

University of Art

Admission Requirements for Non- Iranian Students and Transfer of Iranian Students Studying Abroad to Domestic Universities in Ph.D Program University of Art, 2021-2022

Introduction

In a bid to strengthen international communications and educational exchanges between University of Art and other countries and promote scientific and academic levels of the university, the following guideline, has been ratified under the approvals of the education council of University of Art and related committee, dated 6 February 2019, in the 913th session of Council of Higher Education Development, on the admission requirements for non-Iranian students and transfer of Iranian students studying abroad to domestic universities in Ph.D. program.

1- Admission Requirements

Admissions are more specifically related to research-based Ph.D. through the following procedure and would be made upon the application of qualified students.

1-1- Non-Iranian Students Admission Requirements

- 1-1-1- Fulfilment of general conditions based on the guidelines for non-Iranian student admission ratified by the Students Affairs Organization
- 1-1-2- Having no legal obstacle for education and residence in Iran
- 1-1-3- Having non-Iranian nationality and accredited foreign passport
- 1-1-4- Presentation of admissible resume of preceding programs to be verified by the council of the admitting department
- 1-1-5- Having diplomas of preceding programs (such diplomas issued abroad must be confirmed by the Iranian embassy or related representative in the respective country)
- 1-1-6- Presentation of an acceptable proposal in compliance with the capabilities of the supervising professor at University of Art to be approved by supervising professor, related department and faculty
- 1-1-7- Acquisition of pass mark in professional interview
- 1-1-8- Presentation of certificate in Persian (Farsi) language prior to starting education (except for Afghan and Tajik nationals) or having passed SAMFA test
- 1-1-9- Presentation of student visa before the final enrollment (visa issuance is pursuant to the final admission by the university)

1-2- Requirements for Transfer of Iranian Students Studying Abroad to Domestic Universities

- 1-2-1- Fulfilment of general conditions stated in the Ph.D guideline
- 1-2-2- The university of origin must be approved by the General Department of Graduates of the Ministry of Science, Research and Technology

- 1-2-3- Having no legal obstacle to continue education upon the decision made by the academic department and because of military status for men
- 1-2-4- The students should not stop out for more than a year when submitting their application (in cases where they have stopped out for more than one year, it is compulsory for them to obtain an authorization from the Ministry of Science, Research and Technology)
- 1-2-5- Having diplomas of preceding programs
- 1-2-6- Having certificates of attendance, enrollment and engagement for at least one semester at the university of origin together with an education progress report approved by the supervising professor
- 1-2-7- The admitting department and supervising professor shall have the capacity for admitting new students

2- Application Procedures

- 2-1- Submission of a written application including scientific and academic experiences for research-based Ph.D. at University of Art
- 2-2- The supervising professor must present the applicant to the related department and declare his/her approval in writing
- 2-3- The applicant must refer to the university in person or through official correspondence, apply online via the websites of the Ministry of Science, Research and Technology and have authorized agencies accredited by the Students Affairs Organization to present him. In such cases too, the applicant will be introduced to the supervising professor and the admission process will be carried out accordingly.

3- Time of Application

It is available to apply and submit the required documents throughout the year however the time to start education will be set by the admitting department, faculty and the university based on the official academic calendar at the beginning of the academic year.

4- Admission Process

Following the application, the admission process would be as follows;

- 4-1- The application would be reviewed by the supervising professor for a decision (approval or rejection)
- 4-2- The related certificates would be checked in the General Department of Education and the Postgraduate Studies Department in order to verify the initial requirements of study
- 4-3- A professional interview would be conducted by the admitting department with the supervising professor in attendance (upon the approval of the Ph.D Council of Postgraduate Studies at the university)
- 4-4- The applicant would be introduced to the General Department to attain authorization of the university and conditional enrollment if the approval acquired (following conditional enrollment, the student falls under routine educational and disciplinary regulations established in the university)
- 4-5- Definitive opinion of Students Affairs Organization would be obtained, valid student visa presented and enrollment finalized.

5- Tuition Fees paid by Candidate or Student

- 5-1- On the basis of the regulations, it is notified at the time of enrollment.

6- Capacity of Admission

- 6-1- *Capacity in the Field of Education*: Admission capacity by two ways (non- Iranian and Iranian student transferred from abroad) is independent of notification of the department in each year.
- 6-2- *Capacity of Supervising Prof.*: Faculty members including assistant, associate or full professors (rank 10 and above and holding admission certificate of five scientific and research papers) are permissible to guide the students relied on international relations and communications under this guideline. In this way, one as excess capacity of domestic admission is annually specified for introducing and admitting student (for application more than one, postgraduate studies of the university is able to review by case).
- 6-2-1- Whenever supervising professor is inclined to stop his/ her cooperation after enrollment accomplished finally, the department's council will select another one.

This guideline has been raised in Academic Council of the university dated May 11, 2019 and by Council's University on June 17, 2019 which will be enforceable as of date of notification.

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