

# MAHATMA GANDHI UNIVERSITY

(Abstract)

Admission of International Students to Graduate, Post- Graduate, Post-Masters, Research & Other Programmes in the Schools/Centres/Departments/Self Financing Institutions and Affiliated Colleges of the University - seats earmarked – fees prescribed – orders issued -

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## ACADEMIC LEGISLATION SECTION

No. 5032/L/Acad/INS/2016

Dated, Priyadarshini Hills, 9<sup>th</sup> September, 2016

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- Read:-**
1. Minutes item No.120/Ac.15/16201 of the minutes of the meeting of the Academic Council held on 18.6.2016
  2. Minutes item No.01/16.07/161980 of the minutes of the meeting of the Syndicate held on 12.8.2016.

### ORDER

(1) The Academic Council, held on 18.06.2016, approved the Regulation for admission of International Students to Graduate, Post- Graduate, Post-Masters, Research & Other Programmes in the Schools/Centres/Departments/Self Financing Institutions and Affiliated Colleges of the University, exercising the powers laid down under section 25(ii) of the Mahatma Gandhi University Act, 1985. Consequently, the Syndicate, in its meeting held on 12.08.2016, ratified the decision of the Academic Council as envisaged under section 40 (1) of the Act, which shall come in to force with effect from 2016-17. These Regulations are applicable only for non-professional programmes of the University/Affiliated Colleges. Resolution of the Academic Council with regard to seats/fees of International students as approved by the Syndicate is furnished as follows:

#### (2) Seats

(a) The seats earmarked for International Students for admission to the Under Graduate, Post-Graduate and Post-Masters Programmes which are not under the directions of the Regulatory Bodies in the Schools/Centres/Departments/Affiliated Colleges of the University are as follows;

- i). In the Statutory Departments/Schools/Centres of the University - 20% of the total seats
- ii) In all the affiliated Arts & Science Colleges of the University – 10% of the total seats

(b) In order to accommodate International students, marginal increase of seats in Schools/Centers/Departments/Affiliated Colleges of the University for International students is granted as above.

(c) NRI students shall not be considered as International Students. Only International Students shall be admitted to the seats earmarked for them. If there are no International Students, the seats shall be treated as lapsed.

(Contd...2.)

(3) **FEES:-**

**The international students have to pay all fees in US Dollars**

**To be paid to UCIC at the time of admission**

1. UCIC Application Processing Fee
  - \* for ICCR students : USD 50
  - \* for others : USD 100

**To be paid to the Institution concerned**

2. Admission Fee
  - \* for ICCR students : USD 50
  - \* for others : USD 100
3. Tuition fee : **\*\* Four times** of the existing fee of the Regular/Aided Programme concerned  
: **\*\* Twice** the existing fee of the Self-Financing Programmes.
4. **Caution deposit** : **USD 100**

(Note: the Host institution is not permitted to receive any other fees, such as donation, annual fee, etc. from the International Students.)

**To be paid to the University directly**

5. Other University fees : Four times of the existing fees\*\*  
(\*\*Fees prescribed for UG, PG, Post-Maters Programmes and other programmes of the University as notified from time to time )

Orders are issued accordingly.

  
**REGISTRAR**

**Copy to:**

1. All University Teaching Departments/Self Financing Institutions
2. The Principals of all Affiliated Colleges of the University
3. P.S. to Vice-Chancellor/ Pro-Vice-Chancellor
4. P.A. to Registrar/Controller of Examinations
5. All Sections concerned
6. Public Relations Officer – for press release
7. Content Management Cell for publishing in the official website/IQAC
8. Record section
9. Stock File/File Copy

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# **MAHATMA GANDHI UNIVERSITY**

KOTTAYAM-686560, KERALA, INDIA

## **NOTIFICATION**

No.Ac.L/1/1/2016/RINS

09.09.2016

The Academic Council, held on 18.06.2016, approved the Regulation for admission of International Students to Graduate, Post- Graduate, Post-Masters, Research & Other Programmes in the Schools/Centres/Departments/Self Financing Institutions and Affiliated Colleges of the University, exercising the powers laid down under section 25(ii) of the Mahatma Gandhi University Act, 1985. Consequently, the Syndicate, in its meeting held on 12.08.2016, ratified the decision of the Academic Council as envisaged under section 40 (1) of the Act. The full text of the Regulation which shall come into force with effect from 2016-17 Academic Year is as follows;

**REGULATION FOR ADMISSION OF INTERNATIONAL STUDENTS TO GRADUATE, POST-GRADUATE, POST-MASTERS, RESEARCH & OTHER PROGRAMMES IN THE SCHOOLS/CENTRES/DEPARTMENTS/SELF FINANCING INSTITUTIONS AND AFFILIATED COLLEGES OF THE UNIVERSITY.**

### **PREAMBLE**

WHEREAS, the Mahatma Gandhi University Act, 1985 empowers the Academic Council of the University to make regulations or to amend or repeal the same and the number of international students/Research scholar who seek admission to various Schools/Departments/Centres/Self Financing Institutions/Affiliated Colleges is on the increase due to the multitude of academic programmes offered by the University, with diversified content and employability, it is imperative that regulations be framed for the smooth conduct of their admission process

#### **1. Short Title**

These Regulations shall be called "Mahatma Gandhi University Regulations (2016) governing all admissions Graduate/Post-Graduate, Post-Masters (MPhil), Research and short term courses conducted by various Schools/Centres/Departments/Self Financing Institutions run by the University /Affiliated Colleges of the University for International students."

## **2. Definitions:-**

- i. 'University' means Mahatma Gandhi University, P.D.Hills.P.O., Kottayam, Kerala, India.
- ii. 'Statutes' means Mahatma Gandhi University Statutes, 1997
- iii. 'Act' means Mahatma Gandhi University Act, 1985
- iv. In this regulations, unless the context otherwise requires, all the terms shall have the meaning as defined in the Act, the Statutes and the relevant University Ordinance/Regulations.

## **3. Scope - Applicability**

3.1 These regulations shall be applicable for admission to regular/aided/self-financing programmes of the University Departments/Affiliated colleges and Programmes offered by the Self Financing Institutions directly run by the University.

3.2 These Regulations are applicable only for non- professional programmes of the University/Affiliated colleges.

## **4. Programme Structure**

The structure of all programmes shall be as per the approved scheme, syllabus and regulation of the University.

## **5. International Students**

International student/International Research Scholar means any student hailing from countries having diplomatic relations with India. This may include the following:

- i. International students coming through special schemes of Government of India viz; ICCR.
- ii. International students under the MOU schemes of the University.
- iii. International students directly come under the Self Financing Scheme.

## **6. Admission Co-ordination**

The admission process will be co-ordinated by the Inter School Centre i.e University Centre for International Co-operation (UCIC). All applications of International Students and candidates sponsored by ICCR shall be routed through the Honorary Director of the University Centre for International Co-operation (UCIC).

## **7. Application Process**

An International student can apply in prescribed form at any point of time from 12 to 2 months prior to the commencement of the programmes. They may apply for admission to the full programmes offered by a single department/college or for selected courses of programmes offered by various Departments.

## **8. Eligibility for Admission**

The candidates seeking admission shall have the requisite basic qualification from a University/Institution recognized as equivalent by the Association of Indian Universities/Association of Commonwealth Universities/International Association of Universities (IAU) or such accredited institutions of higher learning as equivalent to the corresponding Indian Universities/Institutions. Candidates should have successfully completed the following:

- a. A minimum of twelve years of study for undergraduate programme.
- b. A programme of study in the first degree level of three year duration in the relevant subject of study is required for post graduate programme.
- c. A Programme of study in the Masters level or equivalent in the subject concerned is required for M.Phil/Ph.D programmes with a minimum of 55% marks or equivalent grade.
- d. A student who desires to join the Ph.D programme shall be exempted from Entrance Test conducted by the College/University. However, they should forward the research proposal/synopsis and transcript of syllabus to the Doctoral committee of the subject concerned for selection and allotment of a Research Guide, who will supervise his/her Ph.D programme. Registration shall be granted based on the recommendation of the Doctoral Committee of the subject concerned. They will have to obtain prior security clearance from the Ministry of Home Affairs.

**9. Documents required for International Students.**

- A. VISA: All the International students will require STUDENT VISA endorsed to the Institution for joining full time programme.
- B. Students wishing to join a research programme will require a RESEARCH VISA endorsed to the Institution concerned.
- C. Proof of Certificates (**English Version**)
  - a. Mark/Grade statement of the qualifying examinations listing all the courses with the grades/marks earned and duly authenticated/attested by the officials of the University he/she attended.
  - b. Pass Certificate of the qualifying examinations
  - c. Syllabus and transcript of courses of the qualifying examinations
  - d. TC/Course Certificate from the Institution last attended
  - e. Xerox copy of passport
  - f. Passport size photographs (10 Nos.), taken during the last 6 months.
  - g. Medical Certificate from the competent Authority of the Country concerned.
  - h. Certificate from ICCR showing a sponsoring scheme, certified by the high commissioner of India/Indian Embassy concerned in the case of ICCR sponsored candidates.

**10. Admission**

**10.1 International Students Admission Committee (ISAC)**

Admission of all international students shall be carried out through the Admission Cell i.e International Students Admission Committee ( ISAC) constituted by the Syndicate of the University under the Chairmanship of the Vice-Chancellor/Pro-Vice Chancellor with one member of the Syndicate, Registrar, Controller of Examinations, one Head of the Departments, one Dean of Faculties, Convener of the CSS committee, the Hon. Director of UCIC, and one Executive Committee Member of the UCIC and Joint Registrar/Deputy Registrar of the Academic Branch to manage and monitor the working of the International Programmes. The Director of the UCIC will serve as the Convener of the committee. The applications for admission to various programmes shall be considered by the ISAC. ISAC shall be competent to decide the eligibility/equivalency issues on qualifying examinations for offering provisional admission to International students after consultation with the Faculty Council of the School/Centre/Department concerned. In view of the wide variation

in nomenclature and academic systems across the world, the admission cell shall decide on the specific eligibility of the candidates for admission on a case-by-case basis.

## **10.2. Doctoral Programmes**

**10.2a** For Doctoral programmes, the ISAC will verify the eligibility criteria and forward the application to the Doctoral Committee of the School concerned for detailed verification of the research topic and synopsis submitted. The committee shall be competent to conduct its meeting physically or virtually with any member taking part in the deliberations electronically. The applicant may also be interviewed physically or virtually. The doctoral committee shall, whenever human subjects are involved in research, indicate in its recommendations whether the clearance of the Institutional / University Ethical Committee is required. The School of Doctoral Committee has to inform their recommendation to ISAC for proceeding with further admission process.

**10.2b** There shall be no part-time registration for international students. The international students are permitted Leave of Absence on recommendation of ISAC for a period of not more than 6 months during the minimum period of Research for the purpose of returning to their country of origin. Study Leave shall be permitted for Data collection on recommendation of the Research Guide concerned for a period of not more than Six months during the minimum period of Research in Abroad. In any case, continued absence of more than One Semester will not be permitted.

**10.3** Once the provisional admission is given to a foreign student, he/she shall apply for student visa. Once student visa is submitted to the University, provisional admission offer shall be converted to confirmed admission.

**10.4** International Students who are awarded scholarships by ICCR, New Delhi shall be given preferential treatment while granting admission.

**10.5** UCIC will allocate Programmes to students at various Schools/Centres/ Department based up on preferences given by the students, availability of seats etc. For Post Graduate/Post Masters and Research programmes, preference will be given to University Departments.

**10.6** The applications of the student, who are selected to colleges for admission , will be forwarded to the Principals of the colleges concerned for consent of admission/provisional admission. The provisional admission/consent of admission shall

be intimated to the Director, UCIC to enable UCIC to inform it to ICCR, Regional office, Thiruvananthapuram. Once admitted they shall be governed by the UCIC in all respects.

**10.7** International students are exempted from producing Matriculation/Migration requirements.

**10.8** Those students selected for admission shall report for final admission and pay the required fees in US Dollars. The students shall submit a Medical Fitness Certificate from a competent authority of the country concerned.

**10.9** If the candidates are selected for final admission, they shall register themselves before the Foreign Regional Registration Office (FRRO) of the local police and submit the acknowledgement/receipt received from them, to the institution where the student gets admission.

**10.10** The Administrative Head of the Institution where the student gets admission shall submit copies of certificates of qualifications, VISA, Medical Fitness Certificate, Passport and Receipt/ Acknowledgement as mentioned in 10.9 to the University.

**10.11** Admission of International Students will be confirmed only after verification of original certificates for proof of Qualifications and Medical Fitness Certificate from a Competent Authority/Medical Board and on payment of required fees.

**10.12 For ICCR sponsored students.** The institution has to provide bachelor & subsidized accommodation inside or outside the campus to international students.. A monthly maintenance fee may be collected from them when they get their scholarship from ICCR.

**10.13** ICCR sponsored candidates shall submit to UCIC their progress in study including semester marks/grades, etc to ensure the continuous financial support from ICCR.

## **11. Evaluation for International students**

**11.1.** All existing CSS Rules and Regulations governing the conduct of examination and evaluation applicable to regular students of the University are applicable to International Students admitted to regular Graduate, Post graduate, M.Phil and Ph.D Programmes.

**11.2** It may be ensured that, once the results are published, the International Students may be issued Certificates at the earliest, by levying a special fee for fast track ( to be decided by the Syndicate).



11.3 Grade Sheet will be awarded for every programme which included a description of grading system.

## **12. General Guidelines**

12.1 The eligibility criteria for admission shall be as announced by the University from time to time.

12.2 There shall be a uniform academic and examination calendar prepared by the University for the conduct of the programmes.

12.3 There shall be a provision for credit transfer subject to the conditions specified by University Regulations in this regard.

## **13. Conduct of Short Term Programmes**

13.1 An International student who want to join as a guest student (without affecting the programme already joined) shall be permitted to do so. Such applications must be routed through UCIC to the Department concerned, where the programme is offered. Admission to such programmes will be decided by the Faculty Council of that Department. A certificate of attendance will be issued by the Head of the Institution on completion of the same and no examination will be conducted for the programme. The candidate has to pay USD 200 to the Department concerned for such programmes.

13.2 The programme modules (6 months duration) offered by various faculties of the University under the common umbrella of India Study Programme proposed by UCIC shall be co-ordinated by the Executive Committee of UCIC. **For all other categories of international students such as those admitted to selected courses alone (not leading to award of degree) of Masters/Post-Masters programmes or special programmes or set of courses exclusively for international students as per schemes/memorandum of understanding approved by the Syndicate, special schemes of evaluation as approved by the ISAC shall be applied.** This shall include evaluation schemes where course instructors, approved by the Vice-Chancellor, shall be the sole evaluator of the courses he / she teaches. For students who are admitted to select course alone (not leading to award of degrees), as above, University shall issue Academic Transcript in the same format of regular grade sheets. The fee for such programmes will be fixed by the Syndicate from time to time.

13.3 The two weeks of International Faculty Development Programme, proposed to be conducted during December/January every year, shall be governed by UCIC, including admission, evaluation and issue of certificates.

14. . **Handling of Special issues.** In view of the variations in academic systems across the globe, the ISAC shall be competent to consider and decide on all academic matters that arise unexpectedly in the case of international students, which are not explicitly covered by this regulation.

15. . **Grievances Redressal Committee**

Department/Institution Grievance Redressal Committee shall address all grievances relating to the academic and non-academic matters of International Students.

16. . **Removing of difficulties:** Notwithstanding anything contained in these regulations, the Vice-Chancellor has the power to provide by order any clarification or modification to these regulations to remove unexpected difficulties in implementation.

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Handwritten signature of the Registrar, with the printed name "REGISTRAR" below it.