

**GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION
(GIMPA)**



INTERNATIONAL STUDENT EXCHANGE POLICY

MARCH 2018

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1.0 INTRODUCTION

International Student Exchange Programmes provide broad-based benefits to students where they get the opportunity to seek international exposure and acquaint themselves with new cultures and global educational standards. Such activities are important parts of the overall development of students in broadening their educational experience and helping them to adopt alternative, multi-faceted approaches to learning. With changing global economic conditions, international student exchange programmes are becoming viable and effective prospects of learning and gaining international exposure.

The International Student Exchange Programme provides for the temporary enrolment of a GIMPA student in a recognized institution outside Ghana or temporary enrolment of an international student from a recognized institution on GIMPA programmes.

2.0 PURPOSE OF THE POLICY

The purpose of the International Student Exchange Programme Policy is to set out the framework and broad principles for admitting international students on GIMPA programmes or sending GIMPA students to recognized institutions outside Ghana.

3.0 SCOPE

This Policy applies to students in all Schools in GIMPA and students from recognized universities outside Ghana.

4.0 POLICY STATEMENT

GIMPA is committed to nurture and develop opportunities for students to have exposure in other academic environments through the international student exchange programme.

5.0 GUIDELINES

5.1 General Provisions

5.1.1 Student participation in an International Student Exchange Programme is not automatic and depends on approval of both institutions.

5.1.2 A student interested in participating in an International Student Exchange Programme will not be unreasonably denied, if the student meets the academic requirements of both GIMPA and the host institution.

6.0 OUTGOING EXCHANGE STUDENTS

Students will be allowed to spend one or two semesters (up to one academic year) in an international educational institute/university recognized by GIMPA under the following guidelines:

6.1 Eligibility for Students to Apply

(i) The International Programmes Office shall receive requests for exchange programmes from international institutions.

- (ii) The Coordinator of International Programmes (CIP) shall advertise available exchange programmes internally for subscription by prospective students at the beginning of every year. Deadline for submission will be 30th April for September participants and 30th September for January participants.
- (iii) All applicants must be current GIMPA students and must have completed at least one year (two semesters) of study at GIMPA.
- (iv) The student's Cumulative Grade Point Average (CGPA) at the time of application for exchange programme shall not be less than 3.0.
- (v) Students with trailing credits (fails), at the time of application, shall not be eligible.
- (vi) The selected country and university must offer courses relevant to the student's degree and at the appropriate level.
- (vii) Students must show acceptable evidence of financial capability to undertake the programme.
- (viii) A student recommended for study abroad shall consent to be repatriated if the period of study expires and the student fails to return.

6.2 **Application**

- (i) The CIP shall forward all applications received to the respective Schools for processing.
- (ii) The Dean of School and Heads of Departments shall assess the applications and select qualified students based on the eligibility criteria above.
- (iii) The Dean of School shall forward list of selected students to CIP for further processing.

6.3 **Exchange and Duration of Study**

- (i) Exchange should not normally add any extra time to the completion of a student's programme of study. Students can receive full credit only for approved courses taken at the host institution.
- (ii) The exchange duration (semester(s) studied abroad) will be counted towards the calculation of the maximum duration required for the completion of the student's programme.

6.4 **Learning Agreement**

All outgoing exchange students shall complete a Learning Agreement and to have it approved and signed by the CIP and the student's Head of Department.

Changes to the student's Learning Agreement at the host institution must also be approved by the CIP and the student's Head of Department at GIMPA.

This approval process is essential to ensure that the student's programme of study at the host institution meets the requirements of his/her programme of study at GIMPA.

Where a student takes a course in an international exchange programme that cannot be matched to a related course at GIMPA, no credit shall be awarded and no course exemptions can be granted under the student's programme of study at the Institute.

6.5 **Transferring Credits**

Grades obtained whilst studying abroad may be converted to GIMPA equivalents and counted towards the student's final degree classification.

Only prior approved courses taken at the host institution shall be eligible for credit transfer.

A student must pass and obtain a grade in order to receive the credit for a course taken at the host institution.

Courses which offer a pass for attendance only, and/or are graded on a “Pass/Fail” basis are not acceptable for credit transfer.

6.6 Failing a Course at the Host Institution

Credit will only be recognised by GIMPA for courses the student has passed, has received a grade, and with a transcript of results provided.

If a student returns to GIMPA with insufficient credits for the semester or year abroad, the student might not be permitted to progress into the next level.

6.7 Transcript of Results

A student must get a transcript of results showing the courses taken, marks obtained and credits awarded. It is the student’s responsibility to ensure that the CIP and the student’s Head of Department receive copies of his/her transcript for processing.

6.8 Conduct Abroad

While on exchange at a university abroad, the student is an ambassador for GIMPA and should act in a responsible manner appropriate to the host institution and country.

A student on exchange must abide by GIMPA’s and the host institution’s rules and regulations, as well as the local laws.

6.9 Financial Obligations

6.9.1 Tuition fees

A student on exchange, will pay the normal tuition fees at GIMPA for the duration of the exchange.

The student shall receive a fee waiver from the host university, or pay such tuition fees as determined by the MOU.

6.9.2 Living costs and other expenses

A student on exchange is responsible for his/her travel and living expenses. Therefore, students must show acceptable evidence of financial capability to undertake the programme.

6.10 Immigration Status

It is the responsibility of the GIMPA student to maintain lawful immigration status. The student is responsible for fully and properly complying with all laws and regulations of the host country.

Upon expiration of the study abroad period, and without any extension or approval by the Institute, the Institute shall promptly notify the embassy or high commission of the country concerned and the school in order to trigger measures for the repatriation of the student. This is without prejudice to the right of the Institute to initiate disciplinary procedures.

7.0 INCOMING EXCHANGE STUDENTS

GIMPA shall encourage and welcome students enrolled at other universities and similar institutions abroad to take part of their course work at the Institute for one semester or two semesters (full academic year).

Such students will be enrolled as non-degree seeking students in the status of visiting students and shall be subject to the same academic rules and regulations, and examination arrangements as adopted for home students. The following guidelines shall apply:

7.1 Eligibility for Students to Apply

- (i) The CIP will advertise available exchange programmes with partner institutions for subscription by prospective students at the beginning of every year.
- (ii) All applicants must be current students of a recognized university and must have completed at least one year (two semesters) of study at the home institution.
- (iii) The student's CGPA must not less than 3.0, or its equivalent, at the time of application.
- (iv) The student must have sufficient English language skills to cope with lecturers' instructions and meet any additional requirements for their proposed course(s) of study. International Students with limited English language proficiency may also apply. Such students shall be required to take the GIMPA pre-session English Language Skills for Academic Purposes (ESLAP) course. International students interested in the pre-session ESLAP course should contact the International Programmes Office at GIMPA for advice and guidance.
- (v) The student's participation in the exchange programme must be approved by his/her home institution and communicated to the International Programmes Office at GIMPA.

7.2 Exchange and Duration of Study

GIMPA expects all incoming exchange students to be available in GIMPA for the entire period of the semester, or academic year, including examination periods.

Students will only, in very exceptional circumstances (example: serious illness), be allowed to undertake alternative assessment in place of their examinations.

Failure to attend an examination, without confirmed extenuating circumstances, will result in a mark of zero being awarded.

7.3 Learning Agreement

All incoming exchange students shall submit copies of their completed learning agreements, or equivalents, and any revisions, to the Office of International Programmes at GIMPA. The document must specify approved courses to be taken at GIMPA.

7.4 Transcript of Results

Official transcripts for an incoming student shall be posted directly to his/her home university after the conclusion of the assessment period.

A copy of the transcript will be sent to the student's home postal address.

7.5 Financial Obligations

7.5.1 Tuition fees

An incoming student from a partner institution shall receive a fee waiver from GIMPA, or pay such tuition fees as determined by the MOU between GIMPA and the student's home institution.

7.5.2 Living costs and other expenses

A student on exchange is responsible for his/her travel and living expenses.

Therefore, incoming students shall be required to show acceptable evidence of financial capability to undertake the programme.

7.6 Requirements for International Students

7.6.1 Immigration status

It is the responsibility of the international student to maintain lawful immigration status. The student is responsible for fully and properly complying with all laws and regulations of the Republic of Ghana and the Ghana Immigration Service.

Please note further that the law requires all foreign nationals living in Ghana for a total period of ninety (90) days or more to register with the National Identification Authority (NIA) to be issued with the Non-citizen Ghana card.

Incoming international students must report to the Office of International Programmes for clearance before they may register for classes.

7.6.2 Health insurance

International students enrolled on any GIMPA Programme are advised to maintain health insurance cover for the duration of their stay in Ghana.

7.6.3 Office of International Programmes and Departmental orientations

Attendance at all components of the GIMPA and departmental orientations is mandatory.

7.6.4 Eligibility for employment

Employment opportunities for international students are subject to the laws and regulations of the Ghana Immigration Service.

8.0 MONITORING AND REVIEW

This policy will be regularly monitored and reviewed by the International Programmes Office in consultation with the Academic Board to ensure that it remains relevant to the Institute's business, aims and requirements and applicable Statutes. Student compliance with the policy and associated procedures will be monitored periodically.

9.0 AUTHORIZATION

This policy was approved by Council on March 29, 2018.

Signed by **KOFI DARKO ASANTE, CHAIRMAN OF COUNCIL** on: **MAY 2, 2018**.