TERI SAS + International Credit MobilityFact Sheet 2023/24

Name of the institution	**TERI School of Advanced Studies**
Erasmus code	
ECHE code	
PIC	**91-11-71800222**
Address	TERI School of Advanced Studies 10 Institutional Area, Vasant Kunj New Delhi – 110 070 https://www.terisas.ac.in
Head of institution	Prof. Arun Kansal, officiating Vice-Chancellor
TERI SAS + Legal Representative	Registrar, TERI SAS

Office of International Relations	TERI School of Advanced Studies 10 Institutional Area, Vasant Kunj New Delhi – 110 070 https://www.terisas.ac.in ph: +91-11-71800222
Head of office	TERI School of Advanced Studies 10 Institutional Area, Vasant Kunj New Delhi – 110 070 https://www.terisas.ac.in ph: +91-11-71800222
TERI SAS + Institutional coordinators **Bilateral agreements**	**Dr Swarup Dutta** e-mail: swarup.dutta@terisas.ac.in
Staff mobility INCOMING & OUTGOING **(for teaching/training)**	**Dr Swarup Dutta** e-mail: swarup.dutta@terisas.ac.in
INCOMING student mobility	**Dr Swarup Dutta** Ph. 91-11-71800222 e-mail: swarup.dutta@terisas.ac.in
OUTGOING student mobility	**Dr Swarup Dutta** Ph. 91-11-71800222 e-mail: swarup.dutta@terisas.ac.in

Websites	Orientation Platform (for students)	

	Winter semester	Summer semester
Planning your trip & arrival	Students must arrive in time for the welcome events, in case of participation in the intensive communication skills course in time in time for the start of the course.	
Pre-semester communication skills course	**It is expected that the students and staff have basic knowledge of English**	
Welcome Week	Welcome Events are mandatory. Sessions are **NO walk-in sessions**!	
	Welcome Week I **07 – 09 February 2024** Welcome Week II **15 – 21 February 2024**	Welcome Week I **01 -05 September 2024** Welcome Week II **15 – 21 September 2024**
Academic calendar	Lecture period **02.10.2023 – 02.02.2024** **Exam period** usually in last week of lecture period, in rare cases possible until ~mid-Feb	Lecture period **04.03.2024 – 28.06.2024** **Exam period** usually in last week of lecture period, in rare cases possible until ~mid-July
Nomination (students)	**Nomination via Mobility-Online including the following information:** • *first and last name as it appears in the passport* • *student's date of birth* • *student's email address* • *semester/s student is nominated for* • *field/s and level of study* In order to complete the nomination, a Learning Agreement for Studies or a Letter of Supervision must be sent for each student to: registrar@terisas.ac.in **Nomination deadlines**: **1st May** for the winter semester / whole academic year **1st October** for the summer semester	
Application (students)	Nominated students will receive instructions via email. The application process must be completed online. **Application deadlines**: **1st June** for the winter semester / academic year **1st November** for the summer semester	
Acceptance (students)	Following the successful online application, **Acceptance Letter** and **Visa/Residence Permit Letter** (if required) will be sent to the student.	
Nomination (staff)	TERI SAS can accept nominations of incoming staff during the whole grant period. Depending on the length of the visa application process in the applicant's country, a nomination 4-6 months in advance of the beginning of the actual stay is recommended. TERI SAS mobility without a visa is not possible.	

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Application (staff)	Applicants should establish contact with **TERI SAS + Institutional coordinator** before applying and submit a letter of invitation with the application at the home institution. In order to find a match at TERI SAS, applicants are advised to first check the list of academic departments at https://www.terisas.ac.in and then contact the relevant department to find out if it can host them. The contact email should include the applicant's CV and information on the proposed teaching/training plan. If the proposed activity is feasible, an invitation letterwill be issued to the applicant by the host department. The home institution will select and nominate staff grantees to TERI SAS by providing the following documents (scanned documents are acceptable):
	• Staff Mobility Agreement signed by the institutional coordinator and the staff member • Invitation Letter • Copy of the passport ID page The **TERI SAS + Institutionalcoordinator** at TERI SAS will organize the mobility togetherwith the candidate and a participant grant agreement will be issued andsigned.
Fields of study	The TERI School of Advanced Studies is a deemed to be University, recognized by the University Grants Commission under Section 3 of the UGC act. It offers bachelors, masters and doctoral programmes which are open to exchange students (except for a few restrictions). The details about the programmes can be viewed at www.terisas.ac.in.
Restrictions	**Lab placements** are generally difficult and cannot be guaranteed. **Joint Degree Programs** are only open to exchange students enrolled in one of these programs already at their home university (= partner in the Joint Degree program).
Course information English-taught courses	The details about the Courses forming part of the programme (s) can be viewed at https://www.terisas.ac.in.
Early exams Alternative exam modes	**Cannot be guaranteed!** Please note that each professor decides for his/her course whether early exams / alternative exam modes are possible. It is the student's responsibility to contact each professor as early as possible in the application process and definitely before finalizing travel plans in case, they need to return to their home universities before the end of the exchange semester at TERI SAS.

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Housing (students)	Students can apply for housing directly to the Registrar at the TERI SAS.
	Further information:
	The details can be viewed at www.terisas.ac.in.
Housing (staff)	The contact person at TERI SAS provides a list of housing options; incoming faculty/staff candidates can make the reservation at the accommodation of their choice.

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Language requirements (students)	The TERI SAS recommends proficiency in English language in order to take full advantage of the mobility. Students who will only take courses in English must check whether they can find enough English-taught courses to fulfill their home university's credit requirements.
Language requirements (staff)	Unless otherwise specified, the working/teaching language is English. No language certificate required.
Language courses	-
Buddy program	Buddies are Indian students interested in supporting international exchange students as unpaid volunteers during their time in TERI SAS (pick-up service, support in practical matters, etc.).
Students and staff with special needs	The **Disability Resource Center** offers support for students with special needs. Students are advised to get in touch once they are nominated and well ahead of the start of their mobility. Further information → www.terisas.ac.in Students in need of counselling are advised to contact the Registrar well ahead of their arrival if an appointment immediately after arrival is needed. Further information → www.terisas.ac.in
Health & safety policy	The compulsory fee includes **liability and accident insurance**. (way to/from the university as well as on campus). This does, however not replace full health insurance coverage for the exchange stay. Safety facilities and trainings are provided in specific departments where applicable (e.g., labs).
Health insurance	**Students:** According to the program guidelines of TERI SAS, insurance coverage is **mandatory**. **Staff:** Insurance is not automatically provided for the whole duration (incl. travel days). Information will be provided by the contact person after the nomination of the grantee.

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Visa & residence permit	For detailed information see: https://www.terisas.ac.in/student-handbook.php Student jobs available/allowed? Visa regulations make finding a job very difficult (unless students also hold an EU passport). TERI University has no facilities to help secure a job. Students should NOT rely on getting a job in TERI SAS when budgeting their exchange!
Transcripts	TERI SAS will issue a signed copy of the transcript, duly signed by the competent authority, to each and every student enrolled under the mobility programme.
ECTS & grading system	The student workload consists of the time required to complete all planned learning activities, i.e. contact hours (lectures, tutorials practicals seminars etc.) and privatestudy (preparation for exams, writing of paper, reading etc.) **1 credit = 15 hours of lecture/tutorial and 30 hours of practical**. Each **semester** is comprised of **15 teaching weeks**, therefore a course indicated as a 1 hour course in the online system equals 15 contact hours, a 2 hour course equals 30 contact hours etc. For TERI SAS students we consider a range **between 15-20 credits per semester** as a full-time study load. A minimum of 15 credits per semester must be gained as an exchange student for being worthy of the mobility grant. **Assessment:** The method of assessment varies between subjects. Details can be found in the online course description of each course. Students are permitted to resit exams on site during the timeframe of their enrollment according to the study law regulations. Students are not entitled to alternative exam dates or exam modes. The decision about any such arrangements lies with the relevant professor. **Letter grade / Grade point table below**

Letter grade	Grade point
O (Outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7
B (Above average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

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