recommendation of Vice Chancellor, the request will go to the Hon'ble Chancellor for final approval.
- Once the Hon'ble Chancellor approves the request, the employee will send the approved document to the International Relations | IQAC and HR department for records. HR on the receipt of the document will inform the finance team to obtain the Travel & Medical insurance from the effective date of travelling.
- The advances will be given two days prior to the travel.
- Wherever the Chandigarh University is funding the tickets, the same will be booked through CU travel desk @ cutraveldes@cumail.in
- The individual is required to study the culture of the country (do's and don'ts) they are visiting and prepare and rehearse in advance for the objective of the visit and also take with them salient information of Chandigarh University which can be shared internationally.

Outcome Report:

Any employee who availed international travel will submit a detailed report post the visit to the office of the Chancellor with a copy to IQAC & International relation department. The report should reflects the outcome achieved through the visit. Certificates | Photographs etc. should be attached to the report as these become documentary evidence for accreditations, Ranking and Ratings.

Reimbursements:

The Reimbursements shall be made as per Model selected. The Bills of the expenses should be submitted to accounts department duly approved by Vice Chancellor within two weeks.

Caution:

- "International Immigration protocols require that the visa which is issued should be based on the correct purpose of the visit and duration of visit should be strictly followed. If the individual does not join back after the visit, university reserves the rights to inform the immigration authority as a potential absconder".
- Individual must take care of their passports and travel documents as any loss of the same can be very harassing experience. In case of any miss-happening abroad the individual can reach out to the Indian embassy and simultaneously inform the University International relation office of the visiting University and CU HR hr@cumail.in
- It is advised that the family and Head of the Department should be aware of the boarding address and overseas telephone contact numbers.



**Gaurav Sharma,
Head-HR**



**Mr. D.P. Singh
Senior Executive Vice President.**



**Dr. R.S. Bawa,
Vice Chancellor.**



**Mr. Satnam Singh Sandhu,
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