

Regulations on Admission of non-Scholarship International Students to University of Kashan

Introduction

Regulations on the admission of non-scholarship international students to University of Kashan are compiled based on: 1) Article 20, Clause T of the Fifth Development Plan of the Islamic Republic of Iran and in line with Category 14, Clause (b) of Article 2 the Law on Objectives, Duties and Organizations of the Ministry of Science, Research and Technology (MSRT) and Chapter 4 of the Macro Strategy 9 of the Holistic Scientific Map of the Country. 2) The "Regulations for the Admission of non-Iranian Students at Universities and Higher Education Centers of the Islamic Republic of Iran" enacted on 15th September 2015 by honorable ministers of Science and Technology (MSRT) and of Health and Medical Education (MOHME). 3) The executive order of this regulation issued on 12th July 2015. 4) By-law on "Formation and Implementation of Non-Iranian Student Recruitment Institutions" issued on 2nd March 2022. 5) The By-law of "Procedures for Issuing Licenses and for Allocating Quotas on Admission of Non-Iranian Students" enacted on 15th August 2022. 6) The By-law of Students' Affairs Organization on 3rd October 2022. 7) The executive order of "Unifying the Performance of Teaching Persian Language Centers". These regulations are compiled so as to enhance not only the position of higher education system at an international level but also the educational status of University of Kashan in the region due to the interest shown by the nationals of different countries, especially those of neighboring and Muslim ones, to study at this university. To this end, the following regulations on admission of non-scholarship international students to University of Kashan are compiled.

Article 1. Objectives

- 1-1- Enhancing the scientific status, improving the level of University's interactions, and expanding its scientific, educational, and technological capacities through international interactions.
- 1-2- Fulfilling the aims of University's strategic plan in the realm of international interactions.

1-3- Providing an appropriate educational environment for the talented youth of other countries.

Article 2. Definitions

2-1- **International Student:** An international student is a person with a non-Iranian passport who studies at University of Kashan after receiving admission and Student Visa.

2-2- **International Student Admission Council** (In short Council): Council consists of Vice-president of Educational Affairs and Postgraduate Studies; the Director of the Scientific and International Academic Collaboration and Administrator of International Affairs. To the council, the director of University's graduate studies, the Director General for educational affairs, and the President of Kashan University Campus, and depending on the case, the Supervisor of International Students, the Director of Student Affairs, and the Director of Economic Plans are all invited. University's Director of Educational Affairs and Postgraduate Studies is the Chairman of the Council; and the Director of the Scientific and International Academic Collaboration is the secretary.

2-3- **Institutions for the Recruitment of International Students** (in short institutions): it includes institutions registered in Companies and Industrial Property Registration Office with a license to accept the application of international students. These institutes are established by qualified people with the aim of facilitating the recruitment of international applicants for tuition-paying studies in all Higher Education Centers.

Article 3: Duties and Authorities of the Council

3-1- Examining and declaring the final decision on the acceptance/rejection of the applicant, sent by the Academic Department.

3-2- Examining and declaring the final decision on applicants' requests, which have not received a response from specific department within the set time frame.

3-3- Examining applicants' admission to Bachelor degree.

Article 4: Required Documents

4-1- A valid certificate of high school diploma for admission to undergraduate studies

4-2- A valid academic certificate of related Bachelor degree for admission to MA

4-3- A related MA certificate for admission to doctorate degree.

4-4- A valid passport or national ID card with at least 6 months of validity

4-5- A letter of financial ability to pay for tuition fee and living expenses

Note 1: Acceptance is only confirmed in those fields which foreign applicants are allowed to study.

Note 2: The academic certificates and their transcripts issued from the previous courses of the foreign applicant must be approved either by the representative of Iran in that country or by the embassy of the applicant's country (in Iran) as well as by the Ministry of Foreign Affairs of Iran.

Note 3: The diplomas issued by Afghanistan for entering undergraduate courses must be stamped with the approval of the Ministry of Education and the Ministry of Foreign Affairs of Afghanistan as well as by the Embassy of Iran in Kabul.

Note 4: The admission of applicants with a valid associate degree to BA is unimpeded. The acceptance and adaptation of the units is undertaken by the head of the related department.

Note 5: Regarding the valid identity documents of citizens of Afghanistan and Iraq, the applicants should refer to the latest circular of the General Directorate of Internal Student Affairs in the relevant ministry.

Article 5. General Conditions for Admission

5-1- After receiving the applicant's application along with other documents, the Center of Scientific and International Cooperation (CSIC) will check the general conditions of the applicant. When the eligibility of the applicant is approved, the request for admission will be sent to University of Kashan Campus. The University Campus will send the documents of applicants of graduate studies to the educational director of the related faculty. Afterwards, the decision of the related

Department regarding the academic capability of the applicant for admission will at most be stated within 10 days.

Note 1: The CSIC, in cooperation with the Vice-president of Educational Affairs and the Informatics Center, is responsible for providing an electronic infrastructure for the admission and recruitment of students.

Note 2: The Council is obliged to comply with the admission quota based on the provisions stated in “Procedure for Issuing Licenses and of allocating Quotas on Admission of Non-Iranian Students”.

Note 3: The CSIC is obliged to examine and promote evaluation indices in educational-research, administrative-welfare, non-Iranian, and cultural-educational components notified in the by-law of “Procedures for Issuing Licenses and for Allocating Quotas on Admission of Non-Iranian Students” in cooperation with other departments.

5-2- Applications of applicants, passing the last semester of BA, for graduate studies are accepted conditionally and according to the current rules of University of Kashan and Iran’s Ministry of Science and Technology.

5-3- Examining the applicant's admission to undergraduate studies will be discussed and decided by the Council.

5-4- In case of not receiving a response from the related department within the prescribed time, the Council can make the final decision regarding the admission of the applicant based on presented educational documents.

Note 4: The department carries out applicant’s evaluation based on educational affairs, and if he is not approved of, the Council will inform him of reasons of rejection.

5-5- The obtained results on educational capability of the applicant, referred to the academic departments, are finally presented to the Council and shape the final decision.

Note 5: Conditional acceptance of the applicant is handled by the Council.

Article 6. Required Documents

6-1- Filled-out application form available on the Website of Kashan University

- 6-2- Scanned certified copies of academic documents and the transcripts of pervious academic level
- 6-3- Scanned image of identity documentation
- 6-4- Recent photo of the applicant
- 6-5- Obtaining the tracking code of Qualification System of International Students Affairs Organization (saorg) by the applicant
- 6-6- Academic resume (just for PhD applicants)
- 6-7- Commitment letter of completion of the previous level for applicants passing the last semester
- 6-8- Obtaining Student Visa (type E)
- 6-9- Submission of the tuition receipt for the first academic year
- 6-10- Submission of the certificate of Persian Language Proficiency Test.

Note 1: Admission is done based on current laws of the IR. Iran.

Note 2: In case the accepted applicant has the following conditions, there will be no need for submission of Persian Language Proficiency Test certificate:

- If the accepted applicant was born in a Persian-speaking country and Farsi was his/her mother tongue. Non-scholarship applicants from Tajikistan and Afghanistan do not need to provide a certificate for knowing Persian language. Afghan citizens with scholarship (holding educational certificate from the host country or other countries) are required to participate in the Proficiency test of the Persian language held based on the instructions of AZFA Center. If accepted, they will be allowed to pass their course credits; otherwise, they will have to participate in the supplementary course of Persian language learning. Scholarship students, in case of failing in one course at most, can repeat the course by paying personal fees based on the approvals of the Exchange Council; however, after their failure for the second time, the general administration of non-Iranian students will decide whether to cancel or change the type of their scholarship.
- If the applicant has obtained his previous degree from a university where the contents of courses were delivered in Persian.

Note 3: If the Persian Language Proficiency certificate is not provided, the student will be introduced to AZFA center of University of Kashan to do Persian language courses. Taking courses simultaneous with studying at the AZFA center is only allowed for applicants of English Language and Literature as well as Arabic Language and Literature.

Note 4: It is forbidden to accept applicants simultaneously studying at other higher education institutions or universities in Iran.

Note 5: Education certificates and transcripts issued in previous levels must be submitted in English under the conditions stipulated in Article 4, Note 2 and 3. If they are not in English, they must be submitted in an official Persian or English translation.

Note 6: If there is any discrepancy between the applicant's admission/registration conditions and the regulations prescribed by the by-laws or the previously submitted documents, the continuation of applicant's admission and studying will be barred, and the received funds will be non-refundable.

Note 7: Applicant's passport must be valid for at least 6 months. Non-Iranian citizens living in Iran are required to present a valid residence card.

Note 8: For applicants to make use of scholarship provided by Iran's government, they are required to submit a letter of introduction from the International Student Scholarship Council of the MSRT in addition to the above-mentioned documents.

Article 7. Admission and Registration Procedures

7-1- The tracking code of the eligibility of the International Student Affairs Organization of the MSRT is assigned to University of Kashan by the director of educational affairs.

7-2- Admission is valid for one academic semester, and if for any reason the student is unable to complete the final registration in that semester, their registration in the next semester will be once more subject to Council's coordination and approval.

7-3- the Scientific and International Academic Collaboration and Administrator of International Affairs Office at University of Kashan is responsible for guiding the

accepted applicant and for planning and scheduling his presence at University on the scheduled date for registration and initial accommodation.

Note 1: The recruitment institution is responsible for welcoming the applicant upon his arrival in Iran and accompanying him until the completion of the admission process.

Note 2: The Institutions are allowed to communicate with students until the completion of registration and course selection.

Note 3: Any monopolization in cooperation with international student recruitment agencies is prohibited, and international students can make use of the services provided by recruitment agencies of their own will.

7-4- The Scientific and International Academic Collaboration Office, after reviewing the registration documents, is obliged to introduce the applicant to the Director of Educational Affairs of University for next measures.

7-5- After finalizing the registration process, the student will be introduced to The Vice-Chancellor for Student Affairs to have access to welfare services. The Vice-Chancellor for Student Affairs provides international students with medical services and insurance at the beginning of registration, according to the enacted by-laws. Students are obliged to choose the dormitory approved of by University of Kashan.

7-6- The Vice-Chancellor for Student Affairs along with the Socio-cultural Vice-Chancellor conducts a Convocation Ceremony to get international students acquainted with current affairs, facilities, cultural and educational regulations of the university as well as students' obligations and rights. The preparation of appropriate cultural and welfare platforms is the responsibility of the aforementioned Vice-chancellors.

7-7- After selecting the course units and receiving the enrollment certificate from the Educational Affairs Director, international students' Guardianship Office will correspond based on regulations with Student Affairs Organization to issue a residence permit.

7-8- Office of the Guardianship of International Students carries on necessary correspondence (for renewing the residence permit and issuing exit and entry permits for International students) with the International Student Affairs Organization.

7-9- For renewing the residence permit, international students are required to go to the consular office at least one month before its expiration is due.

Article 8. Tuition Fee

8-1- AZFA course expense and tuition fees for non-scholarship and scholarship students, whose scholarship period has ended, are determined every year at the beginning of summer by the board of directors' enactment.

Note 1: The student is responsible for the expense of participating in AZFA course, the amenities, and the related tests.

Note 2: The tuition fee is calculated at the beginning of admission based on the latest decision of the Board of Directors and is collected annually at the beginning of each academic year. University of Kashan is required to draw up a contract with all international, tuition-paying students and determine the tuition and all related expenses for the entire level of education requested at time of conducting the contract. It is mandatory inform the student of the method of obtaining tuition fees— that is, international currency or the national one— as well as of the payment schedule.

Note 3: University of Kashan will not have the possibility to increase tuition and fees until the end of the academic year and possible additional terms.

Note 4: The tuition fees of resident immigrant students are calculated and determined based on Rials.

8-2- The expenses of compensatory courses will be added to the registration fee and charged according to the latest approved educational guidelines of University.

8-3- The tuition fee for students majoring in Persian Language and Literature involves 10% financial support.

8-4- The top three of all students, with the same year of entrance (based on the average score of the semester), will be provided with financial support for tuition of the same semester according to Table1.

Note 5. The financial support of this article (depicted in Table 1) will not include students in the eighth semester and thereafter in bachelor degree and in the third semester and thereafter in master and doctoral degrees.

Table 1

Grade	Minimum units per semester	Minimum GPA of the semester	The Minimum number of students entering at the same time (both Iranian and International)	Amount of financial support
BA	17	17	15	1 st : 30%
			30	1 st : 30 % 2 nd : 15%
			50	1 st : 30% 2 nd : 15% 3 rd :10%
MA	8	18	6	1 st : 30%
			10	1 st : 15% 2 nd : 10%
Ph. D	6	19	4	1 st : 15%

8-5- Any student, who has a family member studying at University of Kashan at the same time and is a tuition-payer (including brothers, sisters, spouse, parents, or children) can enjoy financial support according to Table 2.

Table 2

Number of students from one family	Undergraduate financial support	Financial support for master's degree	Financial support for PhD
2	15%	10%	5%
3	20%	15%	10%
>3	25%	20%	15%

Note 6. The financial support of the table 2 only includes students who have already studied at University of Kashan.

Note 7. Financial support (illustrated in Table 2) does not include the ninth semester and thereafter in bachelor degree, the fifth semester and thereafter in the master degree, the ninth semester and thereafter in the doctoral degree.

8-6- A student who has completed his previous degree as a tuition-paying student at University of Kashan is eligible for receiving financial support of 20% for the tuition fee in the years of study.

8-7- The total amount of financial support should not exceed 40% of tuition for each semester.

8-8- The continuation of education in each semester is subject to on-time payment of tuition fee.

8-9- At the request of the supervisor and by the approval of University Campus, up to 10% total of tuition fees of two semesters of each international student can be assigned to purchasing of hardware equipment, materials, and laboratory supplies needed by in that student's research project. Such percentage is paid in form of research fund and in addition to supervisor's previously enacted research fund quota.

8-10- The Vice-chancellor for Student Affairs is obliged to make necessary arrangements for all students to benefit from health insurance and an identity number prescribed for foreign nationals (issued by Iran's Ministry of Intelligence) at the beginning of their studies.

Article 9: Student's Educational Regulation

9-1- International students are subject to the educational, research, and disciplinary instructions and regulations of the MSRT and University of Kashan.

9-2- The educational procedures of all international students in University Campus are conducted in-person.

Note 1: Acceptance of international students for online courses requires the approval of the admission committee based on the by-law of "Procedures for Issuing Licenses and for Allocating Quotas on Admission of Non-Iranian Students".

9-3- Education in University of Kashan is conducted in Persian language. After receiving admission from the university, the starting of education depends on applicant's command of Persian language. To this end, a certificate of success in Persian Language Proficiency Test, carried out by AZFA centers, should be presented.

9-4- In majors of Arabic Language and Literature as well as English Language and Literature, teaching can be carried out in other languages as well.

Note 2: Students of abovementioned fields will have the opportunity to submit a certificate approved of by University's AZFA Center to the university education at the latest by the end of the second semester.

9-5- The international student is allowed to continue studying in the accepted field of study, and if he wants to change his field of study, he must go through the admission process for the new field. This change of field is unopposed with the approval of both home and host educational groups (adjustment of courses with the agreement of the host educational department) and the council.

9-6- If the student cannot obtain the required score for Persian language learning, he will be introduced to University's AZFA Center to take placement test of Persian language and pass Persian-learning course after registration.

Note 3: The first semester related to Persian language learning (without taking course units) is calculated without counting in the years. In case of not obtaining the quorum score, studying in the AZFA course can be extended until the end of the second semester.

Note 4: The student is obliged to only participate in the training courses of AZFA Center of University of Kashan and act according to the instructions of that center.

9-7- In special cases, upon the request and desire of the faculty member and the opposition of the group members to accept the student, it will be possible to review the issue in the Council. The university campus will be obliged to plan in this regard. The proposal and introduction of the supervisor is upon the educational department or the university campus for the applicants of master's degree and specialized doctorate.

9-8- Allowed years are determined based on the integrated educational regulations. For each academic semester in excess of the allowed years, the enacted tuition fee in the academic year (enacted by the Board of Directors) will be charged from the student.

9-9- Designation and introduction of the supervisor in the educational department/University Campus for the master's degree and specialized doctorate applicants is under the supervision of graduate studies and the final approval of the council.

9-10- The thesis / dissertation must be submitted in Persian.

Note 5: In the Arabic language and literature department, thesis/dissertation can be submitted in Arabic and the extended abstract in Persian.

Note 6: In the English language and literature department, thesis/dissertation can be submitted in English and the extended abstract in Persian.

9-11- The process of proposed approval and defense permit will be subject to the approval of the Council and according to the integrated educational regulations.

Article 10: Educational Regulations for Faculty Members

10-1- The courses for non-Iranian students are calculated in excess of the enacted ceiling of professors' teaching fees with the approval of the university campus.

10-2-A non-Iranian student in graduate school is not considered in the capacity of advisor accepting students.

Note 1: The maximum number of non-Iranian students under advisor (ongoing) for the master's degree is 8 people for each faculty member and 4 person in the specialized doctorate degree. In order to transfer the capacity, every doctoral student can be converted into a master's student, and the transfer of capacity from master's to doctorate will not be allowed.

10-3- All research fee payments related to non-Iranian students are calculated with a factor of 1.5 times of Iranian students.

10-4- The teaching fee of visiting professors is calculated with a factor of 1.5 times.

10-5- The teaching fee for independent classes of non-Iranian students is calculated with a factor of 1.2 times, provided that the number of students reaches the quorum. The previous enactment regarding the fee factors of postgraduate studies according to Iranian students are still in place.

10-6- Incentive teaching fee for professors for admission of University Campus students in joint classes with scholarship and tuition-paying students courses is calculated according to Table 3 based on a factor of a first grade assistant professor fee. Regarding joint classes that have reached the quorum with the use of non-Iranian students, the basis of calculation in Table 3 will be the number of non-Iranian students in excess of the quorum.

Note 2: Thee board of the university directors decides to change the coefficients of teaching fees and research fees, as well as incentive tuition fees, every summer.

Table 3

No. Of students Grade	One student	Two students	Three or more students
MA	4 hours per student up to 10 students		
Ph. D	15 hours	24 hours	30 hours

10-7- The quorum for forming an independent class for non-Iranian students at the undergraduate grade is 15 students (max. 40 students and in the case of more than one group, the average of each group is 30 students), at the master's grade is 6 students (max. 20 students and in the case of more than one group The average of each group is 15 students) and for specialized doctorate grade is 2 students (max. 10 people and in cases of more than one group, the average of each group is 8 students).Each doctoral student is considered equivalent to 3 master's students.

Article 11: Graduation

11-1- Issuance of a graduation certificate from undergraduate studies and issuance of a permit to defend a thesis and dissertation at a graduate studies will be subject to full payment of the tuition fees and fulfillment of all the student's obligations to the university.

11-2- Providing graduate certificate and transcripts to non-Iranian students after graduation, is possible according to the laws and with the permission of the Student Affairs Organization, and it is subject to obtaining and submitting definitive exit visas from the immigration police and foreign nationals.

11-3- The diploma of a non-Iranian graduate will be issued in Farsi, English, and Arabic languages with the signature of the educational and graduate studies deputy of the university and the university president.

Article 12: Enactment

12-1- This regulation includes an introduction, 12 articles, 70 clauses and 39 notes enacted on the meeting dated on 01.11.2022 of the educational council and in the meeting of the board of directors of the university dated on 6 November 2022, and it was finally enacted on the meeting of university council dated on 27 November 2022 and replaces the previous enactment, laws, regulations and circulars related to recruiting and admission of non-Iranian students. This circular is valid for two years from the enactment date and binding upon all units of University of Kashan.