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UNIVERSITY OF KERALA

(Abstract)

General Guidelines for ICCR Sponsored and Self-Financing Foreign Students (UG/PG/Ph.D./PDF) under University of Kerala – Implementation – Sanctioned – Orders issued.

Centre for Global Academics

3521/2024/UOK

Dated: 24.04.2024

- Read:-*1.Email dated: 27.01.2024 of Dr.Sabu Joseph, Director, Centre for Global Academics
2.U.O.No.Ac.D/1/7591/2015 dated: 25.05.2016.
3.Item No.07 of the minutes of the meeting of the Executive Committee of the Centre for Global Academics held on 01.02.2024.
4.Item No.08.25.07of the minutes of the meeting of the Syndicate held on15.02.2024.

ORDER

The Director, Centre for Global Academics, vide paper read as (1) above has submitted a set of General Guidelines, which are not covered under the Regulations for Admission of International Students and International Co-operation vide U.O. read as (2) above and gives an overview of the general formalities to be followed at the University, for all categories of ICCR and Self-financing foreign students (UG/PG/Ph.D./PDF) under University of Kerala.

The Executive Committee of Centre for Global Academics vide paper read as (3) above has recommended to approve the General Guidelines for ICCR and Self-Financing Foreign students (UG/PG/Ph.D./PDF) under University of Kerala -2024.

The Syndicate vide paper read as (4) above has resolved to approve the above recommendation of the Executive Committee of Centre for Global Academics.

Sanction has therefore been accorded by the Vice-Chancellor, to implement the General Guidelines for ICCR and Self-Financing Foreign students (UG/PG/Ph.D./PDF) under University of Kerala -2024. (APPENDED)

Orders are issued accordingly.

Prof. (Dr.) K S Anil Kumar

Registrar

To

1. P.S. to Vice-Chancellor
2. P.A. to Registrar/CE/FO/DPD
3. The Director, Centre for Global Academics.



4. The Director, Research
5. Vice-Chairman, CSS
6. Joint Registrar, Academics
7. Deputy Registrars, Academics
8. The Heads of University Teaching Departments/Centres/CSS
9. The Principals/Heads of Affiliated Colleges
10. All Academic/Admn./Exam/F.O. Sections
11. PRO/RO/Enquiry
12. Stock file/File copy

Forwarded / By Order
Sd/-
Section Officer



General Guidelines for ICCR and Self-Financing Foreign Students (UG/PG/Ph.D./PDF)
University of Kerala

The following general guidelines, which are not covered under Regulation of admission of International students and International cooperation 2016 (No.Ac.D/1/7591/2015 dated. 25/05/2016), are proposed for all categories of ICCR and Self-financing foreign students (UG/PG/Ph.D./PDF) under University of Kerala.

I. ICCR Sponsored Foreign Students (UG/PG/Ph.D./PDF)

1. The ICCR scholarship covers various fees, including tuition fees and other eligible fees as specified by ICCR, along with a stipend for the student. The duration of the scholarship varies: for UG programs, maximum of 3 years; for PG, 2 years; for Ph.D., 5 years; and for PDF, 2 years. Further, in the case of Ph.D., ICCR will cover tuition fees for a maximum of 5 years and provide a stipend for a maximum of 5 years and 6 months. However, it is important to note that the scholarship period cannot extend beyond 3 weeks after the declaration of consolidated results for all semesters or the final year by the respective University/Institute.
2. The students while reporting at the University shall bring the following documents in **original** for verification.
 - I. The documents (in original) relating to qualifications.
 - II. English Translation of the documents (in original).
 - III. Valid passport with appropriate visa. Student visa for UG/PG studies and Research visa for Ph.D. studies.
 - IV. Award of scholarship letter issued by the concerned Indian Mission and ICCR.
 - V. Acceptance and invitation letter issued by the concerned University.
 - VI. Undertaking from the student that the course and University as conveyed is acceptable and that he/she will not request for change at the time of admission.
 - VII. Undertaking from the student that they have read the Terms and Conditions/Guidelines of ICCR scholarship as specified in the Scholarship Manual
 - VIII. One and the Same Certificate, if there is a difference in name in the passport and qualifying academic documents. The university will follow the name entered in the qualifying academic document for all official documentations of the student.



3. Admission is provisional till the time University is satisfied with the authenticity of the requisite documents from the Student. If on arrival, it is found that the student does not possess the required original documents for which provisional admission has been granted by the University, the admission offer shall be revoked and the students will themselves be responsible for the consequences including denial of admission by the University.
4. All categories of ICCR students (UG/PG/Ph.D./PDF) are required to pay an amount in Indian rupees equivalent to USD 116 or the prevailing amount, whichever is applicable, as a Registration and Application/Scrutiny Fee. However, starting from the 2024 admissions, the University will not directly collect this fee from the students. Instead, it will be included with other fees and claimed from the ICCR.
5. After verifying the documents, the University shall issue an “**Allotment letter/Provisional Admission Memo**” to the candidates for joining the selected program (UG/PG/Ph.D./PDF) in the respective Department/Centre/College.
6. The Head of the Department/Principal, shall verify the original qualifying certificates of the candidate and after the completion of admission formalities, shall issue documents like **Bonafide Certificate, Joining Report, S-form** etc. to the student as early as possible. They may also help students to open a bank account for receiving stipend and room rent allowance etc. from ICCR.
7. For UG/PG scholars, prompt reporting and joining the academic program in the department/college can be quickly done. For Ph.D. scholars, upon receiving the allotment letter from the University, prompt reporting to the respective department/college is essential. The Head of the Department/ Principal shall **provisionally admit** the candidate by making a provisional joining letter, allowing them to sign the attendance register. Subsequently, the candidate can engage in activities such as interacting with Research Guides, conducting literature surveys, and modifying the synopsis based on the guidance of the research guides.
8. For Ph.D. scholars, the doctoral committee may be conducted within 14 days of student arrival in India to complete FRRO registration process with Bonafide Certificate, S-form. The minutes of the doctoral committee, along with a request for a **registration order effective** from the **date of the doctoral committee**, should be forwarded to the University for further processing. The effective date of registration for Ph.D. will be the date of the doctoral committee. The University need not send separate joining request letter as the candidate already joined provisionally.
9. While filling up the ICCR Joining Report in the prescribed format, it is advised to fill the details related to date of birth, nationality, course, College/Department details, Registration number etc. with utmost care. For all category of students (UG/PG/Ph.D./PDF), the **date of joining** in the ICCR joining report shall be recorded as the **date of Allotment**



letter/Provisional Admission Memo issued by the university, as per ICCR's updated stipend policy from 2023.

10. In the ICCR joining report, the columns related to Tuition fee/other compulsory fees (including Registration and Application/Scrutiny fees) for the entire duration of course are to be certified and claimed as a single-step process by the Head of the Department/Principal. Since the various fee structure for foreign students in the University of Kerala is approved in **US Dollar**, the Head of the Department /Principal may enter the fee details in the format given in the ICCR Joining report in **US dollar only**. ICCR will convert USD to INR based on the conversion rate available on the payment date of fee.
11. Similar to Indian students, ICCR students may also be required to pay Additional/Special/Examination fees, refundable security fees/charges, and other compulsory fees at the University Department/Centre/College upon admission. Refundable amounts may be returned by the Department/Centre/College at the end of the program. According to ICCR policy guidelines, students can claim reimbursement for certain non-refundable compulsory fees directly from ICCR. This reimbursement process requires submission of original receipts/vouchers issued by the University/College/Institute.
12. The Fee for provisional certificate, special certificate, degree certificate, medium of instruction, etc. are to be paid in **INR** based on the existing foreign student university fee structure (**in USD**). It may be paid either by ICCR or by the student, in which the USD – INR Conversion Rate on payment date (irrespective of date) may be considered as Reference Rate by the University.
13. The Joining Report signed by the Head of the Department/Principal shall be sent to ICCR Regional Office, Bangalore. The Scholarship will be released by the ICCR only after receiving the Joining Report. However, ICCR may pay tuition fee either annually or in lump-sum depending on the availability of funds.
14. The Tuition fees and other compulsory University fees of the student will be paid by ICCR to the account of the Finance Officer of each University. The Finance Officer will do the needful things based on the rules and regulations to transfer the amount and intimate the Head of the Department/Principal the amount received, and the same may be intimated to the Ph.D. Registration Section/ Pre-Submission Section /Thesis Submission Section (for Ph.D. scholars) and Academic Section of the University (for UG/PG).
15. The various Sections of University may verify the fees paid by ICCR based on the conversion rate used by ICCR as the **Reference Conversion Rate** for a particular candidate. However, no recalculation should be done at the University level based on the conversion rates.



16. The fee structure of an ICCR student, which is fixed at the beginning of the academic year and reported to ICCR, should not be changed for the entire programme of that candidate. Any hike in fee, proposed by University based on the direction from government, during any stage of the candidate's programme, should not be applicable to that candidate till the completion of programme.
17. The tuition fee of an ICCR sponsored Ph.D. scholar may be claimed till the submission date of Ph.D. thesis based on U.O.No. AC.E I/A3/2021 dated. 01-12-2021. However, for the fee payment of PG/UG programme, the general guidelines of the university may be followed.
18. All students should get **C-form** from the owner of the accommodation. Any changes in the student's address must be promptly communicated to the FRRO. Institute/Department shall collect Form-C information from the Foreign students in order to update S-Form.
19. The student should register at FRRO, Thiruvananthapuram with all relevant documents within **14 days** from date of landing in India.
20. At the commencement of each academic quarter, institutions should update the **S-Form** with the latest details regarding student attendance, conduct, and academic progress.
21. The students should follow the general guidelines of the University/College to attend the class /doing Ph.D. programme. The Head of the Department/Principal may submit progress reports of Ph.D. candidates **every six months** as requested by the respective embassies of candidates.
22. Any pending fee payment by ICCR for a Ph.D. scholar at the time of submission of application for Pre-submission seminar/thesis submission should be resolved between University (through concerned department/college) and ICCR, and it should not affect Ph.D. thesis evaluation process and degree awarding.
23. ICCR Ph.D. scholars may follow the general guidelines of research program of University for research activities like initial six months course work, pre-submission seminar and submission of thesis. However, once the thesis is submitted to University, it should be sent for evaluation without delay as the candidate gets only 3-4 months' visa period to stay back in India to conduct the open defense program.
24. To ensure a smooth progression through the Ph.D. program, it is crucial that, when applying for the Pre-submission seminar, the Ph.D. Registration Section verifies the absence of any outstanding fees (including Affiliation Fee, Open Defence Fee, Tuition Fee/Research Fee) up to the submission date of the application for the pre-submission seminar. This is in accordance with University Order No. Ac BI/2021 dated 23.10.2021. Any pending fees during this period must be cleared by ICCR. In case of any delay in



payment from ICCR, the student may settle the fee and seek reimbursement from ICCR by submitting the original receipt/voucher from the University.

25. Further, all the fee paid after pre-submission has to be verified by the Thesis Submission Section.
26. If a student fails to submit the Ph.D. thesis within 3 months from the date of conduct of pre-submission, the fine has to be remitted by the candidate (as per UO No. Ac E II/3/2020 dated.27.11.2020) and will not be reimbursed by ICCR.
27. If a student fails to submit the thesis within 5 years (or period upto which ICCR gives scholarship), the open defence fee, tuition fee/ research fee till the date of submission has to be remitted by the scholar itself and will not be reimbursed by ICCR.
28. Students should keep informed the Department/College about their movement within India. If leaving abroad, intimation or permission from the Department/College/FRRO shall be obtained.
29. No student shall indulge in criminal/anti-social activities or political activities or Anti-India activities or in violation of the laws of India.
30. If an ICCR student leaves India before the issuance of his/her academic certificates, he/she may be permitted to receive the same from the University through an authorized, reliable person, endorsed by the Head of the Department /Principal of the College.

II. Self-Financing Foreign Students (UG/PG/Ph.D.)

31. A student seeking Self-financing admission shall submit an application form downloaded from the University website along with all supporting documents. They are also required to pay an amount in Indian rupees equivalent to USD 53 or the prevailing amount, whichever is applicable, as the Application Fee. This complete application package should be submitted to the Director, Centre for Global Academics, University of Kerala, either by email or by post. Eligible applications will undergo assessment by the Head of the Department of the respective subject and clearance must be obtained from the Foreigners Regional Registration Office (FRRO). Subsequently, the applications will be presented to the Executive Committee of the Centre for Global Academics for approval.
32. For payment of various fees, the student should follow the fee structure of foreign students approved by University and the payment should be done in **INR** only.



33. Similar to the Indian students, the Self-financing students may also pay Additional/Special/Examination fees like refundable security fees/charges and other compulsory fees in the University Department/Centre/College at the time of taking admission. Refundable amounts shall be returned at the end of the programme by the Department/Centre/College.
34. The tuition fee of a Ph.D. scholar may be claimed till the submission date of Ph.D. thesis based on U.O.No. AC.E I/A3/2021 dated. 01-12-2021. However, for the fee payment mode of PG/UG programme, the general guidelines of the University may be followed.
35. The Ph.D. scholars may follow the general guidelines/regulations of the research program of University of Kerala for research activities like initial six months course work, pre-submission seminar and submission of thesis.
36. However, for Ph.D. scholars, once the thesis is submitted to the University, it should be sent for evaluation without delay as the candidate gets only 3-4 months visa period to stay back in India to conduct the open defence program.
37. If a student leaves India before the issuance of his/her academic certificates, he/she may be permitted to receive the certificate/s from the university through an authorized, reliable person, endorsed by the Head of the Department/Principal of the College.

