GUIDELINES FOR APPLYING FOR EXCHANGE PROGRAMMES UNDER INTERNATIONAL COLLABORATION

In the best interest of enhancing and maintaining academic standards and for the effective and judicious use of internal resources of the university, the following guidelines are notified for deciding on funding requests of students and faculty for the International exchange/joint research/seminars/conferences, etc. Students and faculty

- will be selected *purely on merit*
- will be required to submit a detailed research proposal/teaching plan regarding what they intend to do at the host university
- will be required to appear for an interview before a Selection Committee constituted by the Vice Chancellor
- who have already availed themselves of this opportunity cannot apply again, in order to give opportunity to others.

All students and faculty going abroad under exchange programmes will be given 75% of the total money approved initially and the remaining amount will be given after the submission of a report regarding the work they have done during their stay abroad and a no dues certificate from the host institution.

The same procedure will be followed for joint research/seminars/conferences, etc. organized at EFL-U (under International Collaboration activities). Faculty going abroad under joint research/seminars/conferences will have to go through the same procedure as under student/faculty exchange programmes.
STUDENT EXCHANGE PROGRAMME TO TECHNICAL UNIVERSITY,
DRESDEN, GERMANY

The English and Foreign Languages University (EFL-U) invites applications from research scholars enrolled for study in the relevant fields mentioned below for a six-month student-exchange programme at the Institute of British and American Studies, Technological University Dresden, Germany from March-August 2016, in any of the following areas:

1. English language teaching (as a second language)
2. Linguistics
3. Literature (English and American)
4. Culture studies/ Interdisciplinary studies

Who can apply
Appropriate candidates should demonstrate the required research aptitude, and indicate how they can benefit from this program. Special emphasis will be placed on how their experience will contribute towards their research and self development at the EFL-U in general and to the university in particular. Students can avail themselves of this grant only once during their entire duration of registration. Students facing disciplinary action or with a Proctorial history of indiscipline shall not be eligible.

Eligibility Criteria:
Applicants must meet the following eligibility criteria:
- have completed their Ph D Coursework with an overall grade B+
- have an approved research proposal
- give an undertaking to return to EFL-U on completion of the fellowship/grant and complete their Ph D.
- have a valid passport at the time of applying.
- should be 30 years or below of age at the time of closing of the application.

Important: All students must return to the university upon completion of the six-month program. No extension requests will be supported. No dependants are allowed to accompany students on this program. Pregnant candidates may not participate in this program if the birth is due during the program period.

Material misinterpretation (e.g. plagiarism) at any time during the application or grant period is grounds for selection withdrawal or grant termination, as well as ineligibility for future participation.

Students who have availed themselves of this fellowship/grant shall not be allowed to deregister to ensure that serious and research minded students are encouraged to apply. Ph D registration will be cancelled in case it is found that students have deregistered on invalid grounds and such students shall not be allowed to get admission to the university programmes for the next two years.
The period of stay in Dresden will be counted towards their period of registration for Ph D.

**Applicant Profile**
Selected candidates must be enthusiastic about learning and being proactive ambassadors of EFL-U. Through their application they should demonstrate knowledge of our culture/Indian sensibility and current events in our country. They should have leadership skills, a desire to meet people and become a part of the community by participating in community events and campus activities. They should also be able to work creatively and be self-reliant while being willing to work cooperatively as part of a team with international faculty and students.

At the conclusion of the program, students will be expected to return to India, submit a report and make a presentation of what they had learned during their stay at TU, Dresden, Germany, before a duly constituted committee on whose recommendation the balance amount of the fellowship/grant will be paid.

**Grant Benefits**
The EFL-U will provide round-trip international air travel to the host institution, airport transfers (in India and abroad), visa fee, and health insurance as per Regulation 20.

The host institute will provide the selected student, a monthly maintenance allowance.

The fellowship does not provide an allowance for dependants.

**How to Apply**
You should forward your application through the appropriate administrative authority (Dean of the School), to the deanir.eflu@gmail.com. Applications must reach the Dean, International Relations by the application due date.

**Incomplete or late applications or applications not forwarded through the proper channel will not be considered and no further correspondence will be entertained.**

**Last date for applying: 18 December, 2015**

Visit [http://www.tu-dresden.de](http://www.tu-dresden.de) for more details on TU, Dresden, Germany.

**Review Process**
All eligible applications will be screened. Short-listed applicants will have to appear for an interview before a selection committee in December 2015. Applications of recommended candidates will be forwarded to TU, Dresden for further review.

**Candidates will be notified of their awards by January 2016.**
APPLICATION FORM FOR STUDENT-EXCHANGE PROGRAMME TO TECHNICAL UNIVERSITY, DRESDEN, GERMANY

Name of the participant:

Contact details:

1. Address ........................................................................................................................................

2. Phone...........................................................................................................................................

3. Email............................................................................................................................................

4. Age.............................................................................................................................................

Ph D course registered for:................................................................................................................

Date of registration:........................................................................................................................

Course work requirements completed (Tick): Yes No

Research proposal approved (Tick) Yes No

Area of specialization:....................................................................................................................

Passport Number:...........................................................................................................................

Date of issue:....................................................................................................................................

Date of expiry:...................................................................................................................................

Place of issue:.....................................................................................................................................

Have you been abroad on any study/exchange programme offered by EFL-U earlier? (Tick): Yes No

Have you faced any disciplinary action at the University? (Tick): Yes No
Write a paragraph (200-250 words, in a separate sheet) stating how you would benefit academically from this programme.

Declaration: I hereby declare that the information given above is true to the best of my knowledge. In case of discrepancy or suppression of facts disclosed later, I shall be liable to disciplinary action.

Signature:..........................

Date:.................................

Signature of the Supervisor..............................

Signature of the Head of the Department..........................

Signature of the Dean of the School..........................

Please submit this form in the Office of the Dean, International Relations, at EFL-U, Hyderabad.