

**GUIDELINES FOR ADMISSION OF FOREIGN STUDENTS
IN THE DEPARTMENTS / COLLEGES AFFILIATED UNDER THE UNIVERSITY OF KERALA**

1. CATEGORY OF STUDENTS AND PRIORITY OF ADMISSION

Foreign Students are divided into four categories for the purpose of admission.

- 1.1 Candidates sponsored by the Universities with which our University has signed specific MoU as part of Cultural Exchange Programme.
- 1.2 ICCR (Ministry of External Affairs, Government of India) sponsored candidates. Since they are coming with students' visa or research visa, the procedure followed on the admission procedure of regular students of the University is followed in their case also
- 1.3 Candidates sponsored by their respective Governments.
- 1.4 Self-Financing candidates / Non sponsored independent Applicants

The order of priority for granting admission shall also be the same as above.

2. ELIGIBILITY FOR ADMISSION

- 2.1 Non-Resident Indian Students (NRI Students) do not come under this category.
- 2.2 The candidates seeking admission shall have the required basic equivalent qualification from a University / Institution which is approved by the UGC or the Association of Commonwealth Universities or such other accredited Institutions of higher learning.
- 2.3 The candidates should have successfully completed (a) a minimum of twelve years of study for undergraduate courses. (b) a course of study in the first degree level or equivalent for postgraduate courses and (c) master's level or equivalent course of study for M.Phil and Ph.D programmes with a minimum of 50% marks.
- 2.4 The students who desire to join the Ph.D. programme shall be exempted from qualifying the NET/SET/Entrance test etc. conducted by the University. However, they should forward the Research Proposal/Synopsis and Transcript of syllabus, along with the recommendation letter from the concerned HOD. The candidate either through Inter Net or e-mail, should secure the consent of the guide, with whom he wishes to join for the Ph.D programme. The synopsis submitted by the candidate will be sent to the concerned HOD from the University along with the allotment letter, before the doctoral committee in order to evaluate the students research aptitude.

Registration for above candidates shall be granted by the University based on the recommendation of the Doctoral Committee of the subject concerned. In case of students who have undergone multi disciplinary / inter disciplinary subjects at the undergraduate / postgraduate level admission to postgraduate / Ph.D programme may be granted subject to recommendation of the Chairman PG Board and Dean of faculty.

- 2.5 These students shall also be exempted from producing certificates pertaining to registration, matriculation, transfer and eligibility for admission, examination and all other related purpose.
- 2.5 (a) The relaxation mentioned in 2.5 above shall be granted to all Foreign Nationals who procure their qualification from various Indian Universities also.
- 2.6 Application for admission should be endorsed in the prescribed format by the Head of the Department / Chairperson / Dean / Competent Authority of the Institution from which the candidate has obtained the basic degree. The University may, however, ascertain the veracity of the claim made by the candidate in this regard.
- 2.7 Candidates once admitted to a specific academic programme shall be subject to the rules and regulations governing the respective course of study formulated by the University from time to time.

- 2.8 Since most of the students' communicative skill is very poor, a course for 3 months will be organised at the Department itself in order to improve the communicative skill of the candidate and this is applicable to Ph.D students only.

3. RESERVATION OF SEATS

- 3.1 Two seats or 10% of the student intake of the Department concerned (rounded off to the nearest higher number) whichever is maximum, are reserved in undergraduate/Post Graduate Programmes in the University / Affiliated Colleges including professional Colleges for Foreign students. This has to be over and above the sanctioned strength of the Department concerned. In the case of M.Phil and Ph.D. Programmes, only two seats are created as above.

4. FOREIGN STUDENTS' ADMISSION COMMITTEE FOR (FSAC)

- 4.1 An Admission Committee for the purpose shall be constituted with Pro-Vice-Chancellor as Chairman, Registrar, Co-ordinating Professor of the Exchange Programme, if any, Director of Student Services (Convener), one member of the Syndicate and two Deans, nominated by the Vice-Chancellor as members. The Dean of the Faculty concerned, if he is not already a member and the Head of the Department of the subject concerned shall also be included as special invitees while processing the application.
- 4.2 The Committee shall scrutinize the applications and make recommendations as to the admissibility or otherwise of the candidates. Based on this, a provisional admission memo will be issued by the University.
- 4.3 The Schedule of Admission shall be fixed by the University from time to time. It would be advisable if the admission is completed at least two months prior to the commencement of the academic year

5. ADMISSION PROCEDURE

- 5.1 Students shall obtain from the website the details of courses to be undergone and submit an application in the prescribed form along with copies of the qualifying certificates, mark lists and 4 copies of recent passport size photographs to the University within the time specified (Refer Appendix I: instructions to candidates). The applicant has to remit an application/scrutiny fee of \$ 50 along with the application. ICCR sponsored students are required to remit \$10 only as application/scrutiny fee.
- 5.2 The Foreign Students' Admission Committee (FSAC) shall scrutinize the applications and if found eligible a **PROVISIONAL ADMISSION MEMO** will be issued to applicants. This memo confirms only eligibility and does not offer claim for admission. A copy of the same will be served to Police authorities concerned. The students can take up further procedures to secure admission.
- 5.3 After obtaining the provisional admission memo the applicant should route his documents through the embassy / consulate to the University. At this stage Registration fee of US \$100 should be paid to the KUF.
- 5.4 When all the preliminary procedures for admission are completed the University shall issue an **ALLOTMENT LETTER** confirming admission and directing the students to report to the college / department where he/she is expected to join for the course.
- 5.5 For the PhD Candidates a provisional registration certificate will be issued after obtaining the recommendation of the Concerned Doctoral Committee and it will be strictly and exclusively for securing the Research Visa from the respective Indian Embassies abroad. The candidate should produce Research Visa within 6 months from the date of issuing the above certificate and the provisional registration will be confirmed only on submission of the original research visa from the Embassy.

6. FEE STRUCTURE

- 6.1 An amount of US \$ 50 shall be charged as Application/Scrutiny fee(\$ 10 in the case of ICCR students). The receipt of the same should be submitted along with the application form. (Refer 5.1)
- 6.2 An amount of U.S. \$ 100 shall be charged as Registration Fee from each candidate. This shall be remitted to the Kerala University Fund (KUF) and receipt submitted along with the completed application form for obtaining Allotment Letter. (Refer 5.3 and 5.4)
- 6.3 The rate of Tuition Fee is given in Appendix II. However, the rate of fee is subject to revision by the Syndicate from time to time.
- 6.4 In addition to this, examination fee and Special Fee at the existing rate shall also be charged from these students.

7. OFFICE OF THE DIRECTOR OF STUDENT SERVICES (DSS)

- 7.1 There shall be a single window admission system and all procedures and formalities of admission shall be co-ordinated by the Director of Students Services.
- 7.2 This Office shall be the nodal unit for attending to the welfare and other requirements of these students including fulfilling registration formalities of Foreign Nationals; arranging necessary accommodation and other related matters such as initiation programmes, Socio-cultural activities etc.

8. TRANSITORY PROVISION

- 8.1 The Vice-Chancellor shall, for a period of 2 years from the date of coming in to force of these guidelines, have the power to provide by order that these guidelines shall be applied to any programme with such modifications as may be necessary.

9. ACADEMIC CALENDAR

- 9.1 The time for admission will be the same as stipulated in the University academic calendar for various courses. Details of courses, date of commencement and completion, duration, etc will be available in the website.
- 9.2 Applications will be received in the section 2 months prior to the commencement of course. Details are given below

Sl. No.	Level of Course	Last date of Receipt of application	Month of FSA Committee	Probable date of Admission
1	Graduate Level	30 th April of the relevant year	May of the same year	June-July of the same year
2	Post Graduate Level	30 th June of the relevant year	July of the same year	August-September of the same year
3	M.Phil	30 th August of the relevant year	September of the same year	November of the same year
4	Ph.D (Two session)	28 th February of the relevant year	March of the same year	June of the same year
		30 th September of the relevant year	October of the same year	January of the next year

- 9.3 The Examination schedule will be as notified in the website.

10. RULES FOR ICCR STUDENTS

- 10.1 ICCR sponsored students should obtain term wise / semester wise progress report from the respective colleges / departments and submit to the ICCR office directly.

INSTRUCTIONS TO THE CANDIDATE
FOREIGN STUDENTS ARE ADMITTED AS REGULAR / GUEST STUDENTS
IN THE UNIVERSITY REGULAR STUDENTS

1. Students with the required basic equivalent qualification from a University/Institution which is approved by the UGC or the Association of Commonwealth Universities or such other accredited Institutions of higher learning are eligible for admission in the University.
2. The candidates should have successfully completed (a) a minimum of twelve years of study for undergraduate courses (b) a course of study in the first degree level or equivalent for post graduate courses and (c) a master's level or equivalent course of study for M.Phil and Ph.D Programmes with a minimum of 50% marks.
3. The students who desire to join the Ph.D Programme have to produce a letter of recommendation from the Dean/Competent Authority to prove the aptitude of the candidate in research.
4. Candidates should see that their application is recommended and endorsed by the Indian Diplomatic Mission.
5. The certificates in languages other than English have to be translated into English and attested by the Indian Diplomatic Mission.
6. The following documents have to be produced along with the application:
 - (a) Copies of mark lists/certificates of examinations attested by Deans / Head of Departments / Competent Authority of the University/Board.
 - (b) Certificates of medical fitness from a recognized medical practitioner.
 - (c) Copies of Research Project Synopsis, Consent letter and transcript of syllabus by the Guide (in the case of PhD Applicants only)
 - (d) Application/Scrutiny fee of US \$ 50(\$ 10 for ICCR Students)
7. In addition to tuition fee prescribed for each course (Appendix II) the students have to pay examination fee and special fee at the existing rate.
8. Candidates once admitted to a specific academic programme shall be subject to the rules and regulations governing the respective course of study formulate by the University from time to time.

Guest Students

The candidates who want to join as guest students shall indicate the subjects to be attended and the duration of classes required for each subject. The guest students will not be permitted to take the regular University Examinations or be issued any certificates other than Attendance Certificate, if required.

RATE OF TUITION FEE

Subject / Course	Under Graduate Programme (Per semester)	Post Graduate Programme (Per Semester)	M.Phil. Programme (Per Semester)	Ph.D. Programme (Per annum)
Humanities / Social Sciences /Commerce	US \$ 200	US \$ 300	US \$ 450	US \$ 1200
Science Subjects	US \$ 350	US \$ 500	US \$ 650	US \$ 1600
Professional Courses	US \$ 600	US \$ 750	US \$ 900	US \$ 2000