

Lakshmbai National University of Physical Education, Gwalior

*(Declared under Section 3 of the UGC Act, 1956 vide GOI, Ministry of HRD
Notification No. F.9-14/92-U.3 dated 21.09.1995)*

GUIDELINES FOR ADMISSION OF INTERNATIONAL STUDENTS

1. INTRODUCTION

These rules are framed to formulate the procedure to be followed in this University and Regional Centres for eligibility and admission of international students to various courses.

2. GENERAL INSTRUCTIONS

- a. Academic Section, LNUPE, Gwalior deals with admission and guidance of international students. All letters relating to international students should be addressed to The Registrar, LNUPE, Shaktinagar, Racecourse Road, Gwalior 474 002 (Madhya Pradesh), India.
- b. A foreign student willing to pursue course of studies at LNUPE, Gwalior or its study center should submit prescribed application form, duly filled in, alongwith attested copies of academic credentials and prescribed fee, to the Registrar, LNUPE Gwalior by 31st March of the respective academic year.
- c. Number of seats will be decided by the Academic Council every year based on availability.

2. INTERNATIONAL STUDENTS

Under these guidelines, International Students will include the following:

- a) **Foreign Students:** Candidates holding citizenship of foreign countries.
- b) **Persons of Indian Origin (PIO):** A person who or whose any of ancestors was an Indian national and who is presently holding another country's citizenship / nationality i.e. he / she is holding foreign passport.
- d) **Non Resident Indians (NRI):** An Indian citizen who is residing outside India and holds an Indian Passport. Only those Non-Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the school or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Examinations from Boards or Universities located in foreign countries as external students and dependants of NRI studying in India will not be included as international students.

Note: Entry level status of international students on entry to the country will be maintained.

3. FOREIGN EXAMINATIONS EQUIVALENT TO +2 STAGE RECOGNIZED BY ASSOCIATION OF INDIAN UNIVERSITIES.

The following foreign examination have been recognized by AIU , as amended from time to time as equivalent to +2 stage qualification of an Indian Board giving access to the Bachelor Degree programme at Indian Universities, including Professional Courses.

- a. 12 years Baccalaureate Certificate of Afghanistan, France, Iraq and Tunisia.
- b. 12 years General Secondary Education Certificate of the Ministry of Education – Bahrain, Egypt, Iran, Jordan, Kuwait, Oman, Saudi Arabia, United Arab Emirates and other Gulf countries.
- c. GCE/IGCSE examinations of the approved British Examining Bodies in UK, Singapore, Hong Kong and Mauritius with passes in 5 subjects at ‘Ordinary Level’ and 2 subjects at ‘Advanced Level’. For admission to professional courses- medical / engineering Advanced Level Passes in Physical, Chemistry, Biology, Mathematics and English are essential besides 5 (five) passes at GCE ‘Ordinary Level’.
- d. High School Diploma from accredited School of USA.
- e. Intermediate/Senior Secondary / Higher Secondary of the approved Boards in Pakistan, Bangladesh and Nepal.
- f. 12 years Secondary stage qualification of National Examination Board / Council in of the Ministry of Education – Kenya, Nigeria, Ethiopia, Sudan, Uganda and Tanzania.
- g. 12 years secondary stage Examination conducted by various provinces in Australia and Canada.
- h. GCE ‘Ordinary and Advanced’ level examination of the Department of Examination, Govt. of Sri Lanka
- i. 12- year STPM examination of Malaysia.
- j. 12- year Secondary Stage qualification of Indonesia, Japan, Korea, Socialist Republic of Vietnam and Yemen Arab Republic.
- k. ‘Abitur’ of Germany.
- l. 12- year High School Diploma awarded by the accredited American School / International Schools in other countries following American pattern of education.

Note: In order to avoid any difficulty at a later stage, every student who has studied in a system other than CBSE/ICSE or any Stage Board in India is advised to obtain an equivalence certificate from Association of Indian Universities, New Delhi. This is to be produced before the admission.

4. ADMISSION OF INTERNATIONAL STUDENTS

- a) Admission of international students will be processed by ‘Academic Section’.

b) The admission of international students is done in the following stages:

- **First stage:** A prospective international candidate should visit on the University website (www.lnupe.gov.in) by 1st week of March every year for information pertaining to availability of courses, eligibility criteria, admission schedule, admission procedure and application form. These information shall form part of the Prospectus available online for downloading or for purchase from LNUPE Gwalior or Regional Centres.
- **Second Stage:** Duly filled in application form along with following documents¹, duly attested, should be sent to Registrar LNUPE, Gwalior through concerned Indian embassies/High Commission by 31st March 2011.
 - ❖ Proof of date of birth
 - ❖ Certificate and mark-sheet of qualifying examination
 - ❖ Equivalency certificate issued by AIU (?)
 - ❖ Copy of passport for foreign citizens, wherever applicable
 - ❖ Dual citizenship card for PIO, wherever applicable
 - ❖ NRI status certificate, wherever applicable
 - ❖ required application fee
 - ❖ Medical Fitness Certificate from a registered medical practitioner
 - ❖ Character certificate from the Institute last attended
 - ❖ A certificate from nearest Police Station that no vigilance/disciplinary case pending or being contemplated against him/her.
 - ❖ Migration / Transfer Certificate (in original)
 - ❖ Highest sports participation certificate of preceding four academic years
 - ❖ Six copies of passport size photograph
- **Third Stage:** The Academic Section will process applications by 15th April 2011. A committee scrutinizes eligibility of candidates. Here, a candidate will require to obtain student's visa or research visa as the case may be. However, a visa is not required for PIO or NRI students.
- **Fourth Stage:** Eligible candidates are informed date of admission test by 30th April 2011 by mail only. The information shall also be made available on website.
- **Fifth Stage:** All the students should report to the admission test centre at stipulated time failing which their candidature shall be cancelled.
- **Sixth Stage:** Result of the admission test shall be made available on website and at all the study centres.
- **Seventh Stage:** Successful candidates should seek admission by due date alongwith student's visa/research visa, whichever is applicable, endorsed to this Institution for joining full time courses and original documents as mentioned above for verification failing which their candidature will be cancelled. Original

¹ Mark-Sheet/Degrees in a language other than English Should be got translated into English language and a copy of the same duly attested be attached.

documents except migration/student's visa etc. shall be immediately returned after making an endorsement to this effect.

- **Eighth Stage:** All the international students declared eligible for admission shall undergo medical examination at University Health Centre. They are also required to produce HIV test report to the Doctor².
- **Ninth stage:** Candidates who are medically fit should submit duly filled in enrolment form alongwith prescribed fee in the account section of the study centre. Fee is to be paid in Indian currency only. Details of fee shall be made available in Prospectus and on the website under student's corner. Candidates are also required to fill in separate form for I card as well as for medi-claim insurance.
- **Tenth Stage:** All the international students enrolled in a particular programme, will register their names in the nearest Police Station/Foreigner Regional Registration Office (FRRO) within a week and submit proof of such registration in the office.

c) The Academic Section shall be responsible for making individual student's file containing all the documents and other information of students.

5. **TRANSFER & CHANGE OF COURSE**

Once admitted in a particular programme of study, an international student will not be permitted to change of course of study and study centre at any circumstances.

6. **REFUND OF FEE**

Refund of fee in case of cancellation of admission shall be processed as per UGC rules.

7. **DISCIPLINE**

The International Students will abide by all the rules of the University and code of conduct as applicable to Indian students undergoing the same course. Anti social and anti- national activities, misbehavior, violence and unethical activities involving international students will be dealt in accordance with state and central laws that are in force. LNUPE Gwalior will not take any responsibility for any criminal or non-criminal acts committed inside or outside the campus by the international students.

8. **RAGGING**

LNUPE Gwalior follows a zero tolerance policy with regard to any form ragging in the campus. We strictly comply with the Supreme Court of India order –Curbing Ragging in Educational Institutions. Students involved in ragging will immediately be suspended, enquiry conducted to its logical conclusion, punishment meted out after the approval of the recommendation of the disciplinary committee by the competent authorities.

² No international candidate will be given admission if found to be positive.

9. SCHOLARSHIP

Foreign students are eligible to get merit / sports scholarship as per the prevailing norms.

10. GENERAL NOTES

- a. Candidates admitted to any course in this University shall not be eligible to pursue simultaneously any other full-time course in this or in any other University.
- b. If the applicant has passed the qualifying Exam where grades are awarded and where the grade sheet does not mention the equivalent percentage of marks from grade points, the candidate should submit such a certificate of conversion from the concerned Institution mentioning either the converted percentage, or the formula for the actual conversion of grade point average to percentage of marks.
- c. If the applicant has passed the qualifying Exam where grades are awarded and where the Grade sheet itself mentions the equivalent percentage of marks from the grade points, or the formula for such conversion, the candidate should get both sides of the Degree/ Grade Sheet photocopied showing the equivalent percentage of marks / conversion formula and enclose with the Application Form.
- d. “Aggregate percentage of marks” does not include grace marks awarded to candidate.

11. WORD OF CAUTION

- a. Admission of various programmes will be subject to verification of facts as in the original certificates/ documents of the candidates. In case any discrepancy is noticed, even at a later point of time after, the University reserves all right to cancel the admission and such a decision shall be final and binding on the candidate.
- b. It is the responsibility of the candidates to ascertain whether they possess requisite qualification for admission.
- c. If the candidates furnish the mark sheets of the qualifying examination only in GRADES, the minimum marks pertaining to the grade obtained in the course will be taken into consideration while determining the marks.
- d. The admission offered to a candidate who has been provisionally admitted to a programme will stand cancelled if he/she does not submit the relevant documents in original pertaining to admission (such as Mark Sheet, Transfer Certificate, Migration certificate, Conduct Certificate etc.) in the Academic Section before the stipulated date.

12. CONCLUSION

The above rules will be applicable for admissions. In case, there are any differences on the interpretation of rules then the opinion of the authorities of University will be final. The fees are liable to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the Institution authorities will be final.

Sd/-
(Dr. L. N. Sarkar)
Registrar