

Guidelines to proceed to other Institutions

In order to help students to broaden their horizons and gain course-work experience, they may be permitted to proceed to other academic institutions in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

1. student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of the SUGC.
2. The semester spent as a non-degree student will be counted as a part of the time spent in pursuit of the degree.

Eligibility:

1. Completion of 200 credits of course work.
2. CPI of at least 7.0.

Application Procedure:

1. The student shall make an application to SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the Institution where s/he has chosen to spend time as a non-degree student.
2. The DUGC shall examine the student's proposal to determine whether the proposed programme is of a nature that the student will benefit from the exposure.
3. On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected Institution.
4. Any application for waiver of credits at IIT Kanpur or transfer of credits from the other Institution shall be decided in accordance with the procedure given in below section.

Transfer of Credits and Waiver in-lieu thereof:

1. Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of her/his ongoing undergraduate programme at the Institute.
2. On return, s/he may apply for waiver of courses from her/his program template which s/he thinks are equivalent to the courses successfully completed at the visited Institute as a non-degree student. With the application the student must submit an official transcript of the grades obtained by her/him at the visited Institute as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will determine, by whatever means it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in her/his undergraduate programme at IIT Kanpur.
3. On the recommendation of the DUGC, SUGC may allow a student a waiver for a maximum of 100 credits against the course work completed elsewhere as a non-degree student.

4. Against each course or requirement for which a waiver is granted, symbol "W" would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected Institution elsewhere. All such courses and/or requirements will be deemed to carry zero credits for SPI/CPI calculation.
5. Under no conditions will the grades earned at any other Institution appear on the Grade Report.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional exchange programme will also be governed by these clauses for the transfer of academic credits, waiver, etc.