



STANDARD OPERATING PROCEDURE (SOP)

For

Faculty & Student Exchange Program Under MoU / MoA



1. Purpose

The purpose of this Policy/SOP is to establish a standardized process for planning, approving, implementing, monitoring, and reporting faculty and student exchange programs conducted under formal Memoranda of Understanding (MoUs) or Memoranda of Agreement (MoAs) with national and international partner institutions. The program aims to:

- 1.1. Promote academic collaboration and internationalization
- 1.2. Strengthen research and co-supervision opportunities
- 1.3. Facilitate cultural exchange and global exposure
- 1.4. Enhance teaching capacity and institutional learning
- 1.5. Build capacity for NUML faculty and students

2. Scope

This Policy/SOP applies to:

- 2.1. All NUML faculties, departments, and campuses
- 2.2. All NUML faculty members and students participating in exchange programs.
- 2.3. All exchange programs governed under valid MoU / MoA agreements with partner institutions
- 2.4. The flowchart of the complete process is shown in Annexure- A.

3. Objectives

- 3.1 Promote internationalization and national collaboration.
- 3.2 Enhance teaching and research capacity.
- 3.3 Facilitate cultural understanding and global exposure.
- 3.4 Support joint research, co-supervision, co-teaching, and academic networking.

4. Responsible Offices & Roles

Office / Role	Responsibilities
NILO (National & International Linkages Office)	Coordination, communication, documentation, nominations, record-keeping will be done by Manager National and International Linkages. The Director NILO will supervise the whole process.
Faculties / Departments	Candidate identification, academic planning, mentoring, credit transfer evaluation
Rector's Office / Competent Authority	Approvals, endorsements, final authorization of nominations

Office / Role	Responsibilities
Finance Office	Financial facilitation (where applicable under MoU/MoA)

5. Types of Exchange

5.1. Faculty Exchange

- i) Teaching visits
- ii) Research visits
- iii) Trainings and workshops
- iv) Seminars

5.2. Student Exchange

- i) Semester exchange programs
- ii) Short-term mobility
- iii) Research internships (if defined in MoU/MoA)

6. Eligibility Criteria

6.1. Faculty

- i. Full-time faculty of NUML
- ii. Must have prior approval from Rector's Office
- iii. Recommendation by HoD and Dean

6.2. Students

- i. Enrolled as a full-time student at NUML
- ii. Minimum CGPA requirement (as per program criteria)
- iii. Good disciplinary record
- iv. Recommendation by HoD and Dean
- v. Language proficiency if required by host institution

7. Procedure (Outgoing & Incoming Participants under MoU/MoA)

7.1 Outgoing Faculty & Students

7.1.1 Opportunity Announcement

Responsibility: NILO

- i. Circulate exchange opportunities from MoU/MoA partners via email, website, and social media.

- ii. Announcement shall specify: host institution, country, exchange type, duration, eligibility, funding, required documents, deadlines.
- iii. Faculties/Departments nominate suitable candidates.

7.1.2 Application Submission

Responsibility: Applicant → Department → NILO

- i. **Faculty:** Application Form (Annexure-B), CV, Statement of Purpose, Learning/Research Plan (Annexure-C), HoD/Dean recommendation (Annexure-D), Passport copy.
- ii. **Students:** Application Form (Annexure-B), Transcript, Statement of Purpose, Learning Agreement (Annexure-C), HoD/Dean recommendation (Annexure-D), Passport, Language proof if applicable.
- iii. NILO acknowledges receipt and maintains records.

7.1.3 Evaluation & Shortlisting

Responsibility: NILO + Departments

- i. Applications forwarded to HoD/Dean for evaluation: academic relevance, credit transfer, research alignment, institutional benefit.
- ii. Dean may form shortlisting committee.
- iii. Final recommendations sent to NILO.

7.1.4 Nomination

Responsibility: NILO

- i. Issue official nomination letter/email to host institution, referencing the MoU/MoA.
- ii. Record all nominations.

7.1.5 Approval by Competent Authority

Responsibility: NILO → Rector's Office

- i. Prepare approval note (Annexure-F) with participant details, funding, duration, purpose.
- ii. No nomination finalized without Rector's approval.

7.1.6 Facilitation & Pre-Departure Support

Responsibility: NILO + Departments

- i. Visa support, invitation confirmation, orientation, travel guidance.
- ii. Departments finalize academic plan, credit transfer, and assign mentor.

7.1.7 Monitoring During Exchange

Responsibility: NILO + Departments + Participant

- i. Progress updates submitted by participant
- ii. NILO maintains contact with host institution for attendance, academic progress, and risk reporting.
- iii. Issues escalated to Rector's Office if serious.

7.1.8 Post-Exchange Reporting & Knowledge Sharing

Responsibility: Participant → NILO

- i. Submit Post-Exchange Report (Annexure-E) within 10 working days

- ii. Faculty conduct knowledge-sharing sessions; students present learning outcomes
- iii. NILO archives records and updates exchange database

7.2 Incoming Faculty & Students (Under MoU / MoA)

7.2.1 Opportunity Initiation / Nomination

Responsibility: Partner Institution → NILO

- i. Partner submits official nomination request
- ii. NILO verifies validity of MoU/MoA, scope, duration, purpose

7.2.2 Internal Review & Acceptance

Responsibility: NILO + Department

- i. Forward to Dean/HoD for academic relevance and resource verification
- ii. Acceptance recommendation sent to NILO

7.2.3 Approval by Rector

Responsibility: NILO

- i. Rector approves incoming exchange
- ii. Official acceptance letter issued

7.2.4 Facilitation & Arrival Support

Responsibility: NILO + Host Department

- i. Visa support, invitation, welcome, campus access
- ii. Assign academic mentor, schedule, lab/class access, accommodation guidance

7.2.5 Monitoring During Stay

Responsibility: NILO + Host Department

- i. Track attendance, academic progress, and issues
- ii. Mid-stay feedback collected

7.2.6 Completion & Certification

Responsibility: NILO

- i. Issue completion/participation certificate
- ii. Collect feedback from participant and department
- iii. Document benefits to NUML

7.2.7 Reporting & Institutional Learning

Responsibility: NILO

- i. Record activities, outcomes, and joint initiatives
- ii. Include in annual NILO performance report

8. Funding

- i. As defined in MoU/MoA: Host-funded, NUML-funded, external grant, or self-financed
- ii. Prior approval required for all funding arrangements

9. Monitoring & Reporting

NILO maintains database, progress reports, impact summaries, and annual exchange report

10. Code of Conduct

- i. Participants comply with NUML and host institution policies
- ii. Maintain academic integrity, discipline, and institutional representation

11. Review

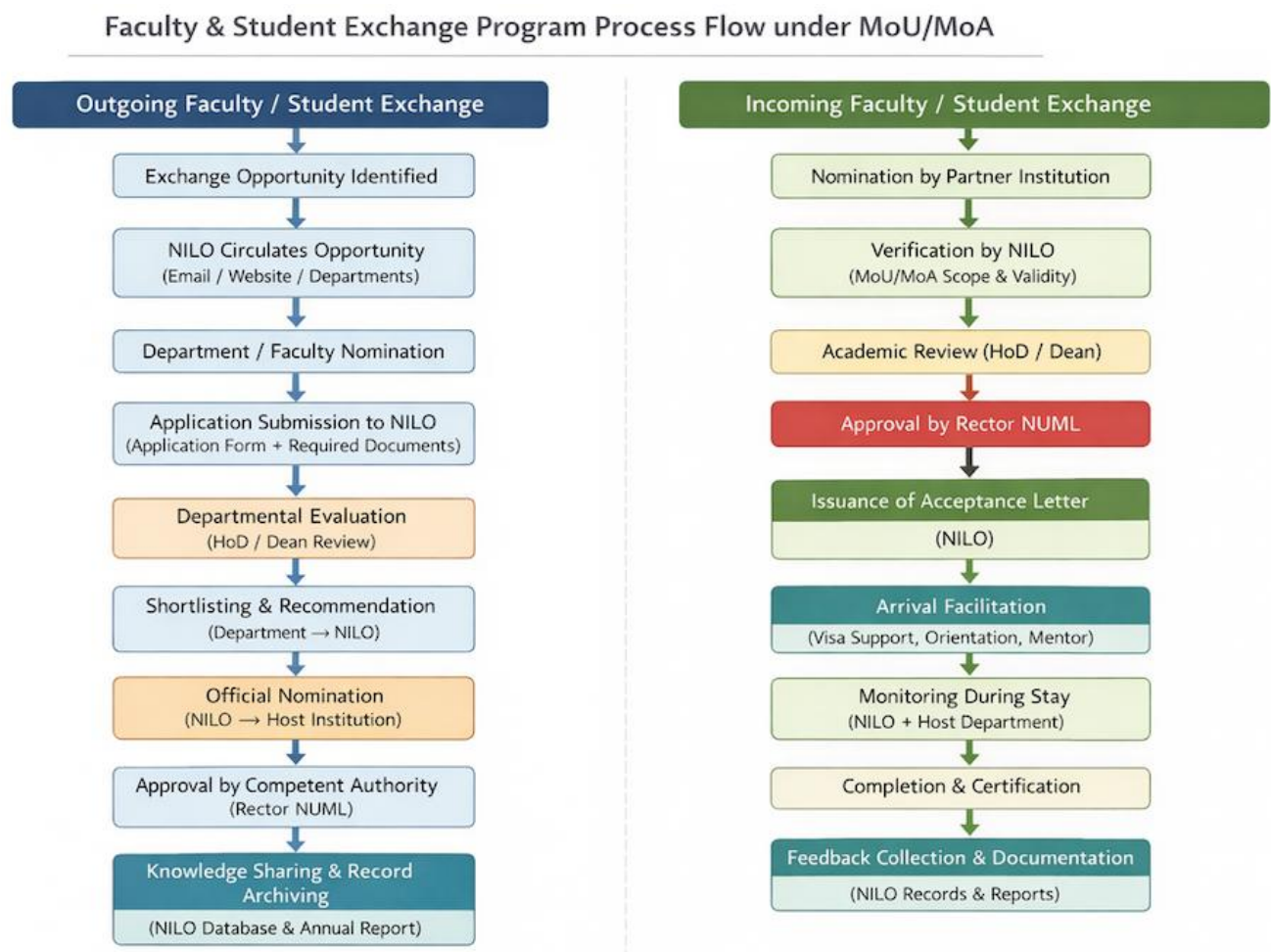
- i. Annual review by NILO in consultation with Rector's Office
- ii. Amendments require formal approval by Competent Authority

12. Effective Date

Effective upon approval by the Competent Authority of NUML.

Annexures

Annexure–A: Flowchart of Exchange Process



Annexure – B

Application Form for Faculty / Student Exchange Program

1. Applicant Information

Full Name: _____

CNIC / Passport No: _____

Date of Birth: _____

Gender: _____

Nationality: _____

Contact Number: _____

Email Address: _____

2. Applicant Category

Faculty

Student

3. NUML Academic Information

For Faculty

Designation: _____

Department / Faculty: _____

Campus: _____

Employment Status: Permanent Contract

Area of Teaching/Research: _____

For Students

Degree Program: _____

Department / Faculty: _____

Semester: _____

CGPA: _____

4. Host Institution Information

Name of Host Institution: _____

Country: _____

Type of Exchange:

- Teaching Visit
- Research Visit
- Training / Workshop
- Semester Exchange
- Short-term Mobility
- Research Internship

Proposed Duration:

Start Date: _____

End Date: _____

5. Funding Source

- Host Institution
- NUML
- External Grant
- Self-Financed

Details (if applicable): _____

6. Required Documents Checklist

For Faculty

- CV
- Statement of Purpose
- Learning / Research Plan (Annexure-C)

- HoD / Dean Recommendation (Annexure-D)
- Passport Copy

For Students

- Transcript
- Statement of Purpose
- Learning Agreement (Annexure-C)
- HoD / Dean Recommendation (Annexure-D)
- Passport Copy
- Language Proficiency Proof (if applicable)

7. Declaration

I hereby confirm that the information provided in this application is true and correct to the best of my knowledge. I agree to abide by the policies and regulations of NUML and the host institution during the exchange period.

Applicant Signature: _____

Name: _____

Date: _____

Annexure – C

Learning / Research Plan (Faculty) / Learning Agreement (Students)

1. Applicant Information

Name: _____

Department: _____

Program / Designation: _____

2. Host Institution Details

Host Institution: _____

Country: _____

Department / Faculty at Host Institution: _____

3. Exchange Duration

Start Date: _____

End Date: _____

A. For Faculty (Learning / Research Plan)

1. Objectives of Visit

2. Proposed Activities

- Teaching / Guest Lectures
- Joint Research Activities
- Workshops / Training
- Academic Meetings / Collaboration

Details:

3. Expected Outcomes

- Joint research publications
- Academic collaboration
- Curriculum development
- Capacity building

Details:

4. Benefits to NUML

B. For Students (Learning Agreement)

1. Courses / Activities to be Undertaken at Host Institution

Course Title	Credit Hours	Equivalent NUML Course	Department Approval

2. Learning Objectives

3. Expected Academic Outcomes

4. Credit Transfer

Applicant Signature: _____

Host Department Mentor (if applicable): _____

HoD Signature: _____

Annexure – D

Recommendation Form (HoD / Dean)

**National University of Modern Languages (NUML)
Faculty & Student Exchange Program**

1. Applicant Details

Name: _____

Category: Faculty Student

Department: _____

Program / Designation: _____

2. Host Institution

Name: _____

Country: _____

3. Academic Evaluation

The undersigned confirms that:

- The applicant meets the eligibility requirements for the exchange program.
- The proposed exchange is academically relevant to the applicant's teaching/research/study program.
- The department supports participation in this exchange.

5. Comments on Academic Relevance / Benefits

5. Recommendation

- Strongly Recommended
- Recommended
- Not Recommended

Head of Department (HoD)

Name: _____

Designation: _____

Signature: _____

Date: _____

Dean

Name: _____

Faculty: _____

Signature: _____

Date: _____

Annexure – E

Post-Exchange Report Template

National University of Modern Languages (NUML)
National & International Linkages Office (NILO)

Post-Exchange Report

1. Participant Information

Name: _____

Category: Faculty Student

Department / Faculty: _____

Designation / Degree Program: _____

2. Host Institution Details

Host Institution: _____

Country: _____

Department / Faculty: _____

Exchange Duration:

Start Date: _____

End Date: _____

3. Purpose of Exchange

(Brief description of the objectives of the exchange)

4. Activities Undertaken

Examples:

- Teaching / Guest Lectures
- Research collaboration
- Training / Workshops

- Courses attended
- Academic meetings

Details:

5. Outcomes and Achievements

Examples:

- Research collaboration initiated
- Joint publications planned
- Academic skills gained
- New methodologies learned

6. Benefits to NUML

How will the exchange benefit NUML in terms of:

- Teaching improvement
 - Research collaboration
 - Curriculum enhancement
 - Institutional partnerships
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6. Challenges Faced (if any)

7. Recommendations

Suggestions for improving future exchange programs.

9. Knowledge Sharing

(For faculty/students to mention seminars, presentations, or reports shared with department)

10. Attachments

- Certificates
- Photographs
- Activity schedule
- Publications / outputs

Participant Signature: _____
Name: _____
Date: _____

Department HoD Acknowledgement:

Name: _____
Signature: _____
Date: _____

Annexure – F

Approval Note for Rector

National University of Modern Languages (NUML)
National International Linkages Office (NILO)

Approval for Faculty / Student Exchange under MoU / MoA

1. Participant Information

Name: _____
Category: Faculty Student
Department / Faculty: _____

Designation / Program: _____

2. Host Institution Details

Host Institution: _____

Country: _____

Exchange Type:

- Faculty Teaching Visit
- Faculty Research Visit
- Training / Workshop
- Student Semester Exchange
- Short-term Exchange

3. Duration of Exchange

Start Date: _____

End Date: _____

Total Duration: _____

4. Purpose of Visit

5. Funding Details

- Host Institution Funded
- NUML Funded
- External Grant
- Self-Financed

Details (if applicable):

6. Departmental Recommendation

The applicant has been recommended by the Head of Department and Dean and meets the eligibility criteria under the Faculty & Student Exchange Program Policy (MoU/MoA).

7. NILO Recommendation

The National & International Linkages Office (NILO) recommends approval of the exchange participation under the relevant MoU/MoA with the host institution.

Prepared by:
Director NILO

Name: _____

Signature: _____

Date: _____

Approval

Approved

Not Approved

Remarks (if any):

Rector NUML

Name: _____

Signature: _____

Date: _____