



Faculty / Student
National & International Exposure
&
Exchange Policy

Year 2022

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Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Statutes of National University of Modern Languages, the following expressions shall have the meanings as follows:

- 1.1 **Exchange program** - an arrangement in which people from different countries visit each other's country, perhaps to strengthen links between them or to improve foreign language skills.
- 1.2 **Faculty** - a group of university departments concerned with a major division of knowledge.
- 1.3 **Faculty development** is a process of providing professional development training and coaching to faculty members to help them improve their work performance, particularly in specific areas such as teaching and research.
- 1.4 **Faculty member** - a member of academic staff.
- 1.5 **MoU** - memorandum of understanding, a document that describes the broad outlines of an agreement that two or more parties have reached.

Section-2. Policy

1 Purpose:

The purpose of this policy document is to provide an environment for exposure of faculty members and students to various national and international educational institutions. It also aims at facilitating various exchange programs with different stakeholders. The University aspires to provide them exposure to new ideas, expanded access to resources and collaborative networks for the development of intercultural competence.

2 Scope:

The policy applies to the whole University including its campuses and Rawalpindi Branch.

3 Policy Statement:

This policy intends to provide faculty members and students national and international exposure for lifelong benefits.

4 Exposure for Faculty Members and Students:

For exposure of faculty members and students, following activities will be organized/created:

For Faculty Members:

- i. Faculty development programs.
- ii. Seminars, conferences, trainings and workshops.
- iii. Advocacy programs: discussions with consultants-advisors.
- iv. Visits to industries: get projects from industry.
- v. Scholarships.
- vi. Exchange programs.
- vii. Get memberships of professional bodies.
- viii. Public-private partnerships: engage them in joint research projects.

For Students:

- i. Visits to Corporate Sector/Industries.
- ii. Corporate Grooming Sessions.
- iii. Job Fairs and Campus Recruitment drives.
- iv. Seminars and conferences.
- v. Entrepreneurial workshops.
- vi. Mock Interview Sessions.
- vii. Alumni engagement activities.
- viii. Scholarships.
- ix. Exchange programs.
- x. Intimate students for internships / job opportunities and platforms.

5 Exchange Program:

5.1 Faculty Exchange Program

NUML Faculty Exchange Program is aimed to enhance teaching and research collaboration of faculty with partner institutions around the world. The program is open to all the Departments; it allows the faculty to go abroad and foreign faculty to visit Pakistan. The program's emphasis is on purposeful exchange with defined activities and tangible outcomes.

5.1.1 Purpose of the Visit (Foreign Faculty to NUML):

The purpose of the visit may include but not limited to:

- i. Expert advice on the launch of new academic programs including in collaboration with foreign institutions.
- ii. Guidance on the development of new curriculums or review the existing curriculums.
- iii. Guidance/help in developing new research proposals.
- iv. Act as a resource person in short term training, or university specialized lab techniques, or review processes and procedures.
- v. Teach one or more courses.
- vi. Organize conferences, workshops, seminars/talks. However, this cannot be the main activity.
- vii. Build an inter-university collaboration.

5.1.2 Purpose of the Visit (NUML Faculty to Abroad)

The purpose of the visit of NUML Faculty abroad may include but not limited to:

- i. Develop an appreciation and better understanding of foreign cultures, academic practices, academic standards, and academic institutions.
- ii. Gain and practice newly acquired skills upon return to NUML. These may include effective teaching skills, research skills, fundraising skills, skills relevant to campus internationalization, and skills relevant to student services and campus management.
- iii. Personal and professional development.
- iv. Bring international perspectives and practices to classrooms.
- v. Learn about different education systems and assessment methods.
- vi. Build an international network for collaborations.

5.1.3 Pre-visit Agreement

Before initiating any faculty exchange program, the research areas for collaboration and the visit activities will be identified. A generic agreement will be signed between the institutions, which will cover the purpose of the visit and its proposed tangible outcomes.

5.1.4 Duration of Stay

- i. The duration of the visit is two-four weeks except for academic sabbatical where the duration will depend upon the availability of faculty but not more than sixteen weeks or a regular semester.
- ii. The visit plan must be mentioned in the application form and approved from NUML.

5.1.5 Funding (Foreign Faculty to NUML)

Foreign university's management will bear the expense of their faculty member(s). NUML may provide local hospitality on a case to case basis.

5.1.6 Funding (NUML Faculty to Foreign)

Individual cases will be decided on the basis of terms and conditions of respective MoUs with foreign counterparts.

5.1.7 Procedure

- i. In case of foreign faculty visit to NUML, the application must be endorsed by the Chairman/Dean/HoD of the foreign university, which will be approved by the Rector NUML through the Academics Branch.
- ii. Proposals must be prepared jointly by the relevant Department of NUML and the collaborating university.
- iii. In either case (visit of foreign faculty to NUML or NUML faculty to foreign university), the following documents must be provided to Academics Branch along with the application:
 - a. A copy of the MoU signed between collaborating institutions.
 - b. The financial terms of the project as agreed between the parties.
 - c. Complete visit plan based on the mutually agreed activities along with expected tangible outcomes.
 - d. Curriculum vitae of visiting fellow.

Faculty members are advised to apply at least three months before the tentative visit dates.

5.1.8 Evaluation Criteria

Individual cases will be decided on the basis of terms and conditions of respective MoUs with foreign counterparts. The requirements of the host university will also be taken into consideration while selecting the prospective individual.

5.1.9 Committee to Evaluate Applications

A committee comprising of the following members will evaluate the proposal and decide accordingly:

- | | |
|-----------------------------------|--------|
| i. Rector NUML | Chair |
| ii. Pro-Rector R&SI Division | Member |
| iii. Pro-Rector Academic Division | Member |
| iv. Pro-Rector Resources Division | Member |
| v. Dean of relevant Faculty | Member |
| vi. Director QEC | Member |

5.1.10 Monitoring

The visiting fellow and the NUML faculty member are required to submit a joint visit report to the Academics Branch within one month after the visit.

The report should contain the following information:

- i. Description of work carried out during the visit.
- ii. Description of main outcomes.
- iii. Future collaboration or work on the same activities with the host institution (if any).
- iv. Recommendations/suggestions to make this program more beneficial in future (if any).


Note:

- The purpose of the Program is not intended to support coursework towards obtaining Postgraduate degree certificates by faculty members.
- Any publication/document resulting must acknowledge the support of NUML.

5.2 Students Exchange Program

International Exchange Program provides broad based benefits to students where they get the opportunity to seek international exposure and acquaint themselves with new cultures and global educational standards. Such activities are an important part of overall development of a student, giving them awareness and help adopt alternative, multi-faceted approaches to learning. Currently, HEC is in the process of development of Student Exchange Policy. Since the matter relates to creation/acceptance of credits hours and other related technical issues, the University wishes to follow HEC guideline. Therefore, we shall design our Student Exchange Program after the HEC has finalized its Student Exchange Program framework.

Section-3: Form (/Checklist)

 National University of Modern Languages (NUML) Visiting Foreign Faculty Program Application Form			
Note: Please fill out the form in block letters; attach your CV, copy of DoU/MoU signed between collaborating institutions and complete visit plan on the mutually agreed activities along with expected tangible outcomes.			
I. Personal Information			
1. Family Name:		2. Given Name:	
3. Gender:		4. Nationality:	
5. Date of Birth (dd/mm/year):		6. Marital Status:	
7. Place of Birth:		8. Current Mailing Address:	
9. City:		10. Country:	
11. Present Position:		12. Name of Employer:	
		Contact Information at work:	
13. Contact information:			
a) Phone (Pakistan):	b) E-mail:	c) Website:	
II. Academic Background			
14. Qualification: <i>Start from Recent Degree</i>			
Degree Held	Year Awarded	Field of Study	Institution

15. Areas of Specialization:				
III. Employment Record				
<u>Institution / Organization</u>	<u>Position / Job Title</u>	<u>Job Responsibilities</u>	<u>Period</u>	
			From	To
16. Post PhD Experience:				
IV. Details Concerning to Visit				
17. Name of Foreign Institution:				
18. Duration of stay:		19. Expected Start Date: Month _____ Year _____		
20. Purpose of Visit i. Short visit (2-4 weeks) ii. Academic Sabbatical (full semester/ 16 weeks)				
V. Detailed Activity Plan with Daily Activities: <i>(with time frame (day wise activity) and outcomes)</i>				

21. Supporting statement from Applicant's Head of Department/Dean/Supervisor:

Signature ----- Date-----

VI. For Host Institution

22. Facilities and local support:
Host Institution provide any of the following (Please tick appropriate box)

- a. Accommodations
- b. Local Transport

23. Benefits to be derived from the visit:

24. How this visit will benefit NUML:

25. Head of Host Institution

Signature ----- Date -----

VII. Significant Publications

26. Please provide your recent publications (last up to 5)

Title	Year	Name of Publishing Journal	Impact Factor

27. Books Written:

28. Chapters in Books:	
29. No. of Patents:	
By signing below and submitting this Application Form, I----- agree that the information I have provided above is accurate to the best of my knowledge.	
Signature:	Date:

Faculty Exchange Program-Checklist				
1	Name of Applicant			
2	Faculty			
3	Department			
4	Area of Specialization			
-	-	Yes	No	Remarks
5	Application Form Filled			
6	Purpose of Visit			
7	Daily activity of Plan			
8	Approval from NUML			
9	Approval from Parent Institution			
10	Publication Record Complete			
11	Date of Arrival in Pakistan Decided			
12	Final Placement Letter			
13	Visit Completion Report			
14	Funds Transferred to Host Institution			