BACKGROUND:

In order to further streamline the Higher Studies Sponsorship Policy, the original MI on the subject is being replaced with this new MI.

1. **Objective:**

   The objective of this policy is to support the organization to build-up technical competencies in select employees by giving them an opportunity to enhance their academic qualification for engineering and related courses in areas relevant to ABB. This policy also aims to establish a benchmark policy of supporting employees in pursuing higher studies in line with the industry practice.

   This policy is valid only for courses conducted by universities or educational institutions based in India.

2. **Applicability:**

   i. The MI is applicable to all permanent employees including MT and EDT’s.
   ii. The applicant should have completed at least three years of continuous service with the organization as on the effective date of the sponsorship.
   iii. The applicant should have a PDA rating of 3 or above for three consecutive years and
a potential rating of A, B or C in the year of sponsorship.

3. **Courses Covered**:

3.1 **Full Time Courses**:

i. Masters’ degree in Engineering (ME/M.Tech through GATE affiliated institutes only) – (Regular – 2 Years)

3.2 **Part Time Courses**:

i. B.E/ B.Tech (Part-Time- 3 years)

ii. Master’s degree in Engineering (ME/M.Tech through GATE affiliated institutes only)

3.3 **PhD / M.S (Research Programs)**:  
One semester in Institute and remaining along the job. Duration for completion of course should be 4 years for PhD and 2 years for M.S programs.

3.4 This policy does not cover any non-engineering courses like M.Com, MBA, etc. and certifications.

4. **Procedure for Applications and Sponsorship approvals**:

i. The process of inviting applications to be initiated by the HR Center (HRC) in a given year.

ii. All applications to be scrutinized by Talent Management team to match the eligibility criteria.

iii. Talent Management team to send screened applications to Division HR Business Partner (HRBP) for approval from Division Manager.

iv. Talent Management team to produce summarized candidate profile to Technical Council for ABB India.

v. Technical Council to short-list employees.

vi. Nominated Steering Committee consisting of Country Manager, Country HR Manager, Chief Technology Officer and Head of Competency Development to approve.

vii. Post approval Talent Management team to communicate to all applicants.

5. **Number of sponsorships**

The number of sponsorships in any calendar year will be 10 for full-time courses and 25 for part-time courses.

6. **Financial Support**

i. Course fees will be reimbursed fully by the Company for the maximum duration of the relevant course as mentioned in section (3) of this MI at actuals at the beginning of each academic year for full time, PhD/M.S programs

ii. For Part-time courses, fees will be reimbursed at actuals on clearing every semester successfully
iii. The employees will be supported by payment of half the monthly salary during their stay at University (applicable only for full-time, PhD/M.S programs). This is to help the employee to meet any personal expenses that may be incurred in the duration of the course. Full salary will be paid once the employee resumes official work along with academic projects that are of interest to ABB and consistent with the study program.

iv. All lodging, boarding, hostel accommodation and any other living expenses will be borne by the employee.

v. All travel-related expenses shall also be borne by the employee.

vi. In case the employee is not able to complete the course within the stipulated period, the tuition fees for the subsequent years will have to be borne by the employee.

vii. The continuation of sponsorship for the employee will be based on his/her compliance to the study program and performance at work in accordance to goals agreed with management.

7 Leave

i. Authorized Leave of absence with half the salary (as outlined in section 6 iii) will be provided for the entire duration for all the full-time programmes.

ii. No special leaves will be provided for part-time courses.

8 Intellectual Property (IP) and Patents

i. Any IP arising out of the research work will be assigned to and owned by ABB and is governed by the IP assignment clause that the employee has already signed while joining ABB.

ii. All the publications arising out of the employee’s research work must go through internal clearance (as per the R&D publications/IP guidelines) before communication to journals or in conferences.

iii. All projects undertaken and thesis work done during the course should be based only on ABB-relevant topics.

9 Contract of Service with the Company

The sponsored employee will have to sign a contract of service with ABB in India for a minimum period of 3 years after the award of the degree failing which he/she shall refund the entire course fee as well as salary paid during the period of course. If an employee resigns during the 3 years post completion of study, investment will be recovered on pro-rata basis.

Any exception to the rules/provisions/eligibility of this MI can be made by the Country HR Manager in consultation with the Country Manager.

This MI supersedes all the earlier Instructions issued on the subject and also Amendments, if any, made thereto and shall come into force effective 11th August 2014.

Previous MI enclosed for Cross Reference only