



# Indian Institute of Management Ahmedabad Student Exchange Programme Factsheet for Incoming Exchange Students: 2023-24

This factsheet may undergo further changes due to COVID-19.  
It is highly recommended that users contact the Exchange Office at IIMA for updates, if any.

## Contacts

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## School Address

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## Study Periods

IIM Ahmedabad follows a trimester system with each academic year divided into three terms. Given current uncertainties, dates of our terms might undergo substantial changes. Therefore, your student's ability to complete required studies within those constrained dates will have to be evaluated.

### Terms including term-break courses

IV	12 Jun '23 – 03 Sep '23
V	13 Sep '23 – 03 Dec '23
VI	13 Dec '23 – 06 Mar '24

## Nomination Deadlines

### Terms

Term IV	11 Apr 2023
Term V	11 Jul 2023
Term VI	11 Oct 2023

### Deadline for online registration by Incoming students

Term IV	19 Apr 2023
Term V	19 Jul 2023
Term VI	19 Oct 2023

## Nomination Process

The nominations would be done online at the IIMA Exchange Programme registration portal:

<https://stdwww.iima.ac.in/epas>

The Exchange Program Coordinators of the respective universities have to nominate their students for each Term of study. This would be done for both Normal Exchange and Double Degree program. Login details will be sent to Programme Coordinators in a separate email. For any queries about the process, please contact [exchange@iima.ac.in](mailto:exchange@iima.ac.in)

## Online Registration

Students must complete the registration by filling the online application form and uploading and submitting the required documents. Course selection would be allowed only once the registration is completed and approved.

## Required documents

(To be submitted online)

- Completed application form
- CV / Resume in English
- Bachelor and MBA/Master level 1<sup>st</sup> Year transcripts
- Photo
- Copy of latest valid passport
- Specimen signature on a blank sheet
- Copy of valid Visa



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## Visa and Insurance Requirements

Candidates are required to obtain a Student Visa only to study at IIM Ahmedabad during their exchange period. Students having other types of Visas will not be eligible to participate in the exchange programme.

Students should obtain necessary medical and travel insurance to safeguard them against any medical emergencies.

## Academic Areas

IIMA conducts four long duration programmes, all residential: Post-Graduate Program (PGP) in general management, Post-Graduate Programme in Food and Agri-business Management (PGP-FABM), Post-Graduate Programme for Executives (PGPX), and PhD Programme in Management (PhD). The Institute has following academic areas/ centres and groups:

- Centre for Management in Agriculture
- Communications
- Information Systems
- Economics
- Finance and Accounting
- Marketing
- Organizational Behaviour
- Human Resources Management
- Operations and Decision Sciences
- Public Systems
- Centre for Innovation, Incubation and Entrepreneurship
- Ravi J. Matthai Centre for Education Innovation
- Strategy

## Online Registration of Courses

The Exchange Coordinator will update incoming students regarding online registration of courses with all the details, well before the beginning of the term.

## Course Bidding Month

Terms	(Tentative)
IV	March 2023
V	Aug 2023
VI	Oct 2023

Online Course Bidding will be conducted for all students during each term. More information regarding course bidding process will be provided to students after the successful completion of their registration.

Students can choose from among the announced courses, within the minimum and maximum credit limits. Students must go through the course outlines thoroughly before registering their courses.

The student who fails to register in accordance with the specified procedure and within the specified deadline for registration will be deemed to have left the programme. Students are **not permitted to register for fresh courses** on their arrival at IIMA.

## Pedagogy

IIMA's learning methodology is through case studies, discussions, management simulation, student projects, take home assignments and lectures.

## Course Workload

A one-credit course requires from a student about 80 hours of work, including time spent in the classroom. A one-credit course typically consists of around 20 class sessions (each session of 75 minutes). Course can also have credits less than or more than one, with appropriately adjusted workload and class sessions. In special circumstances, non-credit courses with workload implications may also be offered.

## Language of instruction

All courses at IIM Ahmedabad are taught in English.

## Credit requirements

The course load of an incoming exchange student at IIMA depends on the number of course credits required to be fulfilled at their parent institute, information regarding the same is to be provided by program coordinator at the time of student nomination.





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## Attendance Policy

Students must maintain regular and punctual attendance in courses. The instructor is free to adopt appropriate measure to regulate attendance, penalize absence, and ensure smooth and undisturbed learning in his/her class.

**Leave of Absence:** Under extraordinary circumstances, a student may obtain leave of absence, provided prior permission is obtained from the PGP Chairperson.

Leave is generally not granted for more than one teaching day, except for sickness. Before applying to the PGP Chairperson for leave, the student is strongly advised to contact the instructors to ensure that he/she does not miss any quizzes or examinations during the leave period. Instructors have the discretion to give substitute quizzes or examinations to students who miss them while on leave with permission.

**Minimum Attendance:** The instructor may specify a minimum level of attendance as an academic requirement for completion of a course. If a student fails to meet this requirement, due to leave without permission from the PGP Chairperson, the instructor may award an incomplete ("I") grade to the student. Default minimum attendance is 100%

## Examinations

Examinations are typically held in a one-two week period during each term. The examination schedule is made available to the students in the first few weeks of such term. The institute is flexible in conducting proctored examinations for Incoming students on specific approval from course instructor.

## Grading System

Courses are graded on a 5-point scale

A = Excellent  
B = Good  
C = Satisfactory  
D = Low Pass  
F = Fail

In addition, plus (+) and minus (-) signs against A, B, C and D may be added to indicate different shades of performance.

All segments of evaluation are awarded letter grades. These letter grades in the different segments are converted separately into grade points up to two decimal places using numerical values as given below:

A+ = 4 1/3	A = 4	A- = 3 2/3
B+ = 3 1/3	B = 3	B- = 2 2/3
C+ = 2 1/3	C = 2	C- = 1 2/3
D+ = 1 1/3	D = 1	D- = 2/3
F = 0		

If a student has not satisfied the academic requirements of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course.

## Expenses

For any term, students should plan to pay approximately INR 1,00,000 for accommodation, library, computing facilities, student welfare, books and course material.

The average food and living expenses can range from INR 10,000 – 15,000 per month depending on the lifestyle.

## Location

The institute is located about 18 km. from Ahmedabad Airport and 10 km. from the railway station. Pre-paid taxis are available at the airport and the taxi fare from airport to the institute is approximately INR 500. Three wheeler auto-rickshaws are available from the railway station and its fare is approximately INR 150. Services of Cab aggregators like Ola and Uber are also available.

## Accommodation

The campus is residential. The student stays in furnished single on-campus rooms in single sex dorms. They will have to bring their own bed linen and towels.

## Food

The students can eat at the mess which serves four meals per day or at various eateries in campus on direct payment basis. Various restaurants nearby serve Indian as well as international cuisines.



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#### Sports & Fitness Centre

The 104 acre lush green IIMA campus houses several sports and fitness facilities including cricket ground, football field, tennis courts, basketball court, badminton courts, and a volleyball court. In addition, the campus also has numerous indoor sports and games facilities such as Badminton, Table Tennis, Billiards, Squash and Carom. Each dormitory has its own recreation arena consisting of carom, chess, darts, and cards.

Fitness Centre (Gym) facility is also available on campus.

#### Health Care

The on-campus dispensary is open from Monday to Friday (8.00 to 1830 hrs.) and on Saturday & Sunday (9.00 to 11.00 hrs.).

#### Bank

A branch of State Bank of India is housed on campus and it operates from Monday to Saturday (Timings: 10.30 to 16.30 hrs.) and closed on every second and fourth Saturday of the month. There are three ATM machines spread throughout the campus accepting major international debit and credit cards.

#### Post Office

The campus houses a post office which operates from Monday to Friday (10:00 to 14:00 & 14:30 to 15:30) and Saturday (10:00 to 14:00 & 14:30 to 15:00).

#### Computing Facilities

The students are advised to bring their own laptops. Every student will be provided with a separate e-mail account hosted on Google Apps. The Institute is fully Wi-Fi with LAN connectivity is available in dorms.



A common computer lab houses computers available for use whenever needed. In case, the student wishes to hire a desktop in their rooms, they should intimate us in advance. Vendors may provide computers on a monthly rental basis.

#### Other facilities

A photocopying machine is installed in the library and can be used on payment basis.

Telephones are installed in students' rooms and can be used for incoming calls. For making outgoing calls, the students can either purchase a 'Telephone card' or purchase a SIM card to be used with a mobile phone.

#### Student Associations

The Institute has numerous clubs covering a wide range of interests from finance (Beta), entrepreneurship (Entre) and marketing (Niche) to literature (LSD), acting (IIMACTS) and nature (Prakriti).

These clubs provides a means for students to give expression to their interest and showcase their immense talents in non-academic fields.

The students also organize various cultural and business events throughout the year – Chaos, Confluence, T-nite being the popular ones.

#### Exchange services

Incoming students will be allotted student buddies who will assist them with pre-arrival information, academic queries, campus tour, welcome session and farewell dinners.

The institute also provides academic counselling whenever necessary from individual instructors by appointment.