



**AMITY**  
UNIVERSITY

# 3 CONTINENT PROGRAMMES

2024-2025



STUDENT HANDBOOK

# CONTENTS

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|  |       |
|--|-------|
| INTRODUCTION   | 3-4   |
| FOREIGN PARTNERS                                     | 5-6   |
| TIMELINES FOR FOREIGN EXPOSURE                       | 7     |
| FEE STRUCTURE & MODE OF PAYMENT                      | 8     |
| ACADEMIC MODEL, CURRICULUM, EVALUATION & EXAMINATION | 9     |
| EXEMPTION & WITHDRAWAL POLICY                        | 10    |
| VISA REFUSAL / EMERGENCY CASES                       | 11    |
| DISCIPLINARY CODE AND PROCEDURE                      | 12    |
| BASIC INFORMATION ABOUT UK                           | 13-18 |
| BASIC INFORMATION ABOUT USA                          | 19-20 |
| CHECKLIST OF DOCUMENTS FOR UK VISA                   | 22    |
| CHECKLIST OF DOCUMENTS FOR USA VISA                  | 23    |
| VISA PROCESS UK & USA                                | 24-25 |
| ANNEXURES  | 26-64 |

## INTRODUCTION

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Amity 3 Continent Programmes have been designed to provide a unique global exposure to the students through a semester abroad in 2 continents besides Asia and 3 countries besides India. These could be Europe, North America or any other location that Amity decides based on global trends. The students spend about 2.5 months in each of the other countries namely United Kingdom, USA and Canada. In 2023-2024, the students went to London and New York

### USPs of 3 Continent Programme

1. Amity 3 Continent Programs: Seamlessly experience education across UK, USA, and Canada.
2. Global Immersion: Immerse yourself in diverse cultures and educational systems across three continents.
3. Dynamic Networking: Build a powerful network of contacts spanning the UK, USA, and Canada.
4. Academic Excellence: Access world-class education from top universities in three leading countries.
5. Career Advantage: Gain a competitive edge with international exposure and credentials from renowned institutions.
6. Personal Growth: Develop invaluable life skills and broaden your perspective through cross-cultural experiences.
7. Flexibility: Customize your academic journey with diverse course offerings and program structures tailored to your goals.
8. Language Proficiency: Enhance your language skills by studying in English-speaking environments across continents.
9. Global Citizenship: Cultivate a sense of global citizenship and become a leader prepared to tackle global challenges.
10. Unforgettable Experience: Embark on a life-changing adventure filled with memorable experiences and friendships that span the globe.

## INTRODUCTION

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### DOMAINS OFFERING 3C PROGRAMMES

The 3 Continent programmes are open for all Amity campuses in Noida, Greater Noida, Lucknow, Jaipur, Gurugram, Gwalior, Mumbai, Mohali and Dubai and are offered in following domains:

- ENGINEERING (CE, CSE, ECE, ME)
- BIOTECHNOLOGY (B.Tech BT, B.Sc (H) BT, B.Sc (H) MBT 3C)
- MANAGEMENT (3C BBA - International Business), 3C MBA, 3C BBA- International Business & Artificial Intelligence)
- COMMERCE - B.Com (H)
- FASHION (B.Des (FD))
- JOURNALISM & MASS COMMUNICATION (BJ&MC)
- PSYCHOLOGY (BA (H) Applied Psychology)
- INTERNATIONAL RELATIONS (BA (H) International Relations, MA International Relations)

Note: All Campuses may not be offering all of above mentioned programmes.

Kindly refer to the website [www.amity.edu/3-Continent](http://www.amity.edu/3-Continent) for further details, photos, videos and testimonials by students of 3 Continent Programs.

## FOREIGN PARTNERS

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### UK:

- Host University that will issue the Visa Invites is Amity University [In] London ([amity.edu/london](http://amity.edu/london)) which is centrally located, globally recognized, accredited by QAA and granted Highly Trusted Status by UK Border Agency (UKBA)
- Founded in 2009, Amity University [In] London is part of a leading global education provider “Amity Education Group” which has more than two decades of experience in the field of education with over 170,000 students worldwide.
- It is located in a Zone-1/2, well connected with the Underground service and has infra-structural tie up with BIRBECK University, which is within walking distance in central London. You may like to glimpse a walk-through of this campus through a video specially created by 3 Continent students themselves.
- We do not allow self-accommodation to 3 Continent students in best interest of the conduct & outcomes from the program.
- Thus, accommodation is arranged by Amity at a fee that needs to be transferred directly to London as per details given in separate section. As an indication, the fee towards accommodation and Industry visits for the students who went in 2024 was GBP 4200. This varies from year to year and final applicable fee will be as communicated to respective batches at appropriate times.
- Accommodation will be on sharing basis with access to all basic facilities.
- Accommodation address will be shared after the completion of all necessary documentation and once booking has been done based on the fee transferred to London.
- Basic Theory lectures will be conducted at Amity campus and delivered by leading foreign faculty of reputed UK Universities who are known to be experts in their respective domains. List of subject modules being covered may be discussed in detail with respective Heads of Institutions.
- Visits to Industries and other Universities are an integral part of the program and will include special classes and lab experiences.
- Time tables will be shared during the Orientation Program organized in first week of arrival in UK.
- Research Reports will be mentored by accompanying Amity faculty, who will also provide all other support throughout the program.
- Certificate of experiential learning will be given by Amity University [IN] London. In addition, students may also get certificate of participation from the workshops they attend in other Universities that will host them for 1-2 days during their stay in UK.





## FOREIGN PARTNERS

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### USA:

Amity has a wonderful 170-acre waterfront campus located in Oakdale, Long Island, New York which hosts the students of 3 Continent Programmes. The property consists of 11 buildings with views of the Great South Bay. At the centre of the campus is the Georgian-style Bourne Mansion, built in 1897. You may like to glimpse a walkthrough of this campus through a video specially created by 3 Continent students themselves.

- The University, which issues J1 Visa Invites for students, depends on our University partner for the batch. For the batches who went to US in 2024, the host University was Fairleigh Dickinson University (fdu.edu) which is a reputed University having following rankings in US.
- Accommodation will be arranged at Amity New York campus/partner institution.
- Cost of accommodation and other services - 7200 USD. Amount varies from year to year and final applicable fee will be communicated to respective batches at appropriate times.
- Accommodation will be on sharing basis with access to all basic facilities
- Classes & other academic activities will be conducted at partner campus and also at Amity New York and will be delivered by leading foreign faculty who are known to be experts in their respective domains.
- Visits to Industries and other Universities are an integral part of the program and will include special classes and lab experiences.
- Exact timetable will be shared during a detailed Orientation Program organized in first week of arrival in US.



## TIMELINES FOR FOREIGN EXPOSURE

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In this programme students get the opportunity to study abroad (UK/US) in one semester with timing varying from batch to batch. Typically, the students reach London by the first week of January and are there till mid of March. They take a flight from London to New York and then New York to Canada and return to India in the last week of July. Hence a round trip needs to be booked from India - London - New York - Canada-India.

Example of schedule dates are given below to give an indication about the structure and time duration of the course:

### Destination & Dates

| DESTINATION | COMMENCEMENT DATE | END DATE      |
|-------------|-------------------|---------------|
| UK          | 08 JANUARY 2025   | 21 MARCH 2025 |
| USA         | 22 MARCH 2025     | 31 MAY 2025   |
| CANADA      | 01 JUNE 2025      | 31 JULY 2025  |

### ADDITIONAL INFORMATION

Regulations abroad do not presently allow 3 Continent students to take up odd jobs there. Paid / Unpaid internships are also not allowed under present regulations.

## FEE STRUCTURE AND MODE OF PAYMENT

### TUITION FEE

The tuition fee structure is as mentioned in the admission letter.

Inclusions and Exclusions in the Academic tuition fee structure for the last semester spent abroad.

| Inclusion  | Exclusion   |
|--|---|
| Academic fee at Foreign Partner Institution  | <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Daily Meals</li> </ul>    |
| Industry visits  | <ul style="list-style-type: none"> <li>• Airfare</li> <li>• Visa &amp; Insurance</li> </ul> |
| Other planned trips & tours are optional and students need to bear their own expenses for same | Tips & Shopping   |
| Use of Learning Resources at Partner Institution   | Monument Entry Fees, etc  |

### OTHER FEE

Fee for accommodation & other value added services is to be paid approximately six months before date of departure to UK /US/CANADA.

The fees for accommodation charged in 2024-2025 as follows:

**UK:** 4200 GBP

**US:** 7200 USD

**Canada:** 5460 USD

### FEE PAYMENT INSTRUCTIONS

LONDON - Payment to be made in favour of

|   |
|---|
| AMITY GLOBAL EDUCATION LTD.                             |
| ACCOUNT NO: 21853864                                    |
| HSBC Bank PLC 39, Tottenham Court Road, London, W1T 2AR |
| SORT CODE: 40-07-07; IBAN: GB75MIDL400707               |
| SWIFT CODE: MIDL GB 21 07Y                              |

USA - Payment to be made in favour of

|  |
|--|
| Mode of Payment - Demand Draft Only  |
| Payment to be made in favour of: Amity University Uttar Pradesh  |
| For Outstation Campuses, the DD will be made in the name of respective campuses and will be deposited into the accounts department of the respective campus. |



## FEE STRUCTURE AND MODE OF PAYMENT

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CANADA - Payment to be made in favour of

|  |
|--|
| Mode of Payment - Demand Draft Only  |
| Payment to be made in favour of: Amity University Uttar Pradesh  |
| For Outstation Campuses, the DD will be made in the name of respective campuses and will be deposited into the accounts department of the respective campus. |

Note:- A late fee of GBP 50 or USD 100 will be charged for payments received after the due date.

### Visa Refusal Policy

- In case of the visa refusal for any aforesaid destination the student will be allowed to continue studies in the home campus as a regular student and will be awarded the final degree accordingly.
- While there will be no refund of tuition fee in such cases, the additional / accommodation / value added fees may be refunded only if the same has not already been paid for by Amity.

## ACADEMIC MODEL, CURRICULUM, EVALUATION AND EXAMINATION

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- I. The course wise credit distribution for each foreign location shall be defined in the model framework and courses in programme structure location-wise will be given in relevant semesters.
- ii. The institutions shall upload the programme structure in line with model framework including courses to be studied at foreign locations
- iii. Academic calendar for 3 continent programmes will be issued by academic office in consultation with IAD office
- iv. The students shall register for their courses and save their Academic Planning Worksheet (APW) before commencement of their respective semesters during which they will be receiving to foreign locations under the 3 Continent programme.
- v. Classes for foreign location shall be duly published on Amizone and attendance marked & counted as per University norms.
- vi. The internal assessment shall take place in the respective foreign campuses by concerned course faculty as per the assessment scheme/ components defined in the course curriculum
- vii. Examination department shall notify examination block for courses studied at foreign campuses
- viii. The concerned course faculty will upload daily attendance and internal marks on Amizone as per University policy
- ix. The end semester examination shall take place in the home campus upon the completion of semester OR at foreign locations as per the proposed examination block calendar by the examination department.
- x. The students shall meet the attendance criteria to be eligible to appear for end semester examination.
- xi. The students who are not allowed to appear in end semester examination shall give their back papers with B+ cap

## EXEMPTION & WITHDRAWAL POLICY

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Getting International exposure & experiential learning in different countries, is an integral part of the programs. No transfers will be allowed and no application will be entertained for changing the Course or getting any exemption on this account.

- In normal course, no exemption will be allowed. However, under extraordinary circumstances, the Apex Committee may recommend some relaxation on a case-to-case basis.
- If any student who is not been able to go abroad then, a detailed application citing the extra ordinary circumstances along with the relevant evidences duly signed by parents for not going abroad must be submitted at least 6 months before the date of scheduled departure for the consideration of the Apex committee. No application will be entertained after the due date.
- The application will be examined and vetted by the Head of Institution which will be forwarded to the Apex Committee headed by Dean/ Pro VC / VC of respective campus.
- Recommendations of the committee will be put up for approval of the competent authority at senior management level.
- If the application for exemption from going abroad is accepted under very special circumstances, the following may apply:
  - The student may be transferred to the regular course in same stream if the eligibility criterion is met.
  - If eligibility is not met, then the case may be processed for award of alternate degree as per University rules & regulations by giving the student an opportunity to earn suitable credits towards the same.
  - In both the above cases, student will continue to pay the tuition fee of the 3Continent program as per the original admission letter issued. Transfer charges of Rs. 15,000/- (Rs. Fifteen Thousand only) will also apply in both cases.
- The Fee of any indiscipline case will be forfeited.
- If the University withdraws to offer the 3 Continent course for some reason, the relevant fee of student will be refunded for the part not being offered by the University.

The fee of withdrawal cases may be refunded after deducting the processing charges as applicable & decided by the competent authority.

## **POLICY FOR CASES OF VISA REFUSAL / EMERGENCY CASES**

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If the visa of any student is refused, the following will apply:-

- The student will be given a choice of an alternate foreign location. However, this may not be compulsory.
- If visa of only one location is rejected, the student can proceed to the other location where Amity will try to explore possibility of extension of stay as a special case.
- Any accommodation fee paid by the student may only be refunded if Amity is able to get a refund for the same.
- In case the student does not go abroad, the student may be transferred to the regular course in same stream if the eligibility criterion is met. Student will continue to pay the tuition fee of the 3 Continent Programme as per the original admission letter issued and Course transfer charges of Rs. 15,000/- (Rs. Fifteen Thousand only) will also apply in this case.
- In case, the student reports an emergency problem prior to or after proceeding to the foreign location, student may apply through Hol who shall then forward the recommendations to the central committee Apex Committee.

### **General Guidelines for Students**

- Indemnity Bond on Rs. 100 Stamp paper to be signed by parents at the time of admission in 3C Programme - Annexure 1. Samples of other signed Undertakings and Indemnity Bonds are also attached
- Document Checklist for obtaining Invite letters from UK,US and Canada campus - Annexure 2 & 3
- The students must adhere to the highest standards of conduct stipulated by the University.
- The students must be actively engaged in making their classroom sessions an interactive and learning experience.
- When going for industry visits, students must showcase themselves as brand Amity and leave a lasting impression.
- Any case of indiscipline will result into termination from the program immediately and the student will be send back to home campus.
- The Students must report back to home campus by the due date. Any extension beyond stipulated dates will be given only after written approval of the Head of Institution where the student is enrolled.
- Students must completely understand the checklist of all documents to be submitted for obtaining invite letters and applying to the different embassies for processing of the same. This checklist is explained in the future sections of this handbook.
- The first such indemnity bond is to be signed by parents as per Annexure 1 at the time of commencement of the course.

## DISCIPLINARY CODE AND PROCEDURE

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In any educational system, irrespective of its nature, it is important for an institution to determine a set of rules that will regulate the conduct of its students and should be observed in order to function successfully.

This disciplinary code is based on the following principles and is applicable for all campuses be it in India or any foreign location including Amity University [In] London and Amity New York Campus.

- a) The right of competent authority to take appropriate disciplinary steps against any student, who acts in a manner conflicting with the interest of the institution.
- b) At the same time the code also recognises the right of a student to a fair hearing and an applicable & just disciplinary action.
- c) The emphasis of any disciplinary system is on prevention, justice and rehabilitation.
- d) The disciplinary code is regarded as a guideline and its interpretation must be adequately flexible in order to adjust to various circumstances

Complete Disciplinary Code and Procedure is attached as Annexure 15 at the end of the Handook and highlights the following

1. Objective
2. Principles
3. Procedure
  - i. Step 1 : Verbal Warnings
  - ii. Step 2 : Written Warnings
  - iii. Step 3 : Final Written Warnings
  - iv. Step 4 : Dismissal/Deportation

Examples of Disciplinary Offences:

- |                 |   |
|-----------------|---|
| Annexure 15 (A) | : Disciplinary Hearing List                       |
| Annexure 15 (B) | : Notice to Attend a Disciplinary Enquiry         |
| Annexure 15 (C) | : Disciplinary Hearing Checklist (Student Rights) |
| Annexure 15 (D) | : Disciplinary Hearing Form                       |
| Annexure 15 (E) | : First Written Warning                           |
| Annexure 15 (F) | : Final Written Warning                           |
| Annexure 15 (G) | : Dismissal Form                                  |

## BASIC INFORMATION ABOUT UK

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### WEATHER

The only consistent thing about British weather is its unpredictability. However, you can check 5-day forecasts or the weather patterns over the past years, at these websites:

<http://www.bbc.co.uk/>

<http://www.met-office.gov.uk/>

### CLOTHING

You should wear clothes that you can layer and comfortable shoes.

Carry comfortable walking shoes/sneakers and boots because it rains quite often. Do not forget to carry your umbrellas!

For the chilly evenings you may carry a warm jacket or a pullover.

### TIPPING:

\* Restaurants: Londoners tip about 10%, but some restaurants will add 12.5% to the bill. Check your bill to see if a service charge of 10% or 12.5% has already been added before adding a tip.

\* Pubs: It is not necessary to tip in pubs. However, if the same bar person serves you several times during the evening, you could offer "one for yourself." He or she will either have a soft drink or put the money in a pot to be distributed at the end of the evening.

\* Taxis: Some people round up the fare to the nearest GBP; some tip 10%.

### SMOKING

Britain has smoke-free legislation. Enclosed public areas, including those in hotels and restaurants, are smoke free.

### MONEY SAVING

\* Free and inexpensive activities can be found here:

[about.com/od/...free\\_London.htm](http://about.com/od/...free_London.htm)

[about.com/od/...free\\_London2.htm](http://about.com/od/...free_London2.htm)

[timeout.com/london/features/4994/Things\\_to\\_d](http://timeout.com/london/features/4994/Things_to_d)

An active forum discussion on money-saving tips:

[tripadvisor.com/ShowTopic-g186338-i17-k13505](http://tripadvisor.com/ShowTopic-g186338-i17-k13505)



## BASIC INFORMATION ABOUT UK

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Time Out magazine is the tourist's - and local's - bible.

<http://www.timeout.com/london/>

### OBTAINING CASH & GETTING THE BEST EXCHANGE RATE?

First of all, don't panic!:

Visa and Cirrus are widely accepted at ATMs in the UK. You need to check with your bank that your cards are set up to be used abroad, what their charges are, and that you have your PIN.

Try to avoid carrying large amounts of cash. ATMs are everywhere so you can get cash as and when you need it.

The Post Office and Marks & Spencer offer currency exchange, and do not charge a commission to do so.

Most credit cards have a 2.75% convenience fee built in to the exchange rate you'll see on your statement, although I think its Capitol One which does not. Again, though, the rate offered is slightly better than most walk up bureaux de change rates

Just be sure and notify your bank the dates you will be abroad and where you will be so they don't deny charges thinking they are "protecting" you! Don't worry, the VISA name takes care of the being old and established.

You may also use Traveler's Cheques which are easily available if you visit Thomas Cook offices. Just call on the following number and tell them about your situation that you are traveling from this tentative date till 18th July 2011.

+91 11 66271900, +91 11 66271923, (for residents of Delhi/NCR) and 18002099100 (for outstation students).

## 2.9 INFORMATION ABOUT TRAVELLING:-

### 2.9.1 HOW DO I GET FROM THE AIRPORT TO LONDON?

\* From Heathrow: Heathrow Express, Heathrow Connect, or the Piccadilly Line on the Tube.

\* From Gatwick: Gatwick Express is best on a weekday before 10am as it has dedicated luggage space and plenty of seats. After 10am on a weekday, or on weekends, it is cheaper to take Southern Rail (to Victoria Station) or First Capital Connect (to London Bridge or King's Cross) trains.

\* From Stansted: Stansted Express, National Express coach, Terravision Victoria Bus, or easyBus to Baker Street.

\* From Luton: First Capital Connect Train, Green Line bus 757/easyBus.

[www.londontoolkit.com/travel/luton\\_bus.htm](http://www.londontoolkit.com/travel/luton_bus.htm)

## BASIC INFORMATION ABOUT UK

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\* From London City: Their website says, “The easiest way to get to/from London City Airport is to use London City Airport DLR station. The service...has direct connections with the Jubilee Line (at Canning Town), Northern, Central, Circle and Waterloo and City Line (all from Bank station).”

[www.londontoolkit.com/mnu/master\\_airports.htm](http://www.londontoolkit.com/mnu/master_airports.htm)

<http://www.visitlondon.com/travel/airport/>

<http://www.londontransport.info/>

<http://www.heathrowconnect.com/>

[www.londoncityairport.com/index.php...](http://www.londoncityairport.com/index.php...)

## HOTEL, RESTAURANT, THEATRE, AND SHOP

Type in the street address or postcode for detailed maps:

<http://www.streetmap.co.uk>

\* How do I walk from here to there?

Type in your starting and ending locations for directions:

<http://www.walkit.com/london/>

\* How do I get from here to there by Tube or bus?

## TRAVELCARD - OYSTERCARD

\* What is an Oystercard?

[http://en.wikipedia.org/wiki/Oyster\\_card](http://en.wikipedia.org/wiki/Oyster_card)

Also:

[www.tfl.gov.uk/tickets/oysteronline/2732.aspx](http://www.tfl.gov.uk/tickets/oysteronline/2732.aspx)

[tripadvisor.com/ShowTopic-g186338-i17-k16762...](http://tripadvisor.com/ShowTopic-g186338-i17-k16762...)

[tripadvisor.com/ShowTopic-g186338-i17-k16809...](http://tripadvisor.com/ShowTopic-g186338-i17-k16809...)

\* What is a Travelcard?

<http://en.wikipedia.org/wiki/Travelcard>

## BASIC INFORMATION ABOUT UK

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### RAIL JOURNEYS AND FIND OUT TICKET PRICES?

<http://www.nationalrail.co.uk/>

### SHOPPING

<http://www.londontourist.org/markets.html>

<http://www.streetsensation.co.uk/markets.htm>

[tripadvisor.com/ShowTopic-g186338-i17-k12925...](http://tripadvisor.com/ShowTopic-g186338-i17-k12925...)

### MUST SEES

[tripadvisor.com/ShowTopic-g186338-i17-k30202...](http://tripadvisor.com/ShowTopic-g186338-i17-k30202...)

A few popular choices:

#### \* Tower of London

<http://www.hrp.org.uk/TowerOfLondon/>

#### \* Westminster Abbey

<http://www.westminster-abbey.org>

#### \* St Paul's Cathedral

<http://www.stpauls.co.uk>

#### \* Windsor Castle

[www.royalcollection.org.uk/default.asp...](http://www.royalcollection.org.uk/default.asp...)

#### \* The London Eye

<http://www.londoneye.com/>

#### \* Thames River cruises:

<http://www.citycruises.com/>

<http://www.riverthames.co.uk/>

#### \* British Museum

<http://www.britishmuseum.org/>

[daysoutguide.co.uk/attraction-types/2for1lon...](http://daysoutguide.co.uk/attraction-types/2for1lon...)

## BASIC INFORMATION ABOUT UK

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### Phone connection?

The SIM cards of various telecom services are easily available. On your arrival you will be guided and oriented by the accompanying faculty on procuring the SIM cards/ Phone cards.

### Medicines?

It is suggested that you should carry medicines to recover from basic illnesses like cold, cough, indigestion, light cuts & bruises, headache, throat ache, acidity etc. You shall keep these medicines in your cargo luggage. In case you have a prolonged disease for which you are taking medicines, it is advised that you must carry adequate amount of your medicines with prescription. Also please be cautious while consuming any medicine. It must be as per the directions of the physician.

### Emergency Contact numbers:-

You are requested to please take a note of the following numbers that may be required at the time of your stay in London:-

- (i) AGBS London Office contact numbers:- +44 207 631 0190, 0044 771 253 1269    end\_of\_the\_skype\_highlighting
- (ii) Contact Details of Dr. Lumi:- +44 079 092 32261

## BASIC INFORMATION ABOUT USA

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### INSURANCE

It is very important to take appropriate insurance covering the following

- Medical benefits of at least \$100,000 per accident or illness;
- A deductible not greater than \$500 per injury or illness. (A deductible is the amount that you need to pay per injury or illness before insurance will pay the remaining balance);
- In the case of death, payment for repatriation of remains up to \$25,000;
- In the case of serious illness or injury, payment of expenses associated with medical evacuation to the home country up to \$50,000;
- Rating: Best rating of “A-“ or above, an Insurance Solvency International, Ltd. (ISI) rating of “A-1” or above, a Standards and Poor’s Claims Paying Ability rating of “A-“ or above, a Weiss Research, Inc. rating of B+ or above, a McGraw Hill Financial/Standard & Poor’s Claims paying ability rating of A- or above, or a Moody’s Investor Services rating of A3 or above.

### Do’s & DON’Ts

- Do not ask personal income, assets, or other financial info. Do not ask women’s marital status, age, or price of clothing
- Do not give white lilies as gifts
- Do not forget to greet children. American children are treated equal to adults
- Do take off hat, coat, and sunglasses indoors
- Do hold doors for people
- Timing. Americans are pretty punctual. If you agree a time to meet, get there at that time. If it’s a business appointment (for example, an interview) you will be expected to arrive early.
- Rules of the road. Traffic laws are strictly enforced. If you are renting a vehicle to get around, familiarize yourself with the do’s and don’ts of driving in the U.S.
- Jaywalking refers to recklessly crossing the road - on foot. In some cities and states, pedestrians must cross the road at designated points (i.e. traffic lights or pedestrian crossings) or you will risk a fine. If you do it by accident and are caught, best thing to do is apologize.
- Race is a very sensitive issue in the USA, as there are people from many different countries often living in close proximity. As a result, avoid making any comments relating to someone’s racial identity (skin colour, dress etc). In addition, you may not realize what someone’s background is (i.e. their parents may be from another country, not the USA) and so refrain from making remarks about other countries.
- Smoking is not allowed in many public places. Even if you’re someone where it is allowed, it’s polite to check with those around you before you light up
- DON’T Block the subway doors
- New York City subways can get crowded! Respect the other travelers and move into the center of a subway car when you board a train. Don’t cluster near the doors, making it hard for other people to get on and off the train.
- DON’T lean on the subway pole with your whole body. You block it for everyone else. Just hold on with your hands.

## BASIC INFORMATION ABOUT USA

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- New Yorkers are speed-walking pros—they have places to be, and walking is the best way to get there fast. It's understandable that tourists want to walk slowly and take in the scenery, but please don't block the entire sidewalk doing it. Walk on the right side in small groups—and don't hold hands doing so..
- The majority of city residents don't drive, so the sidewalks are like streets, with the same type of "traffic" laws. Respect them and don't stop dead in the middle of the street to take a picture or to consult your map. Instead, "pull over" to the side so that pedestrian traffic won't run into you.
- DON'T Get on an empty subway car. Odds are, that train car is empty for a reason, be it broken air-conditioning or a spilled bodily fluid.
- DON'T be afraid to ask for directions. Just don't stop traffic while doing so. DON'T go around staring at everyone you meet on the street or in the subway though.
- DON'T bring large backpacks. Large, bulky backpacks not only take up valuable space in the subway or on the sidewalks, you might also hit someone with them when you're not paying attention.
- DO be careful when you stare up. Tourists are easily spotted because they walk around staring up at the tall buildings in Manhattan. This can cause you to be a target for theft because you're not paying attention, or you will walk into things and people on the sidewalk.

### **Estimate of Daily minimum expenditure expected by a Student.**

Including food and local travel it may come upto approximately 50 - 75 USD on the lower side.

### **Emergency Contact numbers:-**

Ms Savita Arora      804.503.9317      savita@amity.edu



## Annexure 1

### INDEMNITY BOND BY PARENTS

(On Rs. 100/- Non Judicial Stamp Paper Duly Notarized)

I, \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

father of Mr. / Ms \_\_\_\_\_,

hereby affirm that my son/daughter has taken admission in \_\_\_\_\_

program of \_\_\_\_\_

(Name of Institute/School/College), Amity University Uttar Pradesh (hereinafter referred as "AUUP"),

Campus \_\_\_\_\_

in the current Academic Year, \_\_\_\_\_, bearing Enrolment number \_\_\_\_\_.

I hereby declare I have understood all the guidelines, fee structure, travel, accommodation, inclusions, exclusions, terms & conditions of 3 Continent program.

Further I shall indemnify AUUP, Participating University / Institute of UK, USA, Canada and its parent body, the Foundation and their employees/officials against any loss and/or damages caused due to any undesirable action on the part of my son/daughter and any admissible claims arising out of such actions.

Signature of the Indemnifier \_\_\_\_\_

1. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

2. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## Annexure 2

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### 2.1 CHECKLIST OF DOCUMENTS FOR ISSUE OF UK VISA INVITE

1. London Application Form (Annexure 4)
2. New Immigration Check Form (Annexure 5)
3. Indemnity Bond (On Rs. 100 Stamp Paper) (Annexure 6)
4. Undertaking (On Rs. 10 Stamp Paper) (Annexure 7)
5. Letter certifying English proficiency. (Annexure 8)
6. Proof of Fee Payment to London Campus
7. Bonafide Letter. (Annexure 9)
8. Enrollment Letter (Annexure 10)
9. Copy of Passport - ALL PAGES (cover to cover)
10. Qualification; transcripts, certificates
  - a. X
  - b. XII
  - c. Graduation (if applicable) - For All Semesters completed - In case of Amizone Mark sheet Print out- the name of student to be visible and the same has to be attested by the respective Institution.
  - d. Post-Graduation (if applicable) - For All Semesters completed For All Semesters completed - In case of Amizone Mark sheet Print out- the name of student to be visible and the same has to be attested by the respective Institution
11. Bank statement / Copy of Passbook - for the past 6 months
  - a. Bank Account to be in the name of Father / Mother / Self.
  - b. The Bank Account Statement must be current and updated.
  - c. Bank account statement of Business Accounts/Current Accounts/Relatives/Sister/Brother etc. Not Accepted  
In case the bank statement has heavy transaction records, clarification of the inflow / outflow of funds also needs to be submitted in form of duly certified letter from account holder on their letterhead. (Detailed counseling must be taken from IAD team as the case may differ from student to student)
  - d. If the bank account is in the name of the Father and / or the Mother, the student must submit a "SPONSORS AFFIDAVIT" on Rs. 10 STAMP PAPER signed by the bank account holder (Father and / or Mother).
  - e. The Bank Account should show a constant minimum balance of Rs. 6,00,000 for the past 30 days from the submission of the bank statement to us.
  - f. Kindly note that in case of any observation, you may be asked to resubmit fresh and current bank statement.
12. Flight Details - Return (to & fro)

### DOCUMENT COLLECTION

- All the above-mentioned documents are to be submitted by the students in Hard as well as Scanned PDF copy to respective Faculty Coordinators for 3C.
- Hard copies of the Document to be retained and filed by the respective Institution

Scanned copies to be forwarded to office of Group VC for onward submission to Amity London Campus.

### 2.2 CHECKLIST OF DOCUMENTS FOR UK VISA PROCESS

1. All of above in Checklist of Documents for issue of UK Visa Invite 2.1
2. 5 Photographs
3. Current valid Passport with 6 months validity. Carry Old Passport (if any) also.
4. Travel & Health Insurance to cover any kind of medical or travel related emergencies
5. ITR (last 3 years) of parents

## Annexure 3

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### 3.1 CHECKLIST OF DOCUMENTS ISSUE OF USA VISA INVITE

- Passport-Scanned Front & Last Page
- Filled in J-1 Form issued by Sponsoring Institute - Adelphi University (Annexure 11)
- Financial Letter (Annexure 12)
- Letter certifying English proficiency (Annexure 8)

All document verification to be done by Respective faculty coordinators before final submission

### 3.2 CHECKLIST OF DOCUMENTS FOR USA VISA PROCESS (to be placed in a proper indexed British File)

- All documents mentioned above in section 3.1
- USA Invite received from foreign campus
- Accommodation Fee Receipt
- Current valid Passport with minimum 6 months validity beyond date of exit from USA. Carry Old Passport (if any) also.
- Filled in Certificate of Eligibility for Exchange Visitor (J-NONIMMIGRANT) issued by Sponsoring Institute - Adelphi University (also called as JI / DS-2019/I-20 form) (Annexure 11)
- SEVIS Fee receipt (explained in section 3.5)
- Flight Details to and fro
- Travel & Health Insurance to cover any kind of medical or travel related emergencies
- 5 Photographs
- ITR (last 3 years) of parents

### 3.3 CHECKLIST OF DOCUMENTS TO BE CARRIED FOR US BIOMETRIC

- DS 160 Form
- Confirmation of application for biometric

### 3.4 CHECKLIST OF DOCUMENTS TO BE CARRIED FOR US INTERVIEW

- All of the above in 3.2 and 3.3
- SEVIS Fees payment received - explained in section 3.5

### 3.5 SEVIS: Student and Exchange Visitor Information System

SEVIS stands for Student and Exchange Visitor Information System. It is a nationwide, Internet-based system that the U.S. government uses to maintain accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2).

You are first entered into SEVIS (by a Designated School Official at IEI) when your initial I-20 is created. When your initial I-20 is printed out, it comes with a barcode and a unique SEVIS ID number. This SEVIS ID should stay with you for as long as you study continuously in the U.S. even if you change your major or transfer to a new school. (If you are out of the U.S. for more than five consecutive months, then you will need a new I-20 to re-enter the U.S.). When you enter the U.S., your arrival is recorded in SEVIS at your port of entry.

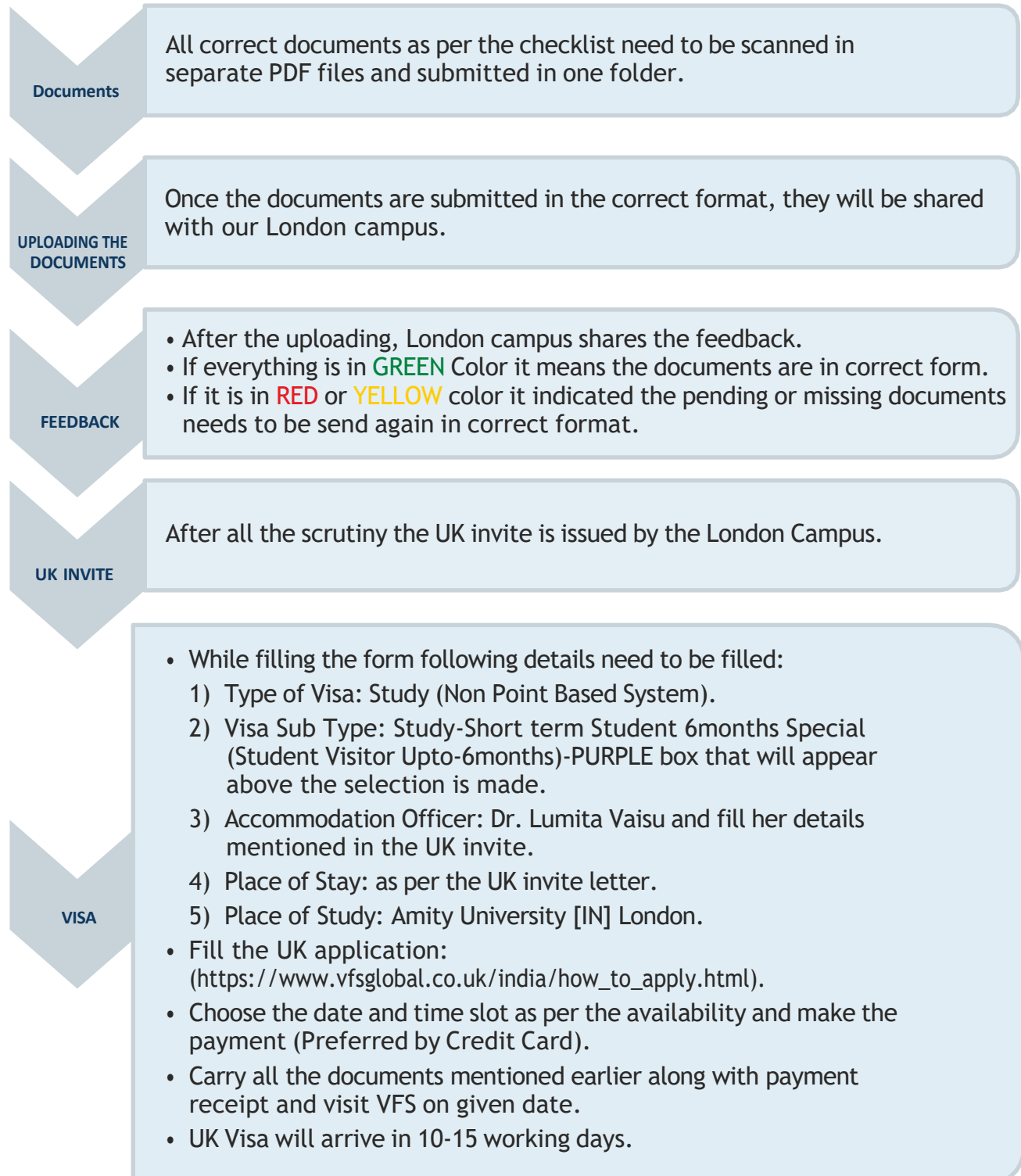
**The SEVIS FEE amount for J-1 Visa is 180 Dollars.**

Steps for SEVIS FEES payment and appointment:

1. Got to Link : <https://www.fmjfee.com/i901fee/index.html>
  2. Click on: Submit Form I-901 fee payment
  3. Select Form DS 2019
  4. Click OK
  5. Fill Details and Pay fees by credit card/Debit Card
- Take the receipt while going for USA appointment

## VISA PROCESS (UK)

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## VISA PROCESS (US)

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### TYPE OF VISA

- J1

### DATABASE

- Fill in the database in given format

### USA APPLICATION

- Before filling the USA application form, SEVIS Fee payment is mandatory (\$180). The SEVIS No. is a unique No. given to each student and is mentioned at the right side of the J-1 Form (Issued from the U.S Department of State).
- After making the payment, start filling the USA Visa form with correct information. SEVIS details will get linked to your application once you enter the SEVIS no. in the given column. (<http://www.ustraveldocs.com/in/in-niv-ds160info.asp>)
- Take good and visible print out of DS-160.
- Make the payment & choose the date for biometrics and USA Interview.

### INTERVIEW & BIOMETRIC

- Answer confidently. Be aware and practice answers to typical questions asked in Visa Interview.
- Carry all the relevant documents as mentioned earlier along with DS-160 & appointment confirmation.
- Go formally dressed
- The visa decision will normally be declared on the spot.

## ANNEXURE 4: SAMPLE FILLED IN APPLICATION FORM FOR UK



### Study Abroad/Exchange Application Form 2017

In order for your application to be processed, we must have a **fully** completed Application Form and all supporting documents.

Supporting documents required are:

- Full copy of the passport
- Immigration Check Form
- Academic Transcripts / Certificate
- English Language test result / Letter from current institute confirming current studies in English
- Bank Statement
- Enrolment letter from current institute

Study Programme

Year of entry:

Period of Study

- ☐ Autumn Semester (September to December)
- ☒ Winter Semester (January to May)
- ☐ Spring Semester (May to August)
- ☐ Summer Semester (August-November)

Study Programme

NAME (MUST BE AS IN PASSPORT): **SUJOY GORAL**

Last Name: **GORAL** First Name: **SUJOY** Middle Name(s): **—**

☒ Male ☐ Female

Date of Birth: (Day/Month/Year) **23/01/1996**

Country of Citizenship (as in passport): **INDIA**

Passport Number: **M6647679**

Passport Issue date: (DD/MM/YY) **06/02/2015**

Passport Expiry Date: (DD/MM/YY) **05/02/2025**

Permanent/Home Mailing Address: **78 JAWAN NATH PURI, GOVIND NAGAR, HATHURA, UTTAR PRADESH, INDIA**

**PIN: 201001**





## ANNEXURE 4: SAMPLE FILLED IN APPLICATION FORM FOR UK



Home number/Street: 78 JAGAN NATH PURI, HOVIND NAGAR  
Town/City: MATHURA  
State/Province: UTTAR PRADESH Postal/Zip Code: 281001 Country: INDIA  
Telephone (Inc country code): +91-9555652588  
Email: goyalsujogy473@gmail.com  
Alternative email: sujogygoyal23@gmail.com

Home University: AMITY UNIVERSITY UTTAR PRADESH  
Current Year of Study: 4<sup>th</sup> Year (2014-2018)

### Contact Details of your Next of Kin

Title: FATHER Full Name: MUKESH GOYAL  
Email: goyal mukesh 55@gmail.com  
Address: 78 JAGANNATH PURI, HOVIND NAGAR, ~~MATHURA~~  
Home number/Street: -SAME AS ABOVE- Town/City: MATHURA  
State/Province: UTTAR PRADESH Postal/Zip Code: 281001 Country: INDIA  
Telephone (Inc country code): +91-9837022976

### Disability/Learning Difference Information

Amity University [In] London welcomes students with disabilities and strongly encourages you to disclose any disability or medical condition which may impact your studies. Declaring disability will not affect the academic decision about your application but will help us put any individual arrangements or facilities in place for the start of your study abroad programme.

Please tick at least one of the following:

- ☒ No known disabilities  
☐ Specific Learning disability e.g. Dyslexia  
☐ Blind/partially sighted

## ANNEXURE 4: SAMPLE FILLED IN APPLICATION FORM FOR UK



- ☐ Deaf/hearing impairment  
☐ Wheelchair user/mobility difficulty  
☒ Mental health difficulties  
☐ Unseen disability e.g. Diabetes, Epilepsy, Asthma  
☐ Autistic spectrum disorder/Asperger's Syndrome  
☐ Disability not otherwise listed, please explain below

Please indicate any additional support you may require

### Competence in English Language

- Is English your first language / Yes ☒ No ☐  
 Are you currently being taught in English? Yes ☒ No ☐

### Personal Statement

Please tell us a bit about yourself, including your reasons for choosing to study abroad at Amity University [In] London permission (please limit to 300 words):

I am passionate about learning, educating myself and expanding my horizons. I'm looking forward to the education AMITY London is providing as it is the kind of exposure I need in order to build myself in a holistic manner. I'm extremely excited about what they have to offer in terms of their course structure, exposure and in general the overall experience.

## ANNEXURE 4: SAMPLE FILLED IN APPLICATION FORM FOR UK



Have you ever studied in the UK before? If yes, where did you study, how long did you study for and what programme did you study? What type of visa did you have for your studies?

NO

### Declarations

I give Amity University [In] London permission to contact 3<sup>rd</sup> parties (e.g. parents, guardians or home institution).

☒ Yes, I give consent to contact 3<sup>rd</sup> parties


☐ No, I do not give consent to contact 3<sup>rd</sup> parties

Do you have any criminal convictions? Yes ☐ No ☒

(If yes, you will be contacted confidentially for further information and to determine your eligibility to attend Amity University [In] London permission.)

## ANNEXURE 4: SAMPLE FILLED IN APPLICATION FORM FOR UK


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I undertake that I will return to my home country with seven days of the end of the course at Amity specified in my invitation letter.

I agree to provide a copy of my exit stamp obtained when leaving the UK to Amity within seven days of returning home. I understand that my certificate and transcript will not be provided until I send the exit stamp to Amity University [IN] London.

I confirm that the above information is correct and complete and all supporting documents are correct and authentic. If you are submitting this form electronically, please type your name or enter your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document has been signed and dated by hand.

Signed:  SUTOT UOYAL

Date: 5<sup>th</sup> DECEMBER 2018

## ANNEXURE 5: SAMPLE IMMIGRATION FORM (UK)



### Study Abroad Immigration Check Form 2017

- 1) Have you ever been refused a visa for any country you have applied for?  
Yes ☐ No ☒

If yes which country have you visited? and what was the reason for refusal?

- 2) Which countries have you previously visited? <sup>BRUSSELS</sup>  
POLAND, GERMANY, NETHERLANDS, ~~BRUSSELS~~, FRANCE, CZECH REPUBLIC

Reason for the visit:

STUDY (INTERNSHIP)

Period of time:

37 days


- 3) Have you ever studied in the UK before? If yes, where did you study, which programme did you study, how long did you study for, what was the level of the programme and what type of visa did you have during your study period?

NO

- 4) How would the programme in London enhance your educational experience?

By giving me a platform that will enable me to learn and educate myself in a holistic manner, thereby expanding my horizons.

## ANNEXURE 5: SAMPLE IMMIGRATION FORM (UK)



**AMITY**  
UNIVERSITY (UK) LONDON

5) What modules will you be studying in the UK during your programme?

Business Technology, IT Infrastructure management, Simulation & Modelling, Theory + Projects

6) Are you aware that you will need around £1300 per to cover your living expenses in London? (food, clothes, transportation, outings, etc....)

Yes ☒

No ☐

7) Who will sponsor your stay and course fees for study in the UK?

Parents  
 Self funded  
 Organisational Sponsorship  
 (please specify) .....  
 Others  
 (please specify) .....

☒  
☐  
☐  
☐

1

8) Who will pay for your accommodation, course and maintenance in the UK?

PARENTS

9) Do you have any relatives in the UK? If yes please provide us with more details

NO.

## ANNEXURE 5: SAMPLE IMMIGRATION FORM (UK)

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10) Are you aware that under immigration legislation you must leave the UK within 7 days of your course finishing?

Yes



No



Name: SUJOY GUPTA

Signature: *Sujoy*

Date: 05<sup>th</sup> DECEMBER 2017



**ANNEXURE 6: SAMPLE INDEMNITY BOND**



उत्तर प्रदेश UTTAR PRADESH

DS 852595







## ANNEXURE 6: SAMPLE INDEMNITY BOND

### ANNEXURE B.1

#### INDEMNITY BOND

I am the father/natural guardian of Mr./Ms. SUJOY GORAL  
r/o 78 JAGANNATH PURI, MATHURA, aged about  
21 years, who is studying at AMITY UNIVERSITY (Institute's Name) in  
its 3 Cent. BTECH CSE Programme bearing enrolment no. A2372014093 is  
now proceeding to  
UK and US as a part of 3  
Continent Programme.

I have understood that Amity has made the necessary arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the Amity to be followed by the students, while on an outstation tour, which I have found very appropriate, and the same has also been read and understood by my son/daughter who has also executed an undertaking for the same. I have fully understood that my son/daughter is going entirely at his/her own accord and Amity and shall not be responsible for his/her own actions and deeds during their stay in UK and US.

I hereby promise to keep indemnified and harmless the Amity and Partner Institutions in UK & US, its Parents body, their Employees /officials, from every type of loss(s) or damage(s) which may arise out from the action or inaction of my son/daughter, during the said tours, and also from any claim arising from those action or inaction of my son/daughter.

Signature of the Indemnifier Mukesh Goral

Name of the Indemnifier

MUKESH GORAL

1. Signature of Witness: Rathi 2. Signature of Witness: Gupta

Name: Shreyansh Rathi Name: SAMARTH GUPTA

Date: 02/12/17 Date: 2-12-17

Address: 201/24-25 Gaurinda apartment Address: X-203, Annapali Sapphine, Sector 45, Noida



ATTESTED  
RAMBI SHARMA  
Ad. Notary  
G.B. Nagar

02 DEC 2017

ANNEXURE 7: SAMPLE UNDERTAKING





## ANNEXURE 7: SAMPLE UNDERTAKING

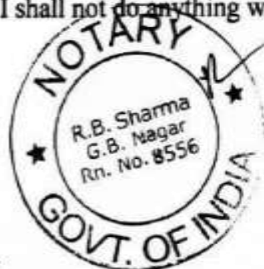
### Annexure B.2

#### UNDERTAKING

I SUJOY GOYAL, s/o SHUKESH GOYAL r/o  
78 JAGANNATH PURI, MATHURA aged about  
21 yrs, am studying at ASET, (Institution's  
Name) in its 3<sup>rd</sup> sem. B.TECH CSE Programme bearing enrolment no  
A2372014047, and am now proceeding for the semester abroad in  
UK & US. I have taken the necessary permission/concurrence from my  
Parents/Guardian, for my travel abroad and have understood all the rules,  
regulations, fee structures and other academic details of the program.

#### **I hereby undertake that:**

- I shall follow the rules and regulations as laid by Amity & the Partner Institution. The same have been clearly read and understood by me.
- I shall not break any of the rules & regulations and also the laws of the Country where I am proceeding.
- I shall not indulge in any unlawful activity and any activity other than my duties & obligations.
- I shall not do anything which may cause any injury or damage to me or to any other person.
- I shall keep my passport and visa papers with full security & always ready.
- I shall observe strict discipline and follow the instructions of my Teachers/Professors/Attendants and other authorities during my stay abroad.
- I shall not do anything while undergoing the said tour abroad which may





## ANNEXURE 7: SAMPLE UNDERTAKING

bring disrepute to Amity & the Partner Institution, its officials, or prejudice the relations between Amity and the participating institutions.

- I will make the complete payment as laid down by Amity for the said Programme.
- I have taken the necessary Insurance Policy, and Amity & its Partner Institution has no liability whatsoever, to bear, in case any mishap / mishappening occurs to me.
- I shall in no case leave UK and US during my stay there and would proceed forward as per given timelines. In case due to extreme circumstances I need to leave early, or stay late, I understand that I would need the written permission of the Head of Institution where I am presently enrolled.
- I also understand that in case I am found guilty of any unlawful activity or breaking the rules mentioned above or otherwise, I shall be liable to be deported back to India and Amity or its Partner Institution shall not be liable for any financial claims/refunds.
- I am responsible for my visa documentation and shall not hold Amity & the Partner Institution responsible for Visa Rejection.
- I would make the complete payment towards any loss or damage caused by me to the Institute's property or the Arrangements made during my stay at UK and US.

(Signature of the Student)

(Signature of the Witness)

Name: SUJOY GOYAL

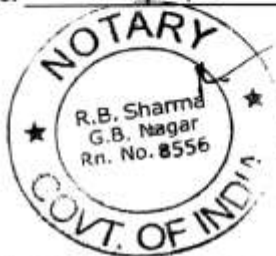
Name: SAMARTH GUPTA

Address: 78 JAGANNATH PUJI,  
HATHURA

Address: X-703, AMRAPALI SAPPHIRE, 45/Noida

Date: 02/12/17

Date: 02/12/17



ATTESTED  
RAMBIR SHARMA  
Advocate, Notary  
Gauram Budh Nagar

02 DEC 2017

## **ANNEXURE 8: SAMPLE LETTER ISSUED BY INSTITUTE ON ITS LETTERHEAD CONFIRMING ENGLISH PROFICIENCY**

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Dated:19/01/2018

**To Whomsoever It May Concern**

This is to certify that Ms. Prinyanka, Enrollment No. A018110117004, enrolled for Full time Programme: MBA-3C, is a student at Amity International Business School, Amity University Uttar Pradesh.  
The medium of study at Amity International Business School, Amity University Uttar Pradesh is English.

Yours Sincerely,

**Prof. Bhawna Kumar**  
Vice President (RBEF)  
Amity Education Group

## ANNEXURE 9: SAMPLE BONAFIDE FOR UK

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To,  
The Visa Counselor,  
UK High Commission  
New Delhi

Dear Sir / Ma'am,

This is to bring to your kind attention that \_\_\_\_\_,  
Enrollment No. \_\_\_\_\_ is a bona-fide student of [PROGRAM NAME], [YEARS eg. 2011 - 2014] Batch at  
\_\_\_\_\_ of Amity University Uttar Pradesh, Noida. He / She is participating in Amity  
University's Study Abroad Program to gain global exposure from [SAP DATES] at Amity University [IN] London.

This unique programme of Amity University is designed to create global managers. Participants will spend 5-6 weeks at Amity University [IN] London and will undergo rigorous training in business fundamentals, cross-cultural issues and international business practices. In sum, it will allow the participant to gain a deep insight of what it takes to be a truly global manager as well as provide networking opportunities with eminent corporate professional executives and thus providing the much needed skills and confidence to navigate through the new competitive and challenging business environment.

After this Study Abroad Program, \_\_\_\_\_, will return to India to complete the remaining part of his /her programme at Amity University, Uttar Pradesh. The student has paid the tuition fees to Amity University Uttar Pradesh along with the accommodation charges and will be staying at \_\_\_\_\_

\_\_\_\_\_ - Where Student will stay, As per the UK Invite letter]

We shall be grateful to you for expediting the issuing of Visa to him / her for the appropriate period.

Thank You

Yours Sincerely,

**Prof. Bhawna Kumar**  
Vice President  
Mobile: +91 9818500971

## **ANNEXURE 10: SAMPLE ENROLMENT LETTER ISSUED BY INSTITUTE ON ITS LETTERHEAD**

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### **Enrolment Letter**

Date: 21-Feb-2018

Dear Sidhant Sethi ,

On behalf of Amity University, Uttar Pradesh, I would like to confirm that you are enrolled as a full time student on the following course:

Name of Student : Sidhant Sethi  
Date of Birth : 12-Jan-1996  
Student Number : A1833314166  
Course Duration : 3 years  
Enrolment Date : July'2015  
Course End Date : May'2018  
Mode of Study : Full Time

Your Course will take place at the following address:

Amity University, Uttar Pradesh, Sector-125, Noida-201303 (U.P.)

As part of your course you will attend a Study Abroad Programme at Amity University [In] London for the period of Five weeks.

Your course will take place at the following address:

**Birkbeck, University of London**  
**Malet Street, London**  
**WC1E 7HX**

If you have any queries related to your course please feel free to contact us.

Yours Sincerely,

**Prof. Bhawna Kumar**  
Vice President  
Amity University



## ANNEXURE 11: SAMPLE J-1 FORM (ADELPHI UNIVERSITY)

### Affidavit of Support For Exchange Visitor Visa (J-1)

Office of International Student Services  
One Sakshi Avenue • Post Hall, Room 203 • Garden City, NY 11530-8701 • U.S.A.  
516-877-6990 • Fax: 516-877-3148 • [isa@adelphi.edu](mailto:isa@adelphi.edu)

Each student or scholar is required to certify adequate resources to participate in and complete the exchange visitor program. Please complete the form below indicating financial support in U.S. dollars and return along with official bank documentation and/or official financial guarantee. Photocopies will not be accepted. If your spouse and/or minor child will be accompanying you to the United States, you must show an additional \$10,000 for your spouse and \$5,000 for your minor child.

#### RESEARCH SCHOLARS, SHORT-TERM SCHOLARS AND STUDENT INTERNS:

The financial estimate you must provide financial evidence for is \$1,000 per month. This is only an estimate and you may be required to pay more for living and travel expenses.

#### EXCHANGE STUDENTS:

You must provide financial support for the duration of your nondegree exchange program.

#### STUDENT OR SCHOLAR INFORMATION:

BHARDWAJ  
Family/Surname as listed on your passport  
ABHINAV  
Preferred Name

ABHINAV  
First/Given name  
01<sup>st</sup> NOVEMBER 1990  
Date of Birth

#### FINANCIAL SPONSOR INFORMATION:

##### 1. Personal Funds

You must include original personal bank statement dated within six months.

Amount \$ \_\_\_\_\_

##### 2. Family Funds

You must include original bank statement dated within six months.

Amount \$ \_\_\_\_\_

Family/Surname as listed on your passport

First/Given name

##### 3. Academic Sponsorship

You must include original letter from academic institution indicating amount of duration of funds.

Amount \$ \_\_\_\_\_

Name of Academic Institution

##### 4. Governmental/Other Organizational Sponsorship

You must include original letter from governmental/other organization indicating amount of duration of funds.

Amount \$ 15273

AMITY UNIVERSITY  
Name of Organization

##### 5. Dependent Funds

Amount \$ \_\_\_\_\_

Signature: Abhinav

Date: 11/01/2018



## ANNEXURE 11: SAMPLE J-1 FORM (ADELPHI UNIVERSITY)

### J-1 Exchange Visitor Program: English Proficiency Report

Office of International Student Services  
One South Avenue • First Hall, Room 202 • Garden City, NY 11530-0701 • U.S.A.  
516 877-8990 • Fax: 516 877-3148 • [www.adelphi.edu](http://www.adelphi.edu)

Federal regulation 22 C.F.R. § 62.10(a)(2) requires prospective J-1 exchange visitors to possess "sufficient proficiency in the English language to participate in his or her program."

The host department is responsible for verifying the prospective J-1 exchange visitor's English language ability. English language proficiency can be documented in one of the following ways:

- (1) Host Department Sponsored Attestation
- (2) TOEFL score (within previous five years)
- (3) Signed documentation from an academic institution or English language school

Scholar's Name: (as listed on passport) GHARDWAJ AGHINAV  
Family Given Middle

Scholar's Country of Citizenship: INDIA Scholar's Date of Birth: 01/11/1990

#### Host Department-Sponsored Interview (supervising faculty sponsor)

Interviewer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

#### Interview Method (Please check one.):

- ☐ Phone ☐ In person (Specify location): \_\_\_\_\_ ☒ Videoconferencing/Videocast

I have determined that the potential scholar named above has adequate language skills to enable him/her to successfully participate in the program and function independently in the community.

Signature of Adelphi Department Representative \_\_\_\_\_ Phone no. \_\_\_\_\_ Email address \_\_\_\_\_

\_\_\_\_ Signed documentation from an academic institution or English language school

I am/was the English instructor of the student/intern named above from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

I feel that he/she can speak and understand English well enough to function on a day-to-day basis in an English-speaking work environment.

Person Completing Report: \_\_\_\_\_ Title: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ TOEFL score attached

Note: Score must meet Adelphi University admissions standard for undergraduate students.

Signature of Adelphi Department Representative \_\_\_\_\_ Phone no. \_\_\_\_\_ Email address \_\_\_\_\_

 **ADELPHI UNIVERSITY**  
INTERNATIONAL STUDENT SERVICES



ANNEXURE 11: SAMPLE J-1 FORM (ADELPHI UNIVERSITY)

Exchange Visitor (J)  
Insurance Waiver

Statement of understanding and compliance with exchange visitor (J) insurance requirements  
Office of International Student Services  
One South Avenue • Post Mall, Room 203 • Garden City, NY 11530-0201 • U.S.A.  
316.877.4990 • Fax: 316.877.3188 • [iso@adelphi.edu](mailto:iso@adelphi.edu)

Family/Surname: BHARDWAJ First/Given name: ABHINAV

I agree that I am/will be in compliance with the insurance regulations as specified in 22 C.F.R. § 514.14 of the J-1 Exchange Visitor Program, and I understand that it is my responsibility to maintain my status and continue health insurance coverage for myself (and my J-2 dependents, if applicable) for the duration of my J-1 program.

I am/will be a ☒ Exchange student ☐ Professor ☐ Short-term scholar ☐ Research scholar ☐ Student leader

Department name at Adelphi University: ADELPHI INTERNATIONAL

Dates of program participation: \_\_\_\_\_

Beginning date: 04/22/2018 Ending date: 06/22/2018

EXCHANGE STUDENT INSURANCE REQUIREMENTS

Individuals in J status must have insurance in effect during the period of status associated with Adelphi University. The policy must provide:

- Medical benefits of at least \$100,000 for each accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness
- An insurance policy secured to meet the benefit requirements must be underwritten by an insurance corporation with an A.M. Best Company rating of A- or above, an Insurance Solvency International, Ltd. (ISI) rating of A-1 or above, a Standard & Poor's claims paying ability rating of A- or above or a Weiss Ratings of B+ or above.

Signature: Abhinav Date: 11/01/2018

Please submit this form and a copy of your valid insurance coverage for your period of time in the United States to the Office of International Student Services prior to your arrival at Adelphi.



ANNEXURE 11: SAMPLE J-1 FORM (ADELPHI UNIVERSITY)

Form DS-2019:

Request for a Certificate of Eligibility for Exchange Visitor

Office of International Student Services

One South Avenue • Post Hall, Room 201 • Uptown City, NY 11330-0701 • U.S.A.

516.877.4990 • Fax: 516.877.3148 • [iss@adelphi.edu](mailto:iss@adelphi.edu)

J-1 visitors entering as professors or research scholars may not have been in the United States during the past 12 months for more than six months as a J-1 participant or during the past 24 months as a J-1 professor or research scholar and they cannot be on a tenure track.

This form is to be completed by the exchange visitor requesting the appropriate DS-2019 form. Please attach all additional required documents, along with this request, to the Office of International Student Services.

Exchange visitor will be:

☒ Student (Please indicate degree level.) **CERTIFICATION** ☐ Short-term scholar  
☐ Professor ☐ Research scholar  
☐ Student intern

SECTION 1: BIOGRAPHICAL INFORMATION

Please attach a photocopy of your passport. All information should be written as it appears on your passport.

☒ Male ☐ Female

Family/Surname: **BHARDWAJ** First/Given name: **ABHINAV**

Date of birth: **11** **01** **1990** City of birth: **DELHI**  
Month Day Year

Country of birth: **INDIA** Country of citizenship: **INDIA**

Email: **abhinavbhardwaj@yahoo.com**

Have you ever held J-1 status before? ☒ No ☐ Yes. If yes, list the dates: \_\_\_\_\_ (Attach copies of previous DS-2019.)

FOREIGN ADDRESS

Street: **U9-02, TS CIVITECH FLORENZA, VAISHALI SEC 7, RAMPRASTHA GREENS**

City: **GAZIABAD** State/Province: **UTTAR PRADESH** Postal code: **201010**

Country: **INDIA** Phone no. (Include country code): **+91 7838783338**

Email: **abhinavbhardwaj@yahoo.com**

SECTION 2: RESEARCH SCHOLAR, SHORT-TERM SCHOLAR, PROFESSOR AND STUDENT INTERN

Host department: **ADELPHI UNIVERSITY**

Program start date: **2<sup>nd</sup> APRIL 2018** Program end date: **22<sup>nd</sup> JUNE 2018**

Highest degree obtained: **POST GRADUATION** Field: **MANAGEMENT**

Current occupation: **STUDENT**

Field of study, research or teaching: **INTERNATIONAL** Single ☒ Married ☐ If married, will spouse accompany as J-2? Yes ☐ No ☒

See reverse.



## ANNEXURE 12: SAMPLE FINANCIAL LETTER



**AMITY UNIVERSITY**  
UTTAR PRADESH  
**AMITY INTERNATIONAL BUSINESS SCHOOL**

Date: 8<sup>th</sup> January, 2018

**To Whomsoever It May Concern**

This is to certify that **Mr. Abhinav Bhardwaj, Enrollment No. A1808717011** is a bona-fide student of 3 Continent MBA programme, **2017-19 Batch** at **Amity International Business School** of Amity University Uttar Pradesh, Noida. He is participating in Amity University's 3 Continent / Study Abroad Program to gain global exposure from April 2, 2018 till June 22, 2018 at **Adelphi University, USA**.

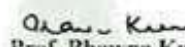
This unique programme of Amity University is designed to create global managers. Participants will spend 12 weeks at Adelphi University, USA and will undergo rigorous training in business fundamentals, cross-cultural issues and international business practices. In sum, it will allow the participant to gain a deep insight of what it takes to be a truly global manager as well as provide networking opportunities with eminent corporate professional executives thus providing the much needed skills & confidence to navigate through the new competitive and challenging business environment.

The cost of the program, funded by Amity, includes a tuition fee of \$3573, accommodation charges of \$5000, health insurance of \$700 and living expenses of \$6,000 for a total of \$15,273.

The student will be staying at **500 Montauk Highway, Oakdale, New York** and on completion of the 12 weeks, will return to India to complete the remaining part of his programme at Amity University, Uttar Pradesh.


Thank You

Yours Sincerely,

  
**Prof. Bhawna Kumar**  
**Vice President (RBEF)**  
**Amity Education Group**

AMITY INTERNATIONAL BUSINESS SCHOOL  
AMITY UNIVERSITY CAMPUS  
SECTOR-125, NOIDA, U.P.

## ANNEXURE 13: SAMPLE SPONSOR AFFIDAVIT



भारतीय गैर न्यायिक

पचास रुपये

रु.50

भारत

FIFTY RUPEES

Rs.50

INDIA

INDIA NON JUDICIAL


ਪੰਜਾਬ ਪੰਜਾਬ PUNJAB AB 311698

AFFIDAVIT

We, Manjeev Singh Bhogal Son of Late Sh. Patwant Singh Bhogal and (2) Smt. Ardeep Bhogal wife of Manjeev Singh Bhogal both resident of H.No. 580/3, Model Town, Ludhiana, do hereby solemnly affirm and declare as under:


1. That Mannat Bhogal, is our daughter and she is ready to abroad from Amity University at Noida.
2. That we are ready to pay all the funds for the above said trip from our own account.
3. That at the time of trip if any injuries or accident occur then we shall be responsible for the same.

That our above statement are true.

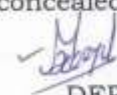



NOTARY PUBLIC  
Ashwani Jolly  
LUDHIANA (Pb.)  
Regd. No. 2784  
GOVT. OF INDIA

certified that the affidavit SPA/GPA has been read over & explained to the deponent who seemed directly to understand the same at the making thereof

  
 DEPONENT

VERIFICATION:  
 Verified at Ludhiana this 16<sup>th</sup> day of March 2018, that the contents of the above affidavit are correct, knowledge and belief. Nothing contained herein is untrue and nothing material is concealed therefrom.

  
 DEPONENT  
 MANJEEV

Attested as Identified  
  
 NOTARY PUBLIC  
 Distt. Ludhiana (Punjab)

## ANNEXURE 14: INDEMNITY BOND BY PARENTS

### INDEMNITY BOND

I am the father/natural guardian of Mr./Ms. \_\_\_\_\_,  
r/o \_\_\_\_\_

\_\_\_\_\_, aged about \_\_\_\_\_ years, who is studying at

\_\_\_\_\_ (Institute's Name) in its \_\_\_\_\_

Programme bearing enrolment no. \_\_\_\_\_, is now proceeding to

\_\_\_\_\_ as a part of 3 Continent Programme.

I have understood that Amity has made the necessary arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the Amity to be followed by the students, while on an outstation tour, which I have found very appropriate, and the same has also been read and understood by my son/daughter who has also executed an undertaking for the same. I have fully understood that my son/daughter is going entirely at his/her own accord and Amity and shall not be responsible for his/her own actions and deeds during their stay in UK and US.

I hereby promise to keep indemnified and harmless the Amity and Partner Institutions in UK

US, its Parents body, their Employees /officials, from every type of loss(s) or damage(s) which may arise out from the action or inaction of my son/daughter, during the said tours, and also from any claim arising from those action or inaction of my son/daughter.

Signature of the Indemnifie \_\_\_\_\_

Name of the Indemnifier \_\_\_\_\_

1. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

2. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

## ANNEXURE 14: UNDERTAKING BY STUDENT

---

### UNDERTAKING

I \_\_\_\_\_,  
s/d/o \_\_\_\_\_  
r/o \_\_\_\_\_  
\_\_\_\_\_aged about \_\_\_\_\_yrs, \_\_\_\_\_am studying  
at \_\_\_\_\_(Institution's Name) in its \_\_\_\_\_Programme bearing enrolment no  
\_\_\_\_\_, and am now proceeding for the semester abroad in UK & US. I have taken the necessary  
permission/concurrence from my Parents/Guardian, for my travel abroad and have understood all the rules,  
regulations, fee structures and other academic details of the program.

### I hereby undertake that:

- I shall follow the rules and regulations as laid by Amity & the Partner Institution. The same have been clearly read and understood by me.
- I shall not break any of the rules & regulations and also the laws of the Country where I am proceeding.
- I shall not indulge in any unlawful activity and any activity other than my duties & obligations.
- I shall not do anything which may cause any injury or damage to me or to any other person.
- I shall keep my passport and visa papers with full security & always ready.
- I shall observe strict discipline and follow the instructions of my Teachers/Professors/Attendants and other authorities during my stay abroad.
- I shall not do anything while undergoing the said tour abroad which may bring disrepute to Amity & the Partner Institution, its officials, or prejudice the relations between Amity and the participating institutions.
- I will make the complete payment as laid down by Amity for the said Programme.

## ANNEXURE 14: UNDERTAKING BY STUDENT

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- I have taken the necessary Insurance Policy, and Amity & its Partner Institution has no liability whatsoever, to bear, in case any mishap / mishappening occurs to me.
- I shall in no case leave UK and US during my stay there and would proceed forward as per given timelines. In case due to extreme circumstances I need to leave early, or stay late, I understand that I would need the written permission of the Head of Institution where I am presently enrolled.
- I also understand that in case I am found guilty of any unlawful activity or breaking the rules mentioned above or otherwise, I shall be liable to be deported back to India and Amity or its Partner Institution shall not be liable for any financial claims/refunds
- I am responsible for my visa documentation and shall not hold Amity & the Partner Institution responsible for Visa Rejection
- I would make the complete payment towards any loss or damage caused by me to the Institute's property or the Arrangements made during my stay at UK and US

1. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

1. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



## ANNEXURE 15: DISCIPLINARY CODE AND PROCEDURE

---

In any educational system, irrespective of its nature, it is important for an institution to determine a set of rules that will regulate the conduct of its students and should be observed in order to function successfully.

This disciplinary code is based on the following principles and is applicable for all campuses be it in India or any foreign location including Amity University [In] London and Amity New York Campus.

- a) The right of competent authority to take appropriate disciplinary steps against any student, who acts in a manner conflicting with the interest of the institution.
- b) At the same time the code also recognises the right of a student to a fair hearing and an applicable & just disciplinary action.
- c) The emphasis of any disciplinary system is on prevention, justice and rehabilitation.
- d) The disciplinary code is regarded as a guideline and its interpretation must be adequately flexible in order to adjust to various circumstances.

### 1. OBJECTIVE:

- 1.1 The objective of this Disciplinary Code and Procedure is to regulate discipline in the institution with the key principle that the teachers/staff and the students should treat each other with mutual respect.
  - 1.1.1 A premium is placed on both student justice and the efficient operation of the institution.
  - 1.1.2 While this procedure protects students from arbitrary action, the institution is entitled to satisfactory conduct and performance from its students.
- 1.2 Although discipline in general can be applied according to these provisions, it should be noted that departure from these norms may be justified in proper circumstances.
- 1.3 A schedule of corrective and progressive disciplinary steps is attached.

### 2. PRINCIPLES:

- 2.1 The institution has the right and a responsibility to manage its operations and direct its students in doing so.
- 2.2 The institution reserves the right to implement rules or to establish standards of performance and behavior and their measurement thereof.
- 2.3 Disciplinary action taken by the institution should at all times conform to the code of standard operating procedures for students.
- 2.4 A student has the right to be accompanied by a colleague/fellow at the initial stages of a disciplinary procedure.
- 2.5 In the first instance the purpose of disciplinary action is to correct behaviour rather than to terminate/expel the student, unless the offence is of a serious nature and dismissal is deemed utmost necessary.
- 2.6 No incident or offence can be considered in isolation and the total impact of the offence in a disciplinary action shall be considered

## ANNEXURE 15: DISCIPLINARY CODE AND PROCEDURE

---

### 3. PROCEDURE:

- 3.1 Some rules or standards in the institution are so well established that it is not necessary to communicate them in this procedure. However, some have been listed in the schedule attached hereto.
- 3.2 Before a problem becomes a disciplinary issue, a faculty/supervisor/mentor may guide, inform or remind the student informally on the applicable rule or performance situation. Such counselling is not viewed to form part of formal disciplinary action but is rather part of a day-to-day communication within the institution.
- 3.3 Formal procedures do not have to be invoked every time a rule is broken or standard is not met. Informal advice and correction is accepted as the best and most effective way for the institution to deal with minor violations of student discipline.
- 3.4 Repeated misconduct warrants warnings, which themselves may be graded according to degree of severity. More serious infringements or repeated misconduct may call for a final warning or other action short of dismissal/deportation. Dismissal/ deportation would be reserved for cases of serious misconduct or repeated offences.

The seriousness of the offence will determine the action to be taken and not necessarily, the number of occasions the transgressions was committed.

#### 3.5 Step 1: Verbal warnings

##### 3.5.1 Step 1 will not apply in cases of serious misconduct.

##### 3.5.2 This will normally be the first formal action instituted against a student for failure to meet performance requirements, breach of the terms of Standard Operating procedures of the institution.

These warnings will normally be given by the student's immediate mentor. Warnings of this nature must be given as soon as possible after the offence became known.

#### 3.6. Step 2: Written warning

##### 3.6.1 These written warnings may be used when the verbal warning(s) fail(s) to produce the required results or where stronger action than a verbal warning is required.

##### 3.6.2 The mentor can record, in writing, the incident that gave rise to the issuing of such written warning, (see Annexure 15 (E))

##### 3.6.3 A copy of the warning shall be handed to the student for which he/she shall be required to sign acknowledgment of receipt. If refusing to sign, a witness should sign in the presence of the accused, confirming that the warning was issued.

##### 3.6.4 A copy of such warning will be included in the student's personnel file.

##### 3.6.5 Written warnings should be issued as soon as possible after the incident came to management's attention.

#### 3.7 Step 3: Final Written Warnings:

## ANNEXURE 15: DISCIPLINARY CODE AND PROCEDURE

---

- 3.7.1 This step may be used where previous verbal and written warnings had failed to produce required results and/ or where stronger action than the abovementioned is required.
- 3.7.2 The relevant /mentor/supervisor/mentor will record in writing the incident which gave rise to the issuing of the final written warning, (see Annexure 15 (F))
- 3.7.3 A copy of the warning shall be handed to the student for which he/she shall be required to sign acknowledgment of receipt. - see 3.6.3
- 3.7.4 A copy of such final warning will be included in the student's personnel file and a copy of the same will be shared with their parents/guardians.
- 3.7.5 Final Written Warnings should be issued as soon as possible after the incident came to management's attention.
- 3.8 Step 4: Dismissal
  - 3.8.1 This step may be used where previous written warnings have failed to produce required results or stronger action than either First or Final Warnings are necessary due to the seriousness of the offence.
  - 3.8.2. Following an investigation, the relevant /mentor supervisor/mentor will record in writing the incident, in the form of a notification to attend a disciplinary hearing. (See Annexure 15 (B))
  - 3.8.3 The student shall be issued with a copy of such notice and the hearing shall be set down in accordance to this procedure. (See Annexure "15 C")
  - 3.8.4 The student is entitled to reasonable time to prepare for the hearing.
  - 3.8.5 If possible, an impartial chairperson will be appointed, alternatively, the designated manager will act as chairperson of the said disciplinary hearing.
  - 3.8.6 The student will be afforded an opportunity to state his case in response to any allegation. (See Annexure "15 D")
  - 3.8.7 After having listened to the evidence presented by the supervisor/mentor or any other initiator, the chairperson will consider whether the student is guilty or not of the charges.
  - 3.8.8 In the event of the chairperson determining that the student is guilty of the charges, the student will be requested to offer mitigating circumstances prior to a decision with regard to the penalty being taken.
  - 3.8.9 After considering all the evidence and documents placed before the hearing and after having given due consideration to any mitigation offered by the student, the chairperson may decide to terminate the participation of the student, or any other appropriate action. (See Annexure "15 G")
  - 3.8.10 If the student is dismissed, the student will be given the reasons for the dismissal in writing and will be reminded of any rights in terms of standard operating procedures.

## ANNEXURE 15: DISCIPLINARY CODE AND PROCEDURE

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### EXAMPLES OF DISCIPLINARY OFFENCES

#### GROUP A OFFENCES

The following are the few examples of incidents that have been categorized as Group A Offences.

For these offences all the four Steps of Disciplinary Actions apply namely: Recorded verbal warning; Written warning; Final written warning; Termination of participation with notice.

Incident:

- Poor academic performance
- Insubordination
- Absenteeism repeated. Fewer than 3 working days unauthorised or deliberate
- Poor time-keeping
- Littering in the campus
- Commits a breach of any rule prescribed for good order, discipline or health of the institution
- Failure to keep lab equipment or work place for which student is responsible in proper condition
- Contravention of regulations relating to the hostel and cafeteria
- Consuming food in unauthorized areas.
- Consuming alcohol in the campus
- Smoking in prohibited areas
- Damage to institutional property

## ANNEXURE 15: DISCIPLINARY CODE AND PROCEDURE

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### GROUP B OFFENCES

The following are the few examples of incidents that have been categorized as Group B Offences and considering the level of the offence, there is no Verbal Warning. Straightaway a Written Warning will be issued to the offender as a first step followed by Final Written Warning and subsequently Termination of participation with notice

Incident:

- Negligence
- Disrespectful behaviour towards faculty and colleagues/other students
- Any other act harmful to the interest of the institution or its other students
- Failure to report in and out on commencement and ceasing of participation as expected
- Using insulting/profane language
- Carelessness and failure to conserve safety regulations and hygiene rules
- Willful disregard of rules relating to use of instructional properties/belongings
- Failing to comply with SOP procedures as prescribed
- Sleeping during class

## ANNEXURE 15: DISCIPLINARY CODE AND PROCEDURE

---

### GROUP C OFFENCES

If a student commits any of the following offences, he may be summarily dismissed without notice, if so decided following a proper hearing.

Incident:

- Unauthorised consumption on the premises of intoxicating liquor and/or habit forming drugs or being under the influence of such substances whilst on assignment/in class/ outbound visits, or offering to any other student, or having in his possession intoxicating substances whilst on the campus premises
- Entering or remaining on the premises of the institution whilst in a state of intoxication
- Smoking in areas where "No Smoking" signs are exhibited
- Refusing to execute any reasonable and lawful order given by a supervisor/mentor or inciting other students to refuse
- Fighting or assaulting others; whilst on the premises or attempting to injure or in any other way to intimidate an student
- Being in possession of a firearm or other dangerous weapon on the premises without authority granted by management
- Being guilty of misconduct or attempts thereof
- Clocking in or out on behalf of another student or making unauthorized alterations in the register kept with the guard at booth
- Willfully making ill false report or making false entries on returns from Manhattan
- Proven theft or fraud or being an accessory thereto or making an attempt thereof
- Being in possession of institutional property without permission (This is not theft; which must be proven in a court of law)
- Committing violence or inciting other students to violence\
- Willful damage to, willful neglect of or destruction of campus property, tools, machinery, etc.
- Arranging unauthorized meeting or forming unions
- Gross Insubordination
- Revealing of secret or confidential information to unauthorised persons relating to the operation of the institution/campus. Without derogating from the generality of the foregoing prohibition, the following in particular:
  - o Security arrangements applicable to the institution and/or students
  - o Disclosing personal information on any student of the institution including management
- Using confidential information for own purposes
- Misrepresentations of campus particulars
- Undertaking without permission any private agency work in direct competition with the institution
- A student who prior to his confirmation of joining had previously been found guilty of a criminal offence Or had failed to disclose this information
- Adversely affects the image and operations of the institution through comments, statements and allegations to other stakeholders
- Intimidation - (proven in a court of law)
- Desertion or continued absence from campus without notification and parent's guardian's approval/consent for a period of more than 3 days
- Use of institutional resources without permission or authority

NB. THIS LIST IS NOT EXHAUSTIVE AND A STUDENT MAY BE SUMMARILY DISMISSED FOR ANY CAUSE RECOGNISED IN LAW OR FAIRNESS AS SUFFICIENT

ANNEXURE 15 (A): DISCIPLINARY HEARING CHECKLIST

| DISCIPLINARY HEARING CHECKLIST  |   |
|---|---|
| (To be completed by the Chairperson during the hearing)   | Yes/No  |
| 1. Accused notified in advance:   | <input type="checkbox"/> <input type="checkbox"/> |
| 2. Accused was informed of his/her right to representation, witnesses and an interpreter                    | <input type="checkbox"/> <input type="checkbox"/> |
| 3. Accused pleaded guilty to charge(s)  | <input type="checkbox"/> <input type="checkbox"/> |
| 4. Accused and/or his representative was given the opportunity to defend the case                           | <input type="checkbox"/> <input type="checkbox"/> |
| 5. The complainant and accused were afforded an opportunity to call witness(es)                             | <input type="checkbox"/> <input type="checkbox"/> |
| 6. The complainant and accused were afforded an opportunity to cross examine each other and the witness(es) | <input type="checkbox"/> <input type="checkbox"/> |
| 7. If found guilty, testimony in mitigation and previous disciplinary action were considered                | <input type="checkbox"/> <input type="checkbox"/> |
| 8. The action taken is in accordance with the Disciplinary Code and Procedure                               | <input type="checkbox"/> <input type="checkbox"/> |
| <div>CHAIRPERSON</div>  | <div>DATE</div>                                   |
| <div>ACCUSED STUDENT</div>  | <div>DATE</div>                                   |

**ANNEXURE 15 (B): NOTICE TO ATTEND A DISCIPLINARY ENQUIRY**

NOTICE TO ATTEND A DISCIPLINARY ENQUIRY

TO:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

Please take note that your participation has been suspended pending the outcome of this disciplinary enquiry.

You are hereby instructed to attend a Disciplinary Enquiry to be held on, \_\_\_\_\_ at

\_\_\_\_\_

The charge(s) are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You are entitled to:

- be represented by a fellow student/colleague
- call witnesses
- defend the charges

The Chairperson of the enquiry shall be:

\_\_\_\_\_

CHAIRPERSON

\_\_\_\_\_

DATE

\_\_\_\_\_

ACKNOWLEDGMENT OF RECEIPT

\_\_\_\_\_

DATE

(SHOULD STUDENT REFUSE TO SIGN RECEIPT HEREOF TWO WITNESSES SHALL SIGN ATTESTING TO THE FACT THE STUDENT HAS RECEIVED THE NOTIFICATION)

WITNESS SIGNATURE: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_



## **ANNEXURE 15 (C): DISCIPLINARY HEARING CHECKLIST (STUDENT RIGHTS)**

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### DISCIPLINARY HEARING CHECKLIST

#### RIGHTS OF THE STUDENT FACING A DISCIPLINARY ACTION:

You are entitled to the following rights:

The right to:

- a. A formal enquiry;
- b. Be present at the enquiry. Note the importance of attending the enquiry. If you do not attend, it will be postponed and should you still be absent, the enquiry will be conducted in your absence;
- c. Be given time to prepare your case;
- d. Be given advance warning of the charges;
- e. Be represented or assisted at the enquiry by a colleague of your choice or by a fellow student - all being students of the institution or with the permission of the competent authority by a an official;
- f. Ask questions of any evidence produced or of statements by witnesses;
- g. Call witnesses to testify on your behalf. Arrange with the chairperson to have your witnesses present; as this your responsibility
- h. An interpreter. You may request another student to act as an interpreter. Inform the chairperson of your need for an interpreter;
- i. Appeal within five working days against any penalty which may be imposed and conveyed to you.

**ANNEXURE 15 (D): DISCIPLINARY HEARING FORM**

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## DISCIPLINARY HEARING FORM

NAME &amp; NUMBER OF STUDENT: \_\_\_\_\_

DEPARTMENT AND COURSE SEMESTER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESENT: \_\_\_\_\_  
\_\_\_\_\_ALLEGED  
OFFENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_SUMMARY OF DEFENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_DISCIPLINARY ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

CHAIRPERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

INITIATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ANNEXURE 15 (E): FIRST WRITTEN WARNING

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### FIRST WRITTEN WARNING

NAME OF STUDENT: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

DETAILS OF MISCONDUCT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT'S COMMENTS (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WARNING ISSUED BY:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_ of warning

ACKNOWLEDGMENT BY STUDENT OR REPRESENTATIVE;

REPRESENTATIVE SIGNATURE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

(SHOULD STUDENT REFUSE TO SIGN RECEIPT HEREOF TWO WITNESSES SHALL SIGN ATTESTING TO THE FACT THE STUDENT HAS BEEN WARNED)

WITNESS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## ANNEXURE 15 (F): FINAL WRITTEN WARNING

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### FINAL WRITTEN WARNING

NAME OF STUDENT \_\_\_\_\_

ENROLMENT NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

TITLE \_\_\_\_\_

DETAILS OF MISCONDUCT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT'S COMMENTS (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WARNING ISSUED BY:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION IN CONFERENCE: \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_

ACKNOWLEDGMENT BY STUDENT OR REPRESENTATIVE:

REPRESENTATIVE SIGNATURE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

(SHOULD STUDENT REFUSE TO SIGN RECEIPT HEREOF TWO WITNESSES SHALL SIGN ATTESTING TO THE FACT THE STUDENT HAS BEEN WARNED)

WITNESS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ANNEXURE 15 (G): DEPORTATION / DISMISSAL FORM**

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**DEPORTATION DISMISSAL FORM**

TO: \_\_\_\_\_

Following the outcome of a disciplinary enquiry, your participation is terminated with effect from

\_\_\_\_\_ on the grounds of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In terms of the AMITY policy, you are to leave our premises immediately. Attached please find details of the decision and impeachment against you.

SIGNED:

(for AMITY) \_\_\_\_\_

ACKNOWLEDGMENT:

(by student) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORISED BY: \_\_\_\_\_

CONFIDENTIAL

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