

Tehran University of Medical Sciences
International Student Terms and Conditions

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1. INTRODUCTION

1.1. As a student, you are a 'consumer' of education and are entitled to protection within the law. In support of that, we ask you to agree to our Terms and Conditions (“Terms”) when you initially register with us.

The terms contain references to documents that set out our regulations and policies. You should read and understand these in advance of agreeing to the terms, as this is the point at which you enter into a formal contract with us.

These terms form the basis of the communication between Tehran University of Medical Sciences (“TUMS”, “we”, or “us”) and any applicant (“you”/” your”) for one of our programs of study.

1.2. Definitions

In these terms and conditions:

"TUMS"	Tehran University of Medical Sciences
"Contract"	means the agreement between you and TUMS during your study at TUMS. These Terms and Conditions and the regulations, policies and procedures referred to in this document form the contract.
"Academic Year"	means the period for which your program runs. An academic year starts in late September or mid-February of any given calendar year, and may have entry points throughout this period.
"Program"	means your prospective or registered program of study with the TUMS.
"Program Fees"	means fees payable to TUMS which is included in your accepted letter covering registration fees, tuition/course fees, and etc. for the relevant program.
"Study Session"	means a defined period of time allocated for the study of a program.
Admission	Refers to the process of applying for a course and receiving the final acceptance letter.
Registration	Refers to the finalizing the registration process by completing the financial process

1.3. In addition to these Terms and Conditions, there are other regulations, policies, and procedures which apply to your registration (or continuing registration) at TUMS. Details of the regulations, policies, and procedures applicable at the time of accepting these Terms and Conditions, and the location of such documents, can be found in the table below. It is your responsibility to read these

documents carefully as they, together with these Terms and Conditions, form the Contract between us and you.

Document	Location of Document
Admission Policy	https://en.tums.ac.ir/en/content/35/admission
Visa Affairs	http://en.tums.ac.ir/en/page/115/visa-affairs
Fees Structure	https://en.tums.ac.ir/en/page/10/fee-structure
Foreign Currency Fee Policy	https://international.tums.ac.ir/foreign-currency-university-fee-policy
Educational Regulations & Curriculums	http://en.tums.ac.ir/en/page/364/educational-regulations-curriculums
Dormitory's Regulations	http://en.tums.ac.ir/file/download/page/64c4b733aac47-dormitory-s-regulation-2.pdf
TUMS Professional Ethics and Social Regulation Guidelines	https://gsia.tums.ac.ir/Images/UserFiles/8296/file/1(2).pdf
Personal Precautionary Measures for Security	https://en.tums.ac.ir/file/download/page/64c4d0a49a71a-personal-precautionary-measures-for-security-4.pdf

APPLYING PROCEDURE

2. REQUIRED DOCUMENTS

2.1. You have to provide the required documents for your application as listed on the website. For undergraduate application please check <https://en.tums.ac.ir/en/page/521/undergraduate-requirements> and for graduate application please check <https://en.tums.ac.ir/en/page/522/graduate-requirements>

3. HOW TO APPLY

3.1. Application

3.1.1. We will only assess the applications that are submitted via TUMS Online Application System. Therefore, we do not accept applications by regular mail or any other routes.

3.1.2. Applying to TUMS is free, and applicants are not charged for it.

3.1.3. **Iranian citizens (holders of an Iranian passport) cannot apply.** Iranian Applicants with dual citizenships (**holders of an Iranian passport plus a passport issued by another country**) **cannot apply either.**

3.1.4. It is your responsibility to ensure that all of the information, which you provide to us, is true, accurate, and complete, and that you have not omitted any key information.

3.1.5. If we discover that your application contains incorrect or fraudulent information or if you are found to have omitted key information from your application, we may withdraw or amend any Offer, or act in accordance with the general regulations. If such information is discovered after you have already registered or after you graduate, we have the right to terminate your registration without compensating you and/or revoke any subsequent award.

3.1.6. TUMS will blacklist those applicants who will be involved in any kind of items listed below during the admission procedure.

- Security reasons
- Organized crime, including membership in an organization that takes part in organized criminal activity, people smuggling or money laundering.
- Medical reasons – this includes medical conditions that: endanger public health or public safety
- Misrepresentation, which includes providing false information or withholding information directly related to decisions

3.2. Offers

3.2.1. An acceptance letter is a letter you receive from the Office of Admissions informing you that you've been accepted into the applied program including your acceptance details.

3.2.2. The validity of the offer letter is mentioned in the letter which is very important to be considered. For most programs, the offer letter is valid for one semester only, and for some programs, it is valid for two semesters.

3.2.3. If you do not yet meet the requirements for admission upon making your application to us, you will receive an email that may include a suggestion for another program based on the decision of the admission committee and you will be guided to submit a second application.

3.2.4. If your “Rejection” email does not include a suggestion, you can still “reapply” for another program. Please note that you are not allowed to apply for the same program once you are rejected for it.

3.3. Reapply

3.3.1. To submit your request, you should log into your account on the TUMS website with your username and password and “send a request for creating a new application”. After you receive an “approval email” from the Office of Admissions, you can submit your new application.

3.3.2. You can submit a request to create a new application if:

- Your first application has been rejected and you would like to apply for a new program.
- You would like to cancel your first application and apply for a new program.
- You have been admitted for your first application but you would like to deny the offer and apply for a new program.
- You have applied for a degree program and you would like to apply for a non-degree program as well.
- You are/have been a TUMS student (last semester student) and you would like to apply for a higher degree program or a non-degree program.
- Your acceptance package is expired and you are still interested in pursuing your education with TUMS. (You are allowed to reapply just twice)

3.3.3. Please note that once you submit your first application you are not allowed to submit a second application since duplicate applications are automatically removed. In fact, you can apply for only one program that is your first priority and you should wait for the admission procedure and the final decision for your application.

3.3.4. Students who are expelled from TUMS, they will not be able to apply again for the same program.

3.4. Changes to an Offer Prior to Registration

Our Right to Amend

3.4.1. We may make changes to the Offer at any time before you accept it. We will inform you as soon as possible and issue an updated Offer.

3.4.2. Due to the period between application and your registration, circumstances may change due to factors beyond our reasonable control and therefore it may sometimes be necessary to vary the content of the Program or services described on the website. We will use reasonable efforts to ensure that changes are kept to a minimum, but if we are required to make any material changes to your program (as described in the Offer) before you register at the University, we shall bring these to your attention as soon as possible. If you reasonably believe that the proposed change/s will adversely affect you, you may withdraw your application for the program or apply to another program offered by us for which you are qualified.

3.4.3. **Cancellation of Program:** We will use all reasonable efforts to deliver all programs described on the website. However, if there are insufficient student numbers either to make a program viable or to deliver a quality student experience, we may cancel the program. If you have received an offer for any program described on the website, but we discontinue the program prior

to your registration at TUMS, we will notify you as soon as possible and, where possible, we will recommend an alternative program for which you are qualified. If we are unable to provide a suitable alternative program, or if you are unhappy with the recommended alternative program, you may withdraw your application.

Your Right to Amend

3.4.4. To submit a request to change your program of interest, you are required to reapply. To submit a new application, you should do as explained in clause 4.7.

3.4.5. Reconsideration of acceptance details, you are required to contact us via admission@sina.tums.ac.ir before registration deadline.

3.5. Acceptance of an Offer:

3.5.1. If you have met all the academic and/or other requirements for admission and have received an Offer from us, you can accept the Offer by registering with us online by the Registration Deadline of academic intake you are accepted for.

3.5.2. If you do not register with us online by the Registration Deadline of academic intake you are accepted for, your Offer will be canceled.

3.6. Changes to the Program after Registration:

Our Right to Amend

3.6.1. Once you have registered as a student of the University, we will use our reasonable efforts to deliver your program as per the terms of the Contract.

3.6.1.1. In circumstances where there is no material disadvantage to you, we reserve the right to make minor variations to the contents or methods of delivery of programs from those described on the website. These will be made to improve the quality of the educational services, to meet the latest requirements of a commissioning or accrediting body, or in response to student feedback. How we notify you will depend on the nature of the changes but, in any event, such changes will be recorded in the updated program information on our website.

3.6.1.2. In circumstances where it is necessary to make a material change to your program (likely to have a significant impact on your studies as reasonably determined by us), we will consult with you before final decisions are made and consider your concerns. We will assess these against the needs of the wider student body. If you are unhappy with the material change(s) to your program, you may cancel the Contract and withdraw from the program.

Your Right to Amend

3.6.1.3. To submit a request to change your program of interest during your study, the following documents are needed:

1. Submitting your request to the Educational Office.
2. Official leaving permission letter from your current department.
3. Official primary acceptance/permission letter from your intended department.
4. Official changing program permission letter from the Educational Office.

When we receive these documents, you will be informed of the result after the admission committee.

Till then, you are required to continue your studies in your current program. If you leave the program without Admissions Office's permission, for any reason, you are required to pay all expenses (like the dormitory) since you will not be TUMS students and this not arranged leave may cause some serious problems for your residency in Iran.

4. SCHOLARSHIP

All applicants, who are interested in pursuing their studies at TUMS have a chance to apply for TUMS Scholarship (TUMS Scholarship is part of the university application form).

- To apply, in the Complementary Information tab, the applicant should choose “**TUMS Scholarship**” as the “**Source of Funding**” and provide the required documents.

- The request of those applicants who have applied for TUMS scholarship will be reviewed in TUMS Scholarship Committee.

- TUMS scholarship only covers the education fee. In this case, the applicant should pay the rest of fees based on his/ her accepted program.

4.1. Scholarship for the first-year students

- In order to attract more eligible applicants, reducing applicant's financial concerns and especially those with low income and financial problems, in some cases a part of the education fee will be waived based on the Scholarship Committee's decision.

- The students who benefit from education fee waiver scholarship are required to pay the rest of fees based on their accepted program.

- If you are awarded scholarship, it will be mentioned in your Offer letter. Please note this scholarship is considered for the first year of your studies **ONLY** and you are required to apply for scholarship again for the second and above years.

4.2. Scholarship for the second-year students and above

- Awarding scholarship to the second-year students and above is based on the **Rules and Regulations on Granting Scholarships during Studies.**

4.3. Family Scholarship

- Those applicants whose family member (parents, siblings, spouse, and children) is a TUMS student or those members of a family who apply at the same time, **one of them** will receive our TUMS Family Scholarship.

- The applicants should send their request and the documents that shows his/ her member of the family is our student, to the admission office.

- The amount of this scholarship is 10% discount on the Education Fee.

REGISTRATION

5. ENROLEMENT

5.1. Online Registration Procedure

5.1.1. After receiving the acceptance letter, all required information and forms (Personal Information Form and Commitment letter) will be sent to the accepted applicants.

5.1.2. All applicants are required to follow language requirement steps (English/Persian)

5.1.3. All applicants are required to submit Visa Application Form in which a copy of his / her valid passport is attached.

5.1.4. After checking all needed forms and registration process, the confirmation pre-registration email will be sent to the applicant.

5.1.5. **Health Assessment:** As part of the registration requirements at TUMS, a student health examination report is mandatory prior to the beginning of classes in the initial term of enrollment. The health history form should be completed and submitted to the Registration Office prior to course registration and to be cleared for campus housing. This examination will be done in Iran too.

5.1.6. This is mandatory to follow the online registration process and receive the confirmation. Otherwise, they cannot pay tuition fee.

5.2. In-Person Registration Procedure upon Arrival in Iran

5.2.1. Provide all the needed, verified, and attested documents for registration including:

- Visa student
- The original documents of your previous degrees
- Your valid passport
- A piece of photo (Hijab is mandatory for girl students)

5.2.2. All original documents must be certified by:

- Issuing institute
- Your country's department / Ministry of Higher Education
- Your country's department / Ministry of Foreign Affairs

5.2.3. Receive the student's card.

5.2.4. Refer to the financial affairs and pay the tuition fee.

5.2.5. Submit the required documents to the visa affairs to apply for one-year student residency permit.

5.2.6. Coordinate with the student affairs department to stay in the dormitory and open a bank account.

5.2.7. Coordinate with educational affairs department for starting educational process.

5.3. As a student, you will need to enroll and subsequently re-enroll every academic year in order to continue your course of study with TUMS and maintain your student rights and privileges.

5.4. During the enrolment in the first of each academic year, tuition fee should be paid. For first-year enrollment you are required to pay whole first-year tuition fees before the payment deadline announced by Office of Registration.

6. ENGLISH & PERSIAN LANGUAGE COURSES AT TUMS INTERNATIONAL COLLEGE

6.1. TUMS international college provides language courses for international students. All new incoming students must submit a valid English language certificate to get a pre-university and general language score. Otherwise, they must take the placement test and attend in English language classes.

6.2. All new incoming students introduced to the International College for English language approval by the Admissions Office are regarded as the college international students.

6.3. Students should refer to the International College to determine the English and Persian language levels after being admitted to the Admission Unit of the International Vice Chancellor of the University, and being introduced by the Office of International Affairs Development, Admission Unit.

6.4. English Language Courses

6.4.1. Students who have a valid certificate (IELTS; score 5.5 or TOEFL IBT; score 60) are exempted from taking English language course if their certificate is approved.

6.4.1.1. Those admitted applicants who do not have a valid English language proficiency certificate, are required to take English Placement test at TUMS International College.

6.4.1.2. After the placement test, if applicant's English language proficiency is not good enough to attend in the admitted program's classes, h/she is required to pass at least one semester of English language classes at TUMS Intl. College before or during the academic program. This decision will be made based on evaluation and the placement test of TUMS Intl. College and the decision of TUMS Office of International Admissions.

6.4.1.3. Please note that students should attend English language classes at TUMS Intl. College ONLY and not elsewhere.

6.4.1.4. Both English placement test and English classes are offered online and in-person.

6.4.2. International students entering the second semester in 2017 and earlier are exempted from the placement test and classes due to their nationality in English-speaking countries or whose language of instruction was English in schools, they can take the English language proficiency test after being introduced by the International Campus Vice Chancellor for free.

6.4.3. Those students who are not subject to above mentioned articles 7.4. and 7.5., are required to take the placement test. These students can be exempted from attending International College language classes if they obtain the required score, or they must attend International College English language classes if they do not obtain the required score.

6.4.4. The placement test for international students is held twice a month on Sundays.

6.4.5. The International College English Placement Test is similar to the IELTS test and consists of two parts, written and oral.

6.4.6. If the students do not want to start from the first level, they must participate in the International College placement test at the time of registration, and the level will be determined based on the result.

6.4.7. Otherwise, the student can submit a written request to participate in level one classes to the college's Vice Chancellor for Education and participate in classes without the need for a placement test. It should be noted that in this case, the student cannot request a placement test after participating in the class.

6.4.8. Students who object to the announced results after the English placement test must pay \$ 50 to recheck the test results and if necessary, a part of the test will be repeated. If the result of the placement test is changed, the student will be credited with the above fee, which will be included in their next semester tuition. Otherwise, there will be no refund fee.

6.4.9. Objections to the results of the placement test must be submitted in the form of a written letter to the Vice Chancellor for Education up to one week after the announcement of the results. Also, up to the fourth session of the semester, classes designated by the college, provided the student participates in all sessions and with the approval of the professor, the student can submit his objection to the result of placement test to the international college.

6.4.10. Students, after receiving a letter of introduction from the International Vice Chancellor of the University and paying the fee related to the English language proficiency test and with the approval of the financial unit, refer to the English language officer of the International College to determine the time of the placement test.

6.4.11. Students who refuse to participate in English language classes in 6 months after the placement test must re-take the placement test, and the responsibility of paying the fee lies with the students.

6.4.12. Students can request a re-placement test if they regularly attend classes according to the first level test by paying the re-placement test and if the college education department approves, they can take the re-test.

6.4.13. Students who have been forced to drop out of the course due to excessive absences will not be allowed to take the re-test.

6.4.14. If the student's complaint is approved by the International College against the score of the first level test, it will be possible to hold a re-placement test.

6.4.15. Also, if the professor approves that the student level is different from the level set for him/her, the student can submit his objection in writing to the college's vice chancellor, and if the college approves, it will be possible to hold a re-test.

6.4.16. If the student is accepted at a higher level, the result of the latest test will be the criterion for attending classes.

6.4.17. If the student is accepted at a lower level, the decision will be made by the College Vice Chancellor.

6.4.18. The results of the placement test and the review of the documents submitted by the students will be announced to the student's representative unit (International Campus Education or the International Education Vice Chancellor of the requesting faculty).

6.4.19. According to the agreement, the grades will be sent to the International Campus Vice Chancellor in the form of an IELTS score.

6.4.20. Students who are exempted from attending classes based on the results of the placement test and a report on the fulfillment of the admission requirement will be sent by the International College for registration in the student file to the Admissions Office.

6.4.21. Based on the result of the English language proficiency test, the student is evaluated in one of the 5 levels of the International College, according to which h/she must participate in the classes and after completing the course, report of the fulfillment of the admission condition will be sent to the Admissions Office and the Vice Chancellor for Education for registration in the student file by the International College.

6.4.22. If a student is exempted from attending classes while studying and after passing levels from 5 levels of International College, by presenting a valid certificate or according to the result of the re-placement test, the criterion of grade declared to the International Vice Chancellor is mentioned in the provided certificate and the re-placement test.

6.4.23. Levels of English language classes for international students

6.4.24. English language classes in the form of codified units include 5 levels, the first and second levels are known as preparatory courses, the third and fourth levels are known as 3-unit pre-university English and the fifth level is known as 3-unit general English.

6.4.25. Students whose English language level is assessed as very poor in the placement test so that they are not able to attend their main classes in English, before entering the main courses, for one semester in English preparatory classes under Language preparation semester.

6.4.26. The score of international students' pre-university and general language courses will be determined based on the score that the International College will report on their participation in English language classes. For those students who are exempted from attending classes by presenting valid IELTS and TOEFL certificates, an equivalent score of 20 will be sent to the International Campus Vice Chancellor for Education.

6.4.27. For students who participate in the college English language placement test and are exempted from attending the class according to the test result, the equivalent of the score obtained in the test for pre-university language and general language courses will be included in their records.

6.5. Persian Language Courses

6.5.1. Although English is the language of instruction at TUMS, students of M.D., D.D.S. or other majors who interact with patients are required to learn Persian Language as well at TUMS International College.

6.5.2. By default, students are placed at level 1. Or per their request, they will be given a placement test at the beginning of the language program and the results of this test will determine the course and level they must attend.

6.5.3. Students who are required to learn Persian language must attend the classes as soon as they start their education at TUMS and cannot postpone or drop the course at any time.

- 6.5.4. Afghan students, whose mother tongue is Dari Persian, are exempt from taking the Persian language program at TUMS International College unless specified by Office of International Admissions.
- 6.5.5. Tajik students need to take part only in Persian writing courses at TUMS International College unless specified otherwise by Office of International Admissions.
- 6.5.6. Persian language is offered for non-Iranian students in the form of pre-Persian language (14 credits equivalent to 320 hours), a semi-specialized language.
- 6.5.7. Semi-specialized Persian language is provided by the College Persian Language Chair.
- 6.5.8. Pre-Persian language classes in the form of 14 credits (equivalent to 320 hours in four levels) are offered to students in the first, second and third semesters of university and will be completed by the end of the third semester.
- 6.5.9. Pre-Persian language is considered as a prerequisite unit of semi-specialized Persian language.
- 6.5.10. Semi-specialized Persian language is offered in the fourth semester of the program.
- 6.5.11. Semi-specialized Persian language is considered as a prerequisite for specialized Persian language.
- 6.5.12. At the end of the semi-specialized Persian language course, a competency test is held.
- 6.5.13. Persian language is provided by the college and specialized Persian language is provided by the educational deputy of the campus.
- 6.5.14. Persian language classes are compulsory for non-Iranian students majoring in medicine, dentistry, pharmacy and nursing.
- 6.5.15. Persian language classes for medical, dental and nursing students are provided by the college, Persian language chair and Persian language classes for pharmacy students are provided by the campus education deputy.
- 6.5.16. Pre-Persian language classes are offered in the form of 18 credits (equivalent to 320 hours in four levels) in the first and second semesters of university.
- 6.5.17. The duration of the final exams is not included in the 80-hour training time.
- 6.5.18. Persian language classes are formed with a minimum of 8 and a maximum of 14 students.
- 6.5.19. Classes are held for 90 minutes according to educational regulations.
- 6.5.20. The class approach focuses on four skills. But more emphasis is placed on the skill of speaking in the form of patient and physician.
- 6.5.21. Prerequisite for the basic sciences exam is a semi-specialized Persian language score.
- 6.5.22. Participation in the adequacy test is allowed up to 2 times. If the student does not get a passing score in the exam, he / she is required to pass the course.
- 6.5.23. Absence from the adequacy test is considered as one time to take the test.
- 6.5.24. At the beginning of entering the university, students must take the Persian language placement test and participate in classes based on the results.
- 6.5.25. The time for holding the placement test for international students is set twice a month on Sundays.

6.5.26. The international college Persian language placement test consists of three parts: test, writing and oral.

6.5.27. The student can submit a written request to participate in level one classes to the college's vice chancellor for education and participate in classes without the need for a placement test. It should be noted that in this case, the student cannot request a placement test after participating in the class.

6.5.28. The cost of participating in the Persian language placement test for the first time is \$15 and the cost of re-participating in the test is \$50.

6.5.29. Considering the conditions and after payment, the student can participate in the re-placement test:

6.5.30. At least one semester must have passed since the previous level placement test.

6.5.31. The student has completed at least one of the levels specified in the college language education system and has successfully passed the previous level.

6.5.32. The placement test must be taken after payment and before the start of each semester.

6.5.33. Students, after receiving a letter of introduction from the International Vice Chancellor of the University and paying the fee related to the Persian language level test, and with the approval of the financial unit, refer to the Persian language officer of the International College to determine the time of the placement test.

6.5.34. Students who object to the announced results after taking the Persian placement test must pay \$ 50. The test results will be re-examined or some parts of the test may be repeated if necessary. If the result of the placement test is changed, the student will be credited with the above fee, which will be included in their next semester tuition. Otherwise, there will be no refund fee.

6.5.35. Objections to the results of the placement test must be submitted in the form of a written letter to the Vice Chancellor for Academic up to one week after the announcement of the results. Also, up to the fourth session of the classes designated by the college, provided the student participates in all sessions and with the approval of the professor, the student can submit his objection to the result of determining the level to the international college.

6.5.36. Students who refuse to participate in the Persian language course for 6 months after the placement test and the obligation to participate in the classification are determined, after this time must participate in the re-placement test and the cost of the re-placement test is the responsibility of the student.

6.5.37. Students can request a re-placement test if they regularly attend classes according to the first level test by paying the test and if the college approves, they can re-take the re-test.

6.5.38. Students who have been forced to drop out of the course due to excessive absences will not be allowed to take the placement test.

6.5.39. If the student's complaint is approved by the International College against the score of the first test, it will be possible to hold a placement test.

6.5.40. Also, if the professor approves, and it is determined that the student level is different from the level set for him/her, the student can submit his objection in written form to the college's vice chancellor, and if the college approves, it will be possible to hold a re-placement.

6.5.41. If the student is accepted at a higher level, the result of the recent test will be the criterion for attending classes.

6.5.42. If the student is accepted at a lower level, the decision will be made by the College Vice Chancellor.

6.6. Class Attendance Rules

6.6.1. It is very important that students attend classes regularly and on time.

6.6.2. Regardless of the reason for nonattendance, students can have only 4.17 total absence sessions during each semester. This number of absences is for emergencies only.

6.6.3. If students arrive in class more than 10 minutes late, they will be delayed and if they are more than 20 minutes late, they will be absent. Also, both sessions that the student arrives late to class or leaves the class earlier will be considered as an absence session.

6.6.4. The student will not be able to cancel English language classes in any way, and in case of absence, it will include the elimination of absence, and in addition to paying tuition, the student must participate in the same class (level) in the next semester.

6.6.5. If a student delays to attend language classes and does not attend classes for 6 months, he or she must retake the placement test and take classes based on the results.

6.6.6. Students are required to follow the rules for attending classes. Otherwise, their course will be cancelled and they will not be allowed to take the final exam. In addition, the student's name will be sent in the reports on the payment of tuition for the dropped course.

6.7. The Final Exam

6.7.1. Classroom activity and homework are very important in language classes. The final exam will consist of two parts, written and oral. Participation in the oral exam requires obtaining at least half of the total score in the written exam and the minimum passing score in the exam is 12 out of 20 points. It should be noted that if the student does not get a passing mark, he will not have the right to retake the placement test.

6.7.2. If the student does not attend the day of the written exam at the end of the semester, no re-examination will be held at all, regardless of the reason for absence, and he / she will have to pass that course again.

6.7.3. If a student does not attend the oral exam day, the college can retake the exam by paying \$ 50 at the time specified by the college, if the college determines that the absence is justified and provided that the student have obtained at least 60 marks in the written exam.

6.7.4. Note If the student does not get a passing score in the oral exam, while his oral score is 8 or more and his class and written score is 65% of the total score or more, he can participate in a course of conversational reinforcement classes appropriate to his class level. If he gets a passing score at the end of the course, he can attend the next level classes, and if he does not get a passing score, he has to pass that level again.

6.8. Score Announcement

6.8.1. The professor is obliged to report the final grade of that course to the International College Education Department within 10 days after the end of the final exam.

6.8.2. The Vice Chancellor for Education of the International College is obliged to submit the students' grades to the Education Department of the International Campus of the University up to 4 weeks after the final exam of each semester and after considering the students' objections.

6.8.3. In order to send a score to the International Campus Vice Chancellor, the student must pass at least level 4 of the International College English language classes.

6.8.4. If it is accepted after passing several levels and after determining the level again at higher levels, the criterion of the score announced to the International Campus Education Unit is the score obtained at level 4 for pre-university language and level 5 for general language.

6.8.5. According to the records dated July 5, 2017, the score of the pre-university language (if any) at the end of the first semester and the score of the general language of the students of these three fields at the end of the semester will be presented to the Vice Chancellor for Education of the International Campus.

6.8.6. For students who fail the pre-university language course at the end of the first semester, the grade of this course should be announced as "unfinished" for them.

6.8.7. Regarding students who do not succeed in passing the pre-university language course at the end of the first semester, it was decided to provide them with a general language unit in the second semester and at the same time to improve the pre-university and general language of the relevant student. Then, at the end of the second semester and before taking the general language test, a pre-university language test will be taken from them and its score will be provided to the education deputy for inclusion in the student's transcripts for the relevant unit.

7. VISA AFFAIRS

7.1. All students are required to enter Iran with visa type E (Education Visa). Issuing procedure for this type of visa is managed by TUMS. The Office of Visa and Consular Affairs at TUMS strives to assist all students regarding visa-related administrative affairs to facilitate your residence and mobility.

7.2. First and foremost, you are required to fill out your visa application form (VAF). To apply for your visa, we need your filled VAF. Your VAF is available on your TUMS account within the time period specified in your acceptance email. By clicking on VAF link in your TUMS account, you can fill out the form and submit it to us.

Filling out VAF is mandatory for both online and on-campus programs.

7.3. After filling out your VAF, your information will be registered in the system of international students' affairs organization (SAORG) and you will receive a submission code (SAORG code) that is necessary for registration affairs.

7.4. Students who have an earlier registration in SAORG system by another university, should finalize the affairs by that university before starting registration procedure with TUMS.

7.5. You are required to determine the city where you would like to pick up your Visa. To do so, you are advised to choose the closest city to your current hometown which houses an Iranian embassy/consulate. This should be a city to which you can easily travel.

7.6. One important point to bear in mind is that you should make sure that your passport is not expired. Your passport must be valid for at least one year starting from the date of receiving your acceptance email. You must enter Iran with the previously registered passport.

7.7. When your visa reference number is issued, it will be announced to you via email. Please remember that only if you receive this email, you are allowed to enter Iran.

7.8. Please note that this step is skipped for online programs and accepted application can start their registration affairs after receiving TUMS student visa system submission code and should not wait to receive a visa reference number.

7.9. We will inform you when your visa is ready so that you can go to the Iran embassy/consulate in your city and get it.

7.10. You will enter Iran with a one-month visa. We will assist you to convert your entrance visa to one-year residency permit that can be extended every year during your studies.

7.11. The student is required to refer to the consular office of the TUMS no later than five days after entering Iran, otherwise the student will be responsible for the consequences of being late to refer to the consular office.

7.12. The student is required to take the necessary actions to extend the validity of your passport one year before its expiry.

7.13. The student is required to take the necessary actions to extend their residency permit 40 days before its expiry.

7.14. The student is required to pay a fine for each day of illegal residency.

7.15. Remember that the definitive exit can only be renewed once.

7.16. To facilitate your visa process, please check the needed guideline through link:

7.16.1. For Guideline on Acquiring a One-Year Residency Permit please check <https://en.tums.ac.ir/en/page/121/guideline-on-acquiring-a-one-year-residency-permit-for-tums-international-students>

7.16.2. For Guideline on Acquiring Visa for a Student's Spouse or Children please check <https://en.tums.ac.ir/en/page/122/guideline-on-acquiring-visa-for-a-student-s-spouse-or-children>

7.16.3. For Guideline on Extending a One-Year Residency Permit please check <https://en.tums.ac.ir/en/page/123/guideline-on-extending-a-one-year-residency-permit-for-tums-international-students>

7.16.4. For Guideline on Acquiring Exit and Re-Entry Permission please check <https://en.tums.ac.ir/en/page/124/guideline-on-acquiring-exit-and-re-entry-permission>

7.16.5. For Guideline on Acquiring Permanent Exit Permission please check <https://en.tums.ac.ir/en/page/125/guideline-on-acquiring-permanent-exit-permission>

8. FEES, PAYMENT METHODS & FEES POLICY

8.1. In accepting an offer, you confirm that you are aware of the fees and charges relating to your course of study, as per the published information, and that you are in a position to meet such charges on the due payment dates. The fee consists of Program Fees and any applicable charges

associated with your study with us. TUMS fee structure is available at <https://en.tums.ac.ir/en/page/10/fee-structure>

8.2. If your tuition fees are to be paid for by a sponsor, you are required to submit a letter from your sponsor confirming their commitment at enrolment and at the beginning of each subsequent year of your studies.

8.3. If a third party is paying all or part of your fees on your behalf, you will remain liable for the payment of those fees in all respects, including (without limitation) the consequences of non-payment, late payment, or failed payment by the third party.

8.4. To register for your first Academic Year, you must pay the Registration Fee in accordance with the applicable Fee schedule. Until the Registration Fee is paid in full:

8.4.1. You cannot register with us for your first year of studies; and

8.4.2. We will not release your first-year Program materials to you, including through the Virtual Learning Environment.

8.5. Student Payment Flow Chart is available at <https://international.tums.ac.ir/Student-Payment-Flow-Chart>

8.6. Information on **Payment methods** is available at <https://international.tums.ac.ir/payment-method>

8.7. General Principles of Foreign Currency Educational Fee Payment System is available at <https://international.tums.ac.ir/foreign-currency-university-fee-policy>

8.8. Foreign Currency Educational Fee for International Students with Specific Conditions are explained below:

8.8.1. Educational fee for academic leave: Students who have applied for academic leave (whether medical or nonmedical leave) after approval of their request by the Deputy of Academics of the International Campus, are required to pay the fixed fee for each academic semester that falls within their leave period. It is obvious that in the case of having an academic (educational) scholarship, the fixed fee shall be payable by calculating the scholarship.

8.8.2. Educational fee for withdrawal from education: In all academic levels, withdrawal at any time from the first year of study, shall be subject to payment of the annual educational fee (for two semesters) without calculating any educational scholarship (even the scholarships granted due to special/unusual conditions such as the corona virus pandemic), and the amount paid by the student will not be refunded. In other academic years, during the academic semester in which the international student withdraws from education, the received educational fee will not be refunded and in case the fees for subsequent semesters have been paid, the surplus of payment will be refunded to the student.

For those students who enjoy educational scholarships (any scholarship granted due to special/unusual conditions such as the corona virus pandemic), in case of their withdrawal, the scholarship of their withdrawal semester will be eliminated and the students are required to pay the educational fee for the semester in which they have withdrawn. Regarding those students who are subject to the provisions of Note 5 of TUMS Foreign Currency Fees Policy, the decision will be made in the Committee for Award of Scholarship in proportion to their study period.

In case the admitted applicant withdraws from education before starting the first semester and first classes, the educational fee for one semester, without calculating any educational scholarship, will not be refunded to him/her (even the scholarships granted due to special/unusual conditions such as the corona virus pandemic), the surplus of payment will be refunded to the student.

8.8.3. Educational fee for expelled students: educational fee for students who have been expelled (for any disciplinary and/or educational reasons) from the International Campus shall be according to the educational fee for withdrawal from education.

Note: The expelled student, after resuming education, shall be subject to a decrease in the educational and student scholarship, according to the Committee for Award of Scholarship to International Students.

8.8.4. Educational fee for waiting time for continuing education: Regarding students with general doctor's degree who have not passed the testing stages, including the basic sciences comprehensive test and pre-internship test, in the case due to the exam conditions, they are not allowed to select credits, the student should pay the fixed fee without implementing the scholarship (for students eligible for educational scholarships). In case, due to the specific conditions in the International Campus, credits may not be selected, and no fee shall be considered for the student.

8.8.5. Educational fee for suspended students: Students who have been suspended (due to disciplinary and/or educational reasons), are required to pay the fixed fee for the academic semester without implementing the scholarship (for students eligible for educational scholarship) in the number of academic semesters in which they have been suspended.

8.8.6. Educational fee for articulated courses: educational fee for those course credits that are sent to the academic departments for articulation and further confirmed by those departments, will be 1% of the annual fee per each course credit for general doctor's degree programs and according to the fee rates in the same (current) academic year (without calculating any educational scholarship) and for other levels of study, the said fee shall be 2% of the aforesaid fee. In case the grades of the courses sent to the respective department are not accepted, half of the above fee will be received. It is obvious that the aforesaid course credits shall not be subject to the educational scholarship.

8.8.7. Educational fee for re-exams: educational fee for course credits with which request for their re-exams are agreed, shall be received according to the rates of the educational fees (without calculating any educational scholarship) for each course credit.

8.9. Educational Fee for Transferred Students varies according to the conditions of the transfer.

8.9.1. Educational Fee for transferred students to TUMS: Those international students who have passed part of their academic years in another country or other universities inside Iran and apply for continuing studies in International Campus, if their request is approved in the Committee for Acceptance of International Students and after they have completed the administrative process, shall comply with all regulations governing on international students of the Campus and they shall be subject to all rules and regulations of the educational fee of this campus as of the date of their transfer and regarding the scholarship, they shall be considered as a newly-admitted student and the relevant rules shall apply to them like others upon whom the said provisions are applicable.

8.9.2. Transferred from TUMS to other universities: For those students who apply for being transferred to other local universities or foreign universities, in case the relevant provisions apply to them, are bound to pay the educational fee up to the end of the academic semester at the time of transfer. Scholarship rules for them shall be like withdrawal from education and the related scholarship shall not be revoked for those who have been eligible.

8.10. Foreign Currency Educational Fee for International Guest Students: Like transferred students, a student who applies for continuing education as a guest, when his/her application has been approved by the two universities (university of origin and university of destination) and upon passing through the administrative process for approval, based on whether the international campus is the university of origin or university of destination, will be defined with two general statuses as follows,

8.10.1. International guest student to International Campus: The university fee of international guest student in the international campus in each academic level/field will be received based on the agreement made between the university of origin and university of destination and in case there is no agreement between the two universities, the guest student's university fee will be received according to the student's fee pattern of the university's international campus in the semester when the student has become a guest student. In case the duration in which a student is a guest is less than one semester, the guest student shall pay the fee based on the fee rates approved for foreign currency educational fees. It is obvious that, the Committee for Award of Scholarship to International Students will determine the status of scholarship and its percentage for this group of students.

8.10.2. International guest student from International Campus: In case the international student is introduced to other universities inside or outside the country in order to pass an academic semester, if this introduction is made upon the request of international student, the student has to pay a fixed fee without applying the educational scholarship for one semester (for student's subject to educational scholarship) at the rate approved in the same year.

8.11. English and Persian Courses

8.11.1. English language placement exam fee: Students who are required to participate in English language placement test, should pay the related fee according to the fee rates.

8.11.2. English language training package fee: Students who are required to pass English language training package, based on the result of placement test and regulations of the International College, should start the program and pay the total fee for the training package, according to the approved rates and resolutions passed by the Committee for Award of Scholarship to International Students of the University. It is obvious that consequences resulting from failure to participate in English language courses for those students who are required to pass the program, will be at student's sole responsibility and the amount which should be paid for English courses will be recorded in their financial record.

8.11.3. Persian language training package fee: All regulations referred to English language training shall also include Farsi language training.

8.11.4. **Retake Placement Tests Language Course Failure:** Placement Tests of course credits with which the request for re-exam has been agreed, will be received according to the fee rates for Placement Tests. Language Course Failure of course credits with which the request for re-take has been agreed, will be received according to the fee rates for Language Course Failure.

8.12. Short Term Training Courses: Applicants for studying in short-term training courses, leading to certificate for completion of the course, after obtaining certificate of enrolment and paying the approved fee for the related course and decisions of the Committee for Award of Scholarship to International Students, are allowed to study their courses. It is obvious students of short-term training courses, in all special cases of fees, shall be treated like usual students.

8.13. Student Services Fees

8.13.1. **Dormitory Accommodation Process:** Applications of admitted students and applicants who have applied for dormitory, will be examined and when they receive the necessary certification and accommodation permit, they can reside in the dormitory after paying the approved accommodation fee, and with due consideration of the resolutions passed by Committee for Award of Scholarship to International Students.

8.13.2. **Dormitory Fees:** Dormitory fee is approved and announced on annual basis before each academic semester. Consequently, the dormitory fee will be also calculated and charged on 24-hour basis for short-term accommodation. Dormitory fee will be calculated and received from the date of disposal and based on the date of exit and when the dormitory is delivered back by the individual.

8.13.3. **Student Services Scholarship:** Includes that portion of the student services fees that according to the decision of the Committee for Award of Scholarship to International Students in each academic year, the student is not bound to pay it or it is paid to the student as allowance. In the same line, a student who is eligible for student services scholarship, is bound to pay the student fees in due time, after deduction of the amount of scholarship.

8.13.4. **Guest accommodation fee in dormitory:** Dormitory fee for guests ~~will be equal to~~ is different from the cost of dormitory, which is calculated and received on day-and-night basis.

8.13.5. **Insurance fee:** For enjoying the basic health insurance, the TUMS Office of Vice-Chancellor for Global Strategies and International Affairs issues letters of introduction for international students and applicants. Applicant must personally pay the insurance premium and complete the process for receiving insurance policy.

Note 1: Please note that it is mandatory for all students to have health insurance. They can weather by insurance by themselves or via TUMS.

Note 2: In case students buy insurance via TUMS, they are required to pay the total fee for all years of their studies at the time of registration.

8.13.6. **Enrolment costs:** Enrolment costs includes cost of enrolment, airport transfer and issue of student card and other similar items, which are received from the student/applicant in each academic year, according to the rules and regulations.

8.13.7. **Break or lose the student card:** Students are required to pay the fee according to the rates.

8.14. Financial process for collection and booking of foreign currency fees (including educational and student fees): In completing the financial process and payment of foreign currency fees, the “student or applicant” shall be the main committed person, and the student/applicant is responsible to directly follow up the phases and complete all financial processes. Each student is personally responsible in this respect.

9. STUDYING THE PROGRAM & EDUCATIONAL AFFAIRS

9.1. We shall:

9.1.1. deliver your Program with reasonable care and skill and in accordance with the description applied to it in the Program Specification for the Academic Year; and

9.1.2. Clearly set out the academic requirements for the Program to you.

9.2. You shall:

9.2.1. use all efforts to fulfil the academic requirements of your Program in accordance with the terms of the Contract, including ensuring that all work you submit is entirely your own; and

9.2.2. ensure that you have appropriate access to a computer, internet connection, and any related requirements in line with the technical specifications of your Program.

9.3. Educational Rules and Regulations are available in details at <https://en.tums.ac.ir/medicine/en/content/701/educational-rules-and-regulations>

9.4. Regulations on Attendance (Lectures, Labs, Tutorials) are available at <http://en.tums.ac.ir/en/page/368/regulations-on-attendance-lectures-labs-tutorials->

9.5. Exam Regulations are available at <http://en.tums.ac.ir/en/page/369/exam-regulations>

10. INTERNATIONAL STUDENTS’ AFFAIRS & WELFARE SERVICES

10.1. Dormitory’s Regulations is available at

<http://en.tums.ac.ir/file/download/page/64c4b733aac47-dormitory-s-regulation-2.pdf>

10.1.1. To benefit from TUMS hostels, students are required to send an email to icsa@tums.ac.ir ten days prior to their arrival in Iran to make the necessary arrangements for their stay.

10.2. Dining: The university has scheduled a partial lunch-plan for students on university workdays, i.e., Saturday to Wednesday, for a subsidized fee. Holidays are also excluded from this plan. Students can reserve food from the site <https://food.tums.ac.ir>. Please note that breakfast and dinner are not included.

10.3. Physical Health Monitoring: New students who enroll at TUMS are first taken to a health center for a health check-up. This check-up including students taking some laboratory tests and some vaccines like the hepatitis B vaccine. The student after receiving the health report from the health center will be visited by the physician who will provide the student with a health certificate to be given to the office of cultural affairs.

10.4. Health Insurance: Please procedure of TUMS medical support please check <https://en.tums.ac.ir/en/page/838/health-insurance>

10.5. Phone registration: Phone registration is done in the airport. After leaving the airport students will not be able to register their phones anymore.

10.6. Personal Precautionary Measures for Security is available at <https://en.tums.ac.ir/file/download/page/64c4d0a49a71a-personal-precautionary-measures-for-security-4.pdf>

10.7. TUMS Professional Ethics and Social Regulation Guidelines is available at [https://gsia.tums.ac.ir/Images/UserFiles/8296/file/1\(2\).pdf](https://gsia.tums.ac.ir/Images/UserFiles/8296/file/1(2).pdf)

10.8. Disciplinary Offences: In instances of misconduct by you (including behavior online), we may take disciplinary action against you under TUMS Code of Student Discipline. One of the possible outcomes of such an action is that your Contract with us may be terminated and you may be removed from the Program. As a consequence, you may not be entitled to any refund.

11. OUR RIGHT TO CANCEL OR AMEND THE CONTRACT

11.1. It may be necessary for the University to cancel or amend the contract in the following circumstances:

- a) If the University has confirmation that you submitted fraudulent documents in support of an application to study. In this instance, the University reserves the right to cancel the contract.
- b) If you fail to enroll by the latest enrolment date (typically within 2 weeks of the start of the course).
- c) If, once you have commenced studies, you fail to progress and cannot continue for academic reasons. In this instance, the University reserves the right to cancel the contract after you have exhausted all academic options as per the University's Academic Regulations.
- d) If your course entitles you to registration with a professional body and the requirements of registration change before you have completed the course - e.g., an additional module is required. In this instance the University reserves the right to amend the contract to reflect the change, giving you the ability to complete the course as planned.

12. DATA PROTECTION

12.1. Your application data will form part of your student record. By entering into the Contract with us, you are agreeing to us holding and processing your personal data including some special category personal data.

12.2. By completing enrolment, you give permission for your information to form the basis of your student record and also graduate record which will be managed by the Alumni Office. This will be used in the administration of your course and in the provision of the University's services, support, and facilities.

12.3. The University sends student data to relevant government agencies for their use, including the Ministry of Health, Treatment and Medical Education and Visas and Immigration Office.

13. GENERAL ISSUES

13.1. In the event that the provisions of these Terms and Conditions conflict with the provisions of any of the documents listed in the table at clause 1.3, the provisions of these Terms and Conditions shall prevail.

13.2. Each of the clauses in these Terms and Conditions operates separately. If a clause is declared unlawful, the remaining clauses will remain in full force and effect.

13.3. The Contract constitutes the entire agreement between you and us. All previous agreements, arrangements and understandings between you and us relating to your admission on to a Program, whether written or oral, shall have no legal effect unless expressly set out in the Contract.

13.4. Where a party fails to enforce its rights under this agreement, or delays in doing so, that will not mean that such party has waived its rights. Where we waive a default by you, this will only be valid when confirmed in writing, and will not apply to any subsequent default by you.

13.5. These are the terms of the Contract between you and us. No other person shall have any rights to enforce any of the terms.

13.6. The Contract, and any other matters arising out of or in relation to the Contract, are governed by and construed in accordance with English law.

13.7. We and you agree to submit to the exclusive jurisdiction of the English courts to settle any dispute or claim arising out of or in relation to the Contract.

Note: It is important to read and understand the Terms and Conditions before proceeding.

I, with passport no. have read the above Terms and Conditions. I accept the above Terms and Conditions and agree to be bound by them.

Date and Signature