AMITY UNIVERSITY
UTTAR PRADESH

GUIDELINES FOR SUMMER STUDY ABROAD PROGRAMME 2025

1.0 Short Title, Application and Commencement

1.1 These Guidelines may be called Amity University Uttar Pradesh (Summer- Study Abroad Programme) Guidelines.

1.2 These Guidelines shall apply to all students of Amity University and its campuses.

2.0 Objective

2.1 The objective of these Guidelines is to formulate a procedure for Summer - Study Abroad Programmes.

3.0 Introduction

Summer Study Abroad Programme (SAP) is important for global exposure to students of various disciplines. Summer SAP has been re-engineered to give an experiential learning platform to the students of Amity on a global scale. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

4.0 Summer SAP-2025 Locations

The Summer SAP 2025 will be conducted at the following locations:

- London
- Singapore
- Dubai
- France
- USA

<u>Dates and Duration</u>

	Commencement Date	End Date
SUMMER - SAP 2025	**1st June 2025**	**30th June 2025**

5.0 SUMMER SAP – Sample Itinerary

- Special modules delivered by the Industry experts and Leading foreign faculty
- Industry Visits
- Extensive Project Reports
- Excellent exposure, cross cultural orientation & sensitization on the foreign economies, societies, do's and don'ts etc.
- Familiarization with industry dynamics and trends on a global scale

6. Academic Model, Curriculum, Evaluation and Examination

6.1. Programme Structure & Course Curriculum

The Summer Study Abroad Program at Amity Universe offers students the opportunity to engage in a comprehensive five-week training program across our international campuses, enabling them to earn up to 12 credits. These credits will be incorporated into the Academic Bank of Credit (ABC) and can be utilized towards fulfilling requirements such as NTCC, OE, DE, SEC, VAC, or Discipline Credits, among others.

Furthermore, students may leverage these earned credits to address any outstanding coursework.

The assessment of curriculum covered during the overseas component will be conducted by faculty members at the respective foreign campuses, with final compilation and moderation overseen by the office of the Group Vice Chancellor in India.

Courses / Modules

	Course Title	Credit Units
1	Innovation, Leadership & Management in Global Context	3
2	Cross Border Alliances & Business Opportunities (London/ Singapore/Dubai / France)	3
3	Country Report	6

6.2 Assessment & Examinations

Assessment and Evaluation of the exams will be conducted at the foreign campuses.

7 Fee

The following Fee structure is applicable for all domains across all Amity Universities & Institutions

Destination	SAP Fee (Non-Inclusive SAP)
LONDON (GBP)	3500
SINGAPORE (SGD)	3900
DUBAI (AED)	7790
USA	USD 5000 Rs 4,50,000/-
France	Rs 3,30,000/-

Amity will offer accommodation facilities at all the locations. However, Amity will not be able to assist thosestudents who are choosing any other accommodation options at the destinations mentioned above.

The fee does not include return air tickets, visa fee, meals charges, medical insurance charges or any other out of pocket expenditure which may be borne by the students.

<u>FEE Payment Instructions</u>

LONDON CAMPUS

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
    a. BENEFICIARY: AMITY GLOBAL EDUCATION LTD
    b. ACCOUNT NO.: 21853864
    c. BANK : HSBC BANK PLC 39, TOTTENHAM COURT ROAD, LONDON, WIT 2AR
    d. SORT CODE: 40-07-07
    e. IBAN: GB75MIDL400707 or GB75MIDL40070721853864
    f. SWIFT CODE: MIDL GB 21 07Y

SINGAPORE

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
    a. BENEFICIARY: AMITY GLOBAL INSTITUTE PTE LTD.
    b. Account Number: 003-923926-2
    c. Bank Name: DBS BANK LTD
    d. Bank Code: 7171
    e. Branch Code: 003
    f. Swift Address: DBSSSGSG

DUBAI CAMPUS

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
    a. Account Name: Amity University
    b. Account No. (AED): 101-43395514-01
    c. IBAN No. (AED): AE040260001014339551401
    d. Bank Name: Emirates NBD
    e. Branch Address: Dubai Media City Branch
    f. Swift Code: EBILAEAD

USA & France

1. Mode of Payment – Demand Draft Only

2. Payment to be made in favor 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

All bank charges both in India & overseas have to be borne by the students. The students are advised to give instructions to bankers making remittance for charges mentioning "Remittance charges should be OUR"

Fee Refund Policy

a. Any request for withdrawal must be submitted before 20th April 2025 with a written application to their respective HOI. Such an application must be approved by their HoIs before further processing

b. Any student who has not been able to go on SAP will henceforth be allowed to take the refund of the fee paid to us, except for accommodation if that has already been booked. No refunds will be permitted after 20th April 2025.

c. The Fee of indiscipline case will be forfeited.

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

e. At the time of cancellation, if accommodation and academic fees are already paid to the foreign partners, there will be no refund issued.

f. No fees refund request will be entertained under any circumstances after the commencement of the SAP Program.

g. If the University withdraws to offer the SAP course for some reason, the fee of student will be refunded.

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

i. In case the program is deferred due to any unforeseen circumstances, the SAP fee paid by the student will be automatically carried forward to the next semester. The student will be given an opportunityto go on SAP in their next semester.

8 Application Process and Selection of the students

a. Students to apply for SAP to their respective HOI through their programme coordinator.

b. Student's selection to be recommended by the **Course Advisory Committee** and approved by **HOI**.

c. A Faculty coordinator will be designated by HoI/Domain Head (selected from the respective Institutes/group of institutions of a domain from where students for SAP have been approved), who will accompany the students to each SAP campus and who will also deliver the assigned course(s) & will monitor the student progress. HoI will submit a proposal to University HQ for necessary approval from Chancellor. The faculty coordinator from an institution will depend upon number

of students opted for SAP campus.

d. List of the students who are going for SAP will be forwarded to following :

- **Dean (SAA&SS)** for necessary approval of the University for Credit Transfer along with Course mapping.
- **Dean (Exams)**
- **IAD and Office of Amity Group Vice Chancellor** for information, further processing and necessary action for facilitating visa and other logistics arrangements and coordination with SAP campuses.
- **IAD** will assist the HoIs / HODs, Students and faculty in Application process, logistics arrangement and other itineraries.

8.1 Documents Required For SAP Application

The students have to submit the following forms to their respective Programme Coordinator/Programme Leader:-

1. **SAP Application Form (Annexure A)** for Singapore, Dubai and USA
2. **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by their parents. **(Annexure B).** To be filled by students opting for Amity Accommodation
3. In case the student is opting for **own accommodation** then he must submit the **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by their parents. **(Annexure C)**
4. **Undertaking on a Rs.10/- stamp paper**, notarized and signed by themselves. **(Annexure D)**
5. **SAP London Application form**– for SAP London only **(Annexure E)**
6. **Fee Receipt**
7. **Passport Copy**
8. **Bonafide Letter** (to be issued by respective institute)
9. **Travel & Medical Insurance**
10. **Aadhar Card Copy**
11. **PAN Card Copy**
12. **Sponsorship Letter**

8.2 General Guidelines for Students

1. The students must adhere to the highest standards of conduct stipulated by the University.
2. The students must be actively engaged in making their classroom sessions interactive and learning.
3. When going for industry visits, showcasing themselves as brand Amity and leave a lasting impression.
4. Any case of indiscipline will result in terminating the SAP for a student immediately and the student will be sent back to home campus.
5. The students must report back to their home campus by the due date. Any extension beyond SAP dates will be given by University HQ on recommendations of HOI.

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9 Policy for Cases of Withdrawal/Visa Refusal/Non completion of SAP courses abroad

- If the visa of any student is refused, the following will apply:
  - The student will be given a choice of an alternative foreign location. However, this may not be compulsory.
  - The student will then need to pay the fee for the new chosen destination and the old fee paid will be refunded separately as per the rules defined above.
  - Any accommodation fee paid by the student may only be refunded if **Amity is able to get a refund for the same.** If accommodation and academic fees are already paid to the foreign partners, there will be no refund issued.

Annexure A

AMITY UNIVERSITY
UTTAR PRADESH

Institution:-_____

Campus opted for the Study Abroad Programme

Preference 1st	Preference 2nd

Name: _____ Enrolment No: _____

Programme: _____ Batch: _____ Semester: _____

Mobile: _____Email: _____

Academic Performance:-

Semester	**SGPA**	**CGPA**	**No. of Back papers**

Write a short note on how you stand to benefit from this Study Abroad Programme?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Passport Details (please attach photocopy).

Passport No:- _____Date of Issue: _____Valid upto : _____

Place of issue: _____Issued by: _____

Parents Details:

Father's Name: _____ Occupation: _____Organization: _____

Designation: _____Mobile No: _____Email: _____

Mother's Name:_____Occupation: _____Organization:

_____

Designation: _____Mobile No: _____Email: _____

Any previous Medical History: _____

Financial Details:
How are you going to fund your SAP trip:
_____
_____

Family Income: _____
Contact Details:
Residential Address: _____
_____Mobile No:
_____Email Id:_____Emergency Contact
Details:_____Mobile: _____

Undertaking:

All the information given above is true to the best of my knowledge and belief and I have submitted the undertaking for Study Abroad Programme in prescribed format of the Amity University.

Date: …….. **Signature:** ……..

Recommendation of Programme Coordinator/Programme Leader:
_____
_____
_____

Signature: ……..

Name: _____
Designation: _____
Date: ……. Contact No: _____

Approval by Head of Institution:
_____
_____
_____

Signature: ……..
Date: …… Name: _____

Annexure B

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 Summer Study Abroad Programme (Summer SAP) 2025.

I have understood that Amity and..... (Visiting Institution for SAP) have made the necessary arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the Amity and ..... 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..... ..... (Visiting Institution for SAP) shall not be responsible for his/her own actions and deeds during their stay in ..... (Place of visit)

I hereby promise to keep indemnified and harmless the Amity and.....(Visiting Institution for Summer SAP), 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_____

Name of the Indemnifier _____

1. Signature of Witness:_____

Name: _____

Date: _____

Address: _____

2. Signature of Witness:_____

Name: _____

Date: _____

Address: _____

Annexure C (for students who opt for Own Accommodation)

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 Summer Study Abroad Programme (Summer SAP) 2025.

We have made necessary arrangements for the accommodation of our ward on our own at ……

I have understood that Amity and..... (Visiting Institution for SAP) have made the necessary arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the Amity and ..... 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..... ..... (Visiting Institution for SAP) shall not be responsible for his/her own actions and deeds during their stay in ..... (Place of visit)

I hereby promise to keep indemnified and harmless the Amity and.....(Visiting Institution for SAP), 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_____

Name of the Indemnifier _____

1. Signature of Witness:_____

Name: _____

Date: _____

Address: _____

2. Signature of Witness:_____

Name: _____

Date: _____

Address: _____

Annexure D

UNDERTAKING

I _____, s/d/o _____ r/o _____ _____aged about _____yrs, is studying at _____(Institution's Name) in its_____Programme bearing enrolment no _____, and now proceeding to _____(Visiting Institution for SAP), for `Summer Study Abroad Programme (Summer SAP) 2025 from …….. till ……

I have taken the necessary permission/concurrence from my Parents/Guardian, for my travel to this study abroad programme.

I hereby undertake that:

1. I shall follow the rules and regulations as laid by Amity & _____ _____(Visiting Institution for SAP) for the Summer Study Abroad Programme (Summer SAP) 2025 which have been clearly read and understood by me.
2. I shall not break any of the rules & regulations and also the laws of the Country where I am proceeding.
3. I shall not indulge in any unlawful activity and any activity other than my duties & obligations.
4. I shall not do anything which may cause any injury or damage to me or to any other person.
5. I shall keep my visa papers with full security & always ready.
6. I shall observe strict discipline and follow the instructions of my Teachers/Professors/Attendants and other authorities during my stay at …….
7. I shall not do anything while undergoing the said tour at (place of visit), which may bring disrepute to Amity &_____(Visiting Institution for SAP), its officials, or prejudice the relations between Amity and the participating institutions.
8. I will make the complete payment as laid down by Amity & _____Visiting Institution for SAP) for the said Programme.
9. I have taken the necessary Insurance Policy, and Amity & _____(Visiting Institution for SAP) has no liability whatsoever, to bear, in case any mishap / mishappening occurs to me.
10. I shall in no case leave ……..(place of stay) during my stay for this Study Abroad Program and would proceed straight back to India post completion. In case due to extreme circumstances

I need to leave ..... (Place of stay)., I understand that I would need the written permission of Director, Amity .....

11. 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 & ……..... (Visiting Institution for SAP) shall not be liable for any financial claims/refunds.

12. I am responsible for my visa documentation and shall not hold Amity & _____ (Visiting Institution for SAP) responsible for Visa Rejection.

13. 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 .....(Place of stay).

(Signature of the Student)

Name: _____

Address: _____

_____

_____

Date: _____

(Signature of the Witness)

Name: _____

Address:_____

_____

_____

Date: _____

Annexure E

Study Abroad/Exchange Application Form Summer SAP 2025

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):

Last Name: First Name: Middle Name(s):

☐ Male ☐ Female

Date of Birth: (Day/Month/Year)

Country of Citizenship (as in passport): Passport Number:

Passport Issue date: (DD/MM/YY)
Passport Expiry Date: (DD/MM/YY)

Permanent/Home Mailing Address:

Home number/Street: Town/City:
State/Province: Postal/Zip Code: Country:
Telephone (Inc country code):
Email:
Alternative email:

Home University:
Current Year of Study:

Contact Details of your Next of Kin

Title: Full Name:
Email:
Address:
Home number/Street: Town/City:
State/Province: Postal/Zip Code: Country:
Telephone (Inc country code):

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
- ☐ 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):

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?

Declarations

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

☐ Yes, I give consent to contact 3rd parties

☐ No, I do not give consent to contact 3rd parties

Do you have any criminal convictions? ☐ Yes ☐ No

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

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

I agree to provide a copy of my exit stamp obtained when leaving the UK to Amity withineven 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 documentsare 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: _____

DATE: _

ANNEXURE F:

BANK LETTER FORMAT (To be issued in Institute's letterhead and signed by HoI/HoD)

XX-XX-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **STUDENT NAME, ENROLLMENT NO.** is a bona-fide student of COURSE NAME of **XXXX-XXXX** batch at **INSTITUTION NAME**, Amity University Uttar Pradesh, Noida.

He/She is going for Amity University's Study Abroad Program to gain global exposure at **Summer SAP DESTINATION NAME** from **1st June – 30th June 2025**.

The purpose of the letter is to allow him/her to remit the appropriate fee of **FEE AMOUNT** for the aforesaid Programme.

You are requested to do the needful.

Thank You!

Yours Sincerely,

ANNEXURE G
SAMPLE BONAFIDE LETTER

AMITY UNIVERSITY
UTTAR PRADESH

AMITY SCHOOL OF INSURANCE, BANKING & ACTUARIAL SCIENCE

07th February 2024

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr.Piyush Kalra, S/o Mr.Kapil Kalra, Enrolment No.A2883121036, is a bonafide student of Bachelor of Science (Actuarial Science) program Amity School of Insurance, Banking and Actuarial Science, Amity University Uttar Pradesh during the academic year 2021-24. He is a regular student.

(A.P. Singh)
Director.

I1-Block, 1st Floor, Amity University Campus, Sector - 125, Noida - 201303, Gautam Buddha Nagar, U.P. (INDIA)
Tel.: +91(0)-120-2431843 / 4392301 - 05 **Fax:** +91(0)-120-2431856
E-mail : insurance@amity.edu **Website:** www.amity.edu/asibas

ANNEXURE H:

SPONSOR LETTER FORMAT (To be issued by Father/Mother on 100 Rs Stamp Paper)

SPONSOR LETTER

I, ……certify that my ward …… studying in ……., Enrollment No …….. from **Institution Name** Amity University Uttar Pradesh is going for Summer Study Abroad Programme from **1st June – 30th June 2025** to Amity University [In] London.

I certify that he/ She is ready to go abroad from Amity University Uttar Pradesh. I have funded all the expenses and tuition fees from our own account and will bear all the expenses during his/her stay in …….. He/she will not be involved in any illegal activity over there.

Date:

Place: