



In the name of God



# Rules and Regulations for MUI International Students



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# Admissions Rules and Regulations



Rules for application for admissions are stipulated in this section and aimed to be available for prospective students.

1) Only non-Iranian citizens qualify for applying to the university.

**Note:** Applicants who have either dual citizenship or Refugee identity certificate, also foreigners who have Iranian ancestors and have completed all pre-university education (including 12 years of primary and secondary education) outside Iran, can apply to the university.

2) Based on the selected major, the medium of instruction will be in Persian or English. However, all students are required to be mastered in all English skills.

3) Students in fields that have direct communication with patients (such as MD and DDS) are required to learn Persian and submit the valid Persian certificate (SAMFA).

4) All applicants are required to submit one of the following English certificate:

## Undergraduate

Test	Minimum Score
TOEFL (iBT)	69 overall
TOEFL (PBT)	525 overall
IELTS Academic	5.5 overall

## Postgraduate

Test	Minimum Score
TOEFL (iBT)	69 overall
TOEFL (PBT)	525 overall
IELTS Academic	6 overall



If the applicant does not have one of the above certificates, they must participate in an English level test (MHLE) approved by the Iran Ministry of Health and Medical Education. In case of passing the test, an exemption certificate will be given to the applicant; otherwise, the applicant must attend English classes and submit one of the mentioned certificates.

Test	The equivalent Score
TOEFL (iBT) = 70	MHLE = 60
TOEFL (PBT) = 520	MHLE = 60
IELTS Academic = 6	MHLE = 60
IELTS Academic = 5.5	MHLE = 55

5) A **Motivation letter** must be prepared by the applicant in English, and it must indicate the applicant's motivation to apply for the desired field and university. Also, the applicant's abilities in various fields such as computer or technology should be mentioned there.

- This document is mandatory for postgraduate applicants and optional for undergraduate applicants.

6) Applicants must submit a **Recommendation Letter** from at least two professors who have full knowledge of the applicant's education, research abilities, communication skills and creativity.

- This document is required only for postgraduate applicants.

7) Applicants must provide a **Resume or CV**, which is a complete description of their education, work experience, research activities and scientific publications.

- This document is mandatory for postgraduate applicants and optional for undergraduate applicants.



## How to Apply

Prospective students with a strong interest in medical sciences and health can apply directly on the MUI website: [www.iedu.mui.ac.ir](http://www.iedu.mui.ac.ir). Applying to MUI is free, and applicants are not charged for it. This process just takes place online.

At the Medical University of Isfahan, we offer MSc, Ph.D., and MD degrees as well as specialty, subspecialty, and fellowship programs. The University accepts students for both two semesters of September and February. Applications are accepted all year round, and there is no limitation. Yet, each semester has limited capacity. Make sure that you meet the requirements and do not miss important dates.

Applying to study at MUI is competitive and merit-based, and the University offers scholarships for education fees as well as accommodation and transport costs according to the candidates' mark sheets.

We look forward to welcoming you to the Medical University of Isfahan and would like to do everything we can to make your admissions process easy to navigate.



Once you are ready to apply, you should follow the steps below:



## Step 1

### Research Suitable Program

Researching the options available to you is an essential start to your application process. Before filling out the application form, you have to decide on and determine your level of study (e.g. B.Sc., M.Sc., Ph.D., etc.) as well as your choice of major, program, or course (e.g. Medicine, Dental Medicine, Pharmacy, etc.). As an example, for studying medicine, you have to choose a track of MD or MBBS. MD is a professional doctorate that can be pursued by candidates who wish to treat patients in outpatient clinics as well as in emergency at night duty. Whereas, MBBS is a basic undergraduate qualification in which students are trained in basically many branches of medicine.

You can find a list of majors [iedu.mui.ac.ir/academics/programs](http://iedu.mui.ac.ir/academics/programs) to deduce the major appropriate for you to continue studying.

## Step 2

### Review Eligibility Criteria

Candidates wishing to apply to MUI must review information provided below to confirm whether they are eligible to apply for their favorite program and that they do not have any conflicts with the requirements.

## Before You Apply

Foreign students have to ensure that they fulfil the basic criteria to apply as an international student. By "international" we mean any person who is not an Iranian citizen or a permanent resident of Iran. The applications will be evaluated based on a variety of factors that range from academic records to evidence of English proficiency. The admission committee reviews and ranks eligible applications. The score obtained according to the selection factors will be the basis for the allocation of the scholarships. Thus you will need to know them before beginning your application process. Please note that only international applicants are eligible to apply through the this admission process.





### Selection Factors:

The selection criteria for applicants include:

- **Undergraduate:** Previous degree (Diploma), Mark sheet, GPA.
- **Postgraduate:** Recommendation letter, C.V, Academic records, GPA, Scientific experiences, or having essays.
- **Specialty, Subspecialty, and Fellowship:** Recommendation letter, C.V, Academic records, GPA, Scientific experiences or having essays, Valid MD degree and have treatment permit.

Moreover, all applicants need to have evidence of English proficiency or determined their proficiency on interview day. They should also physically be in complete health in a portion of their field of study.

### Eligibility Requirements:

- Present evidence that their intellectual and personal credentials are such quality as to predict success in the study and practice of medicine and also other fields of studies.
- Demonstrate ability in the biological and physical sciences during their undergraduate years.
- Demonstrate the ability of social interaction.

### Prerequisite Courses:

All applicants had to pass these courses, especially biology and chemistry, before. If an applicant did not pass them, they have to pass some at the university.

English
Biology
Chemistry
Mathematics
Physics



## Step 3

## Prepare Requested Documentation

In your online application process, you will be asked to upload the supplemental documents based on the chosen program. Carefully read the requirements specified for your level, and bear in mind to have them ready before proceeding to the application form. It is better to prepare all the necessary documents now and save them to your computer so you can submit them online.

### Required Documents

#### Documents Required for Undergraduate Programs:

- A passport-size photograph (high quality & resolution)
- Transcripts of last year of high school
- High School Diploma/Secondary School Certificate, Associate Degree, Bachelor's degree, Master's degree, Ph.D. Degree, Professional Doctorate
- The scan of the passport's front page (with more than 6 months validity)
- Language requirements: Evidence of English proficiency on the TOEFL or IELTS tests. The minimum scores for TOEFL PBT, TOEFL iBT, and IELTS are 525, 69, and 5.5 respectively.

#### Documents Required for Postgraduate Programs:

- A passport-size photograph (high quality & resolution)
- The scan of the passport's front page (with more than 6 months validity)
- Sc. and Secondary School or equivalent certificates for the applicants of M.Sc. Degree
- M.Sc./M.D. and equivalent certificates for the applicants of Ph.D. degrees.
- Transcripts of last completed grade (mark sheets)
- A resume or C.V.
- Cover Letter: This letter demonstrates for which program you are deciding to apply.
- Two recommendation letters
- Language requirements: Evidence of English proficiency on the TOEFL or IELTS tests. The minimum scores for TOEFL PBT, TOEFL iBT, and IELTS are 533, 72, and 6 respectively.





### Documents Required for Specialty, Subspecialty, and Fellowship Programs:

- A passport-size photograph
- The scan of the passport's front page (with more than 6 months validity)
- High School Diploma
- B.B.S./M.D. or equivalent certificates for the applicants of Specialty Programs
- B.B.S./M.D. and specialty or equivalent certificates for Subspecialty or Fellowship Programs
- The Certificate of Internship or Certificate of Practice for the applicants of Specialty, Subspecialty, and Fellowship degrees.
- Transcripts of B.B.S./M.D degree
- Specialty course evaluation score for Subspecialty
- Rotations passed during the specialty period and its duration
- A resume or C.V.
- Cover Letter: This letter demonstrates which program you are deciding to apply for
- Two recommendation letters
- Language requirements: Evidence of English proficiency on the TOEFL or IELTS tests the minimum scores for TOEFL PBT, TOEFL iBT, and IELTS are 533, 72, and 6 respectively.

#### Step 4

#### Complete Application Form

To begin the application procedure, the major step is to fill out the application form, which is available online. There is a hover box on the right side of the website, named "Apply Now". There, you can click and start applying to any program you want.

Initially, candidates submit biographical information and address details. Then, they select the major based on their priorities, and the final section is to specify the educational background.

Once you reach the application form, carefully provide all the necessary information to successfully submit your application.



## Step 5 Wait for Result

Once you have applied online, our admission committee reviews the applications and inspects the documents closely at the Admissions Office to consider a scholarship based on your grades in the twelfth class. If your application is confirmed, you will be invited for an interview.

The final part of the admission process is the interview which is about your interests, background, and English language fluency. MUI admission committee assesses candidates based on a variety of criteria ranging from academic records to evidence of English proficiency depends on the degree they want to get. Hence initially a virtual test will be given two weeks after the application deadline to evaluate the scientific level of individuals. The test is multiple-choice questions and analyzes your knowledge about Biology and Chemistry. The result of the test determines whether the applicant needs prerequisite courses or not.

After the test, an admission interview will be conducted online usually over Skype. Overall, the process is highly competitive, and candidates who reach the interview stage typically having a low chance of being admitted. Later, a letter of admission will be issued if you meet the requirements. The university informs the applicants via Email.

Pay Attention that your scholarship is announced only after the interview.

## Step 6 Apply for Visa

If you are accepted, apply for a visa soon and get ready to start a new life as it will take some time to issue your visa authorization number.

At first, fill out visa forms online with your personal information, your travel details, and which embassy you want to process your Iranian visa. Our admission office will then apply on your behalf to the Ministry of Foreign Affairs so that you can get a visa authorization number. After that, apply in person with that visa number to the embassy you have specified in your forms, and receive your student visa.

The visa process has to be done before the start of the semester so that applicants can be present in Iran at the right time to start their studies.



## Step 7

## Registration

After receiving your visa, you must attend the university in person with the [required materials for registration](#).

After completing the registration process and paying the tuition, a student card application will be issued for you and the card will be delivered after a maximum of 5 business days. The student is also provided with a curriculum and some educational regulations.

## VISA ISSUANCE PROCESS

The applicant's initial admission is subject to the approval of a scientific and general qualification and the final admission is subject to obtaining a passport with a visa and an academic residence. If you are accepted, you should apply for a visa soon since it will take some time to issue your visa authorization number.





1

- Login to your IEDU account and Fill out visa forms **with your personal information, your travel details, and which embassy you want to process your Iranian visa.**

2

- The admission office applies to the Ministry of Foreign Affairs and follow the process using a code of conduct to get a visa authorization number on your behalf.

**Required Documents:**

- ✚ The scan of your passport's first page (with more than 6 months' validity)
- ✚ The photo of your passport entry stamp

3

- Apply in person with your visa authorization number to the embassy you have specified in the online visa forms, and receive your student visa.

### Pay Attention that:

- The visa process has to be done before the start of the semester so that applicants can be present in Iran at the right time to start their studies.
- Your **residence permit** will be issued after you travel to Iran.
- You are required to complete all stages of obtaining a residence permit maximum by the end of the second half of the year of admission.
- Non-Iranian students are called for returning to their country of origin after graduation.
- You must register your request for an extended permit **at least two months in advance** before the expiry of your student residency. The university will also apply within the deadline set for this purpose.
- For obtaining an **exit visa**, you must refer to the university Consular Affairs Office 25 days before leaving the country.
- You are not allowed to arrange travel and purchase a ticket until you have completed the exit visa process.
- Obtaining YEKTA and FARAGIR codes are a mandatory prerequisite for insurance registration.

**Required Documents:**

- The scan of your passport's first page (with more than 6 months' validity)
- The photo of your passport extension stamp
- Your official photo





## REGISTRATION

When you are heading to university for the first time, you are not entirely sure of what to expect. It is easy to feel overwhelmed with all of the things going on. It may be a short time between settling in the dormitory and enrollment at the university. We recommend you that use this opportunity for familiarity with the campus.

International Education Department (IED) is the first place you need to visit. Our colleagues are ready to support the students with the registration process. The center is in charge of the international students of IUMS and its mission is to provide affordable, high-quality medical education to qualified foreign students.

**Address:** International Education Center, Soleimani building, Medical University of Isfahan, Hezar-Jerib Ave., Isfahan, Iran

**Available Hours:** 7:30 a.m. to 14:30 p.m. (+2:30 GMT)

You are required to provide several documents for your registration. **Please be sure to include:**

- 1) Original passport
  - 3 photocopies of main pages
  - 2 photocopies of student's visa page
- 2) 10 official photos (3cm×4cm) with white background
- 3) Diploma degree in original
  - 2 photocopies of the original Diploma
- 4) Original official transcript (12th class)
  - 2 photocopies of the transcript
- 5) Tuition fee (In US Dollars)

## You Really Need to Know This

When registering with the university, your photo matters — so be sure that you take a good one and meet the requirements listed below. Otherwise, you will not be eligible for registration.

**Your photographs must be:**

- In color
- Good lighting – no shadows
- Sharp and in focus
- Taken recently to reflect your current appearance
- Taken in front of a plain white background
- Taken in full-face view and look straight into the camera
- Taken in neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis (boys)



**Please pay attention to the following points:**

- You must use your recent photos like school pictures or passport photos or take a new one.
- Head coverings worn for women is essential and their full face must be visible.
- Selfie images, three-quarter view, partly covered face, and too light or too dark photos are unacceptable.

**These photos are acceptable:**



## Evaluation of student's Diploma in Iran:

Following up the students' Diploma evaluation is done by the university and students must have the following documents for evaluation:

1. Original and copy of certified diploma
2. Copy of passport (first page)
3. Print of temporary student visa

International Education Center's experts will send the above documents to the center for international affairs and school's broads ministry of education and they will follow their approval.

## How to get a diploma confirmation?

Your original Diploma needs to be approved (signed and verified) by:

- The institution which has issued the degree

The original Diploma and the original official transcript(s) must be translated into English.

The original Diploma that is translated in English must be stamped by the embassy of Iran in your country or the embassy of your country in Iran.





## How to get a student card?

After registration, students must take the related form from the educational expert and after completion, deliver it with one official photo (3cm×4cm). This form will send to the Machine Service Department for providing student card.

Finally, the student card will be given after receiving the receipt.

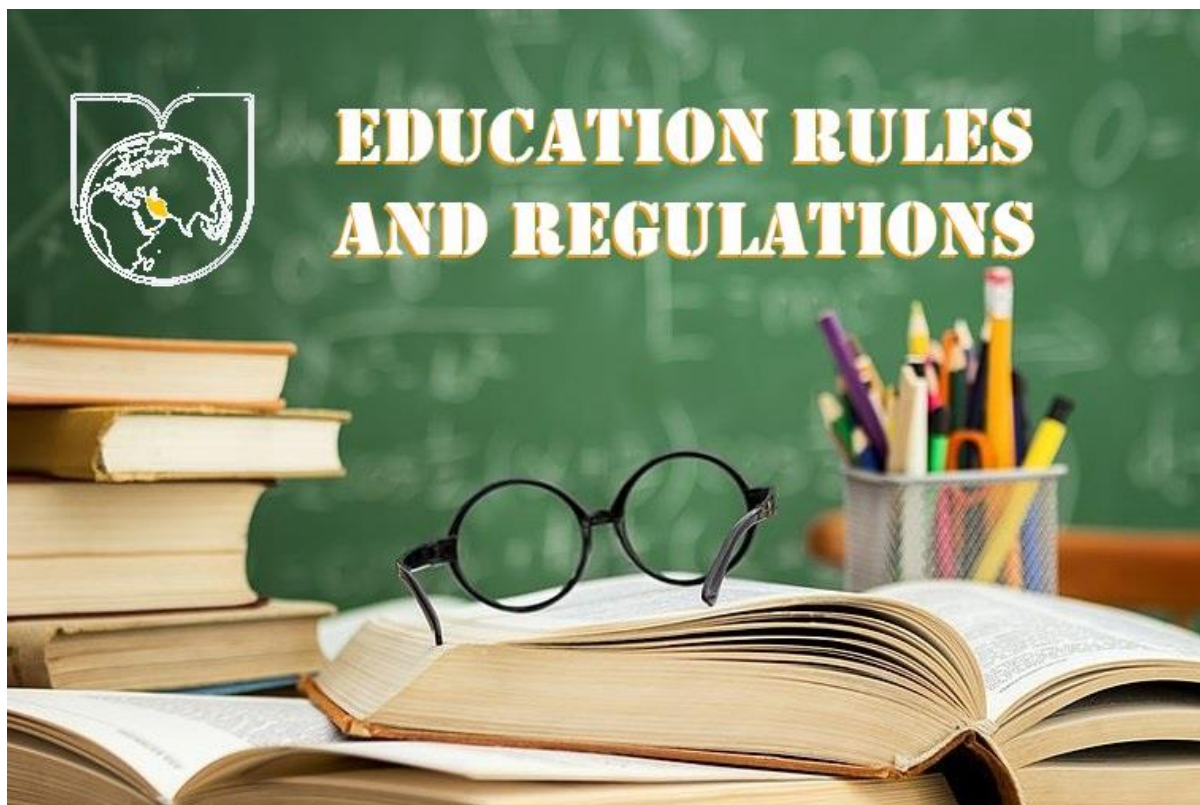
### Pay attention please:

Please be diligent in taking care of your student card. Because re-issuing it requires several steps such as completion of several forms, getting confirmation from different centers, and payment of fines for its reprint.





# Education Rules and Regulations



The academic regulations outline important aspects of education at MUI. Training in all the universities of the country is based on a single system. In a unitary system, the value of each lesson is measured by the number of units related to that lesson, and the student's admittance to a lesson is limited to the same lesson.

A new edition of the Education Regulations is released every academic year and is applicable to all students, no matter when you started. It is based on your major, so you can find and read them on the website: [www.iedu.mui.ac.ir](http://www.iedu.mui.ac.ir)

## Academic Year

Each semester consists of 17 weeks and each summer semester lasts for 6 weeks of training.

## Attendance

Student attendance at all sessions is mandatory for each lesson, and student's absences for theoretical lessons, practical lessons, internships, and internships in the field must not exceed of a total of 4/17, 2/17, and 1/10 lessons per week respectively. Otherwise, the student score in these lessons will be considered as zero.



### Absence in the Exam

Absence in class lessons up to the specified limit is allowed on the condition that it is justified by providing the documented evidence and the recognition of the relevant professor. The course of dealing with students' absence either justified or unjustified is by the professor as well as the approval of the faculty.

### Remove and Add a Unit

Students can take up to two more lessons in either semester only in less than two weeks after the beginning of the semester, or remove two lessons or change them with two other courses provided that the number of units he has obtained has not been exceeded the limit.

Absence during the first two weeks of each lesson is not allowed due to removal and / or any other reason, and if it happens, the maximum student absenteeism will be considered and will be executed according to the above-mentioned rules and regulations. In the event of an emergency, the student can only delete one of his theoretical courses by approving the relevant training group for up to 5 weeks, provided that, firstly, the absence of students in that course does not exceed more than 4/17 of total hours of that lesson, and secondly, the number of remaining units will not be lower than 12 units.

### Evaluation Criteria

Assessment of students' progress in each lesson is based on attendance and activity in the classroom, conducting educational activities and midterm and final exam results, and the professor of each course is the reference point for student assessment in that class. It is imperative to hold a semester test for each course.

The result of the assessment of the academic achievement of the student is determined in the form of a score, and the student grades in each lesson are numerically between zero and twenty. At lowest score of admission in each theoretical and practical course is 10 out of 20 and for apprenticeship and apprenticeship in field is 12 out of 20. A student who fails in any of the compulsory courses is obliged to repeat it at the earliest opportunity. However, the grades of all the courses, including acceptance and rejection, are recorded in the Student's Record, and are calculated in relation to the average and total mean scores.

### Conditional Registration

The average student grades in any semester should not be less than 12. Otherwise, the student registration will be conditional in the next academic semester.



## Process of Withdrawal

- Submitting a withdrawal application to the school Department of education.
- Checking the educational status of the student by the school Department of education.
- Referral of the student to the counseling unit of Vice-chancellery of Student by the school Department of education based on the approved format.
- Sending the opinion of counseling to the school Department of education.
- Sending the opinion of counseling and the student's application to the manager of International Education Center by the school Department of education.
- Reviewing the opinion of counseling and the student's application in the Shahab Council (International student's Educational Council).
- Submitting a settlement form to the student by the school Department of education if the council agrees to withdraw.
- Completing the settlement form and submitting it to the school Department of education.
- Sending the completed withdrawal form to the manager of International Education Center by the school Department of education.
- Handing over the student card and the original settlement form and completing the student withdrawal file.
- Submitting transcripts to the student by the school Department of education.

## Education Regulations

As you might know, all universities, organizations, institution, or any other educational place have their own rules and regulations. So, the Medical University of Isfahan is not an exception and designates some rules to raise the awareness of esteemed students in educational affairs. The following is a summary of the most important educational regulations. It is worthwhile to read these regulations carefully and observe the rules to avoid any conflicts.

### Article1) Credit Selection

- The selection of credit is provided based on the university curriculum.
- In each semester, students should select a minimum of 12 and a maximum of 20 course units.
- The time of credit selection is based on the university educational calendar, Students must choose the course units based on the curriculum and observing the prerequisites. (Refer to the main regulations for more information)
- If students obtain a GPA of 17, they can select up to 24 units for the following semester.
- Students are not permitted to choose more than 14 units in the following semester if they obtain a GPA of below 12.



## Article 2) Educational System

- The program of General Medicine consists of four stages:

1. Basic sciences
2. Semiology & physiopathology
3. Clinical apprenticeship (students are known as stagiaire)
4. Clinical internship (students are known as intern)

**Note:** The stages are also known as preclinical (1 &2) and clinical (3&4) studies.

- Students will enter the second stage provided that they pass a comprehensive test held by the end of the first stage (Basic Sciences).

## Article 3) Presence and Absence

- The absences of students should not exceed 4/17, 2/17, 1/10 of total hours of a lesson in theoretical, practical, laboratory, apprenticeship and internship lessons, respectively. Otherwise, students will be scored a zero for the relevant lesson.

## Article 4) Adding and Dropping

- In each semester of preclinical levels, a student can drop or add two lessons to the course units schedule until two weeks after the onset of the semester (it is subject to the regulations). Also, students can change two of the taken courses with two other ones with the approval of the educational group, provided that the remaining course units do not exceed the permitted course units (see Article 1).

## Article 5) Emergency Dropping

- If necessary, in the first stage of medical education, students can drop one of their lessons (theoretical or practical) up to five weeks before the end of the semester. It needs the approval of the educational group and students should not have unauthorized absences and also the remaining course units be not less than 12.

**Note:** If a student does not get the passing score for a lesson in the final exam, he /she is required to retake the lesson in the next semesters, and for each re-taken course unit, he/she must pay \$150.





### Article 6) Discount Table for the Second Semester Onwards

- From the second year onward, to support hard-working and talented students, the scholarship will be awarded based on your academic achievement and grade point average.

GPA of Previous Academic Year (out of 20)	Scholarships for Subsequent Academic Years
17 and above	25%
16 – 16.99	20%
15 and below	0%

### Article 7) Educational Leave and Withdrawal from the Study

- Students who have medical problems can benefit from dropping out a semester without considering it in their academic years. Provided that the educational council of the university approves the student is unable to continue (Financial rules are subject to the decision of Higher Education Council).

### Article 8) Transition

- The transition of a student from this university to other medical sciences universities is prohibited.

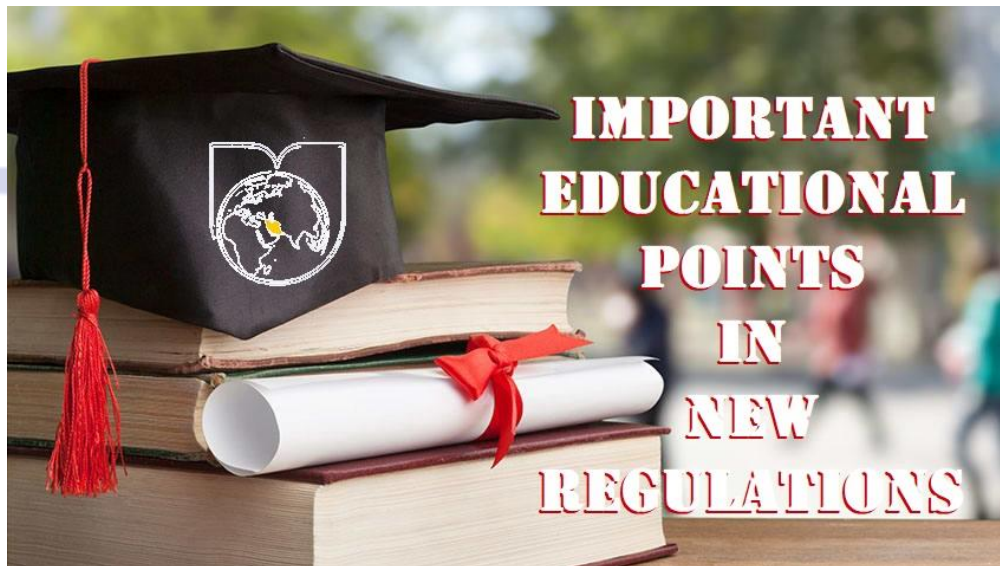
### Article 9) Changing Major

- Those students who intend to change their major must first withdraw from the major in which he/she is studying and then choose a new major after an interview, and if accepted in the new major, re- register





## Major Educational Rules



The educational regulations of international students were approved at the 80th meeting of the Supreme Council for Medical Planning on August 1, 2021. It is applicable for international students who start their studies in the university/school of medical sciences in Iran from September of the academic year 2021-2022 onwards. The University Education Council can accordingly adapt the educational status of the students, who entered before 2021-2022 academic year, with the provisions of this regulation.

- 1- Students who want to withdraw from university must submit their withdrawal request in-person to the International Education Center.
  - The student is allowed to take back his/her withdrawal request only once, up to one month before the end of the same semester. It should be noted that that semester is considered as an educational leave, and the student is not allowed to study in that semester.
- 2- A student expelled from one university due to disciplinary issues cannot be admitted to any other Iranian universities.
- 3- Students are obliged to submit the SAMFA certificate before starting ICM 2, otherwise they will be refrained from continuing their education.
- 4- In summer semester, students are not allowed to select more than 8 units.
- 5- In each semester, a student can drop or add two courses until two weeks after the beginning of the semester, also, he/she can change two of the taken courses with two other ones with the approval of the educational group, provided that the remaining units do not exceed the permitted course units in each semester.



6- In case of emergency, students can drop 2 theoretical/practical courses up to 3 weeks before the end of the semester with the approval of the relevant department, provided that the students' absences in that course are not more than the allowable limit, and secondly the number of their remaining units should not be less than 12.

7- If students failed a course and retake it and get a grade of 15 or higher, their failed grade will be removed and will not be calculated in the GPA of the semester.

- This article can be used up to 4 times.

8- Students should select a minimum of 12 and a maximum of 20 units per semester.

9- If students obtain a GPA of 16 (or higher), they can select up to 24 units for the following semester.

10- In MBBS and MD, the GPA per semester should not be less than 11. In case of happening, Students are not permitted to select more than 14 units in the following semester.

- If a student gets GPA of below 11 in 4 consecutive semesters or 5 intermittent semesters, he/she will be expelled from the university.

11- If the student has only 24 units remaining in the last semester of stage 1,2, he/she can take all those units in that semester provided that student's GPA was not below 11 in the previous semester. This should all be done with the agreement of the college.

12- Participation in the Basic Science Examination is allowed up to four times.

13- The passing score in all comprehensive exams for international students is 5% lower than the quorum set for Iranian students.

14- Transfer of students from one university to another university in Iran is prohibited, and if students request to change their university, they must withdraw from the first university.

15- For transferring to MUI or vice versa, students have to observe the following conditions:

- Submitting the transcripts stamped and signed by the previous University
- Submitting the financial settlement with the previous university
- Submitting the withdrawal form from the previous university
- Your documents must also be archived in the Saorg system of your previous university.

16- Registration of a drop-out student in other Iranian universities as a new applicant is unrestricted, provided that the student admission process in the



new university will be done in accordance with consular affairs. Also his/her student visa should be issued for the new university.

17- The student has to announce his/her educational status in the previous university when submitting the application to the new university. Otherwise whenever it is determined that he/she is a drop-out or expelled student of another university in Iran, the university is obliged to prevent the student from continuing his/her education.

18- Admission of a student expelled from one university due to educational issues in another Iranian university in the same field of study is prohibited, but his/her admission to another field of study, in case of student's declaration and inquiring from the previous university in accordance with consular affairs, is unrestricted.

## Online Exam Regulations

Information and actions before, during, and after the exam:

### A: Information and actions before the exam

1. The student is required to provide access to the necessary software or hardware (Internet, personal computer, mobile phone, tablet, etc.) before the exam period.
2. The student is required to refer to his/her panel one week before the start of the exam period, and make sure that all his/her courses are defined. The student will be responsible for not informing the university if there is a problem. In addition, it is necessary to follow up through the Department of Education if a course is not defined.
3. If the student does not have access to the Internet or other requirements for the online exam, it is necessary to make the required arrangements with the Department of Education one week before the exam.
4. Students have to share their problems with the officer of the Department of Education, or the exam center experts and technical experts, knowing the announced contact number, before and during the exam. (Necessary numbers can be found on the website of the Vice Chancellery for Education, the website of the schools and the exam system).

### B: Information and actions close to the time of the exams

1. Students are required to enter the exam system 30 minutes before the exam starts, and if there is a problem in entering the system, they should immediately inform the officer of the Department of Education or the system expert.



2. The student is responsible for any delay in starting of the exam.
3. Before the exam starts, students are required to consciously complete the form related to the observance of ethical principles and activate it in the exam system. (A sample of a letter of commitment is attached).

### C: Information and actions during the exams

1. Students are allowed to participate in the exam up to 10 minutes after the start of the exam and it is not possible to enter the exam after this time. Obviously, the end of the exam for these examinees are similar to others and will not be given extra time. In other words, if the examinee wants to reach the final questions; it is necessary to answer the initial questions faster than the time allotted for each question.

2. If a student at the beginning or middle of the exam due to software or hardware problems (such as power outages, Internet disconnection, etc.) being disconnected, it is necessary to contact the exam center experts as soon as possible and coordinate and inform them for re-entering the system.

**Note:** The maximum time allowed for reporting the disconnection of the Internet by the student to the exam expert is 5 minutes. If the student does not contact with the exam center experts, it is considered as not participating in the exam.

**Note:** All conversations and requests of students in this contact will be recorded. (Any future objections will be reviewed relying on these documentations).

3. The possibility to return to previous questions and edit the answered question is provided for only 10% of the questions selected by the student.

4. Each question is placed on one page.

### D: Information and actions after the exams

1. If the student couldn't participate in the online exam within the announced time, the decision about him/her will be made by the executive committee of exam after the submission of documents.

**Note 1:** The mentioned students are required to submit their re-examination request in writing and with documents to the Department of Education no later than 24 hours after the exam, along with the reason for not participating in the exam, so that a decision can be made about their future status. In this case, the Department of Education, while checking the accuracy of the claim made by the student, if the statements are confirmed, will conduct a re-examination in-person or orally, or announce the incomplete grade of the course by holding at the first opportunity before the next semester.





**Note 2:** The method of holding the re-examination will be based on the opinion of the relevant professor, and it is under the supervision of the University Department of Education.

2. In case of unjustified absence, according to the regulations, the student's score in the exam will be considered zero.

3. In case of any objections to the method of holding the exam, or the result of evaluation in different courses, the student, or the representative of each class is obliged to send his / her objection in writing to the Educational Deputy.

4. It is necessary that after the end of each exam, the questions along with the relevant answers be posted on the website of university by the exam unit.

## Evaluation of Online Exams

According to the circular dated June 15, 2020 of the Vice Chancellery for Education of the relevant ministry, and in order to check the accuracy and health of the online exams, a number of results were randomly selected and will be compared with student's previous grades (previous semesters and/or student's other grades). If there is a significant difference and the violation is proven, the student will be dealt with according to the rules.

**Note:** If the student's cheating is not proven and there is only a significant difference between the grades, he/she should take an oral exam and a decision about the student should be made according to the results and the professor's final opinion.

## Cases and Examples of Violations in Online Exams

- Pursuant to Article 33 of the Student Disciplinary Regulations, cheating is the student's apparent use of information, equipment or facilities in an unauthorized manner, with the prior intent to provide the result of a required educational activity; The violator will be condemned to the punishment of paragraph 6 (in the relevant course or exams), and in proportion to the type of cheating disciplinary measures will be considered with one of the punishments of paragraphs 1 to 5. In case of repetition in addition to the punishment of paragraph 6, the student will be punished with one of the punishments of paragraphs 9 to 12. Moreover, according to Article 35 of the Disciplinary Regulations, and considering that the probability of contract cheating of taking exams by a person other than the main examinee in online exams is higher than other exams, if the student puts another student in the exam instead, he/she will be condemned with the punishment of paragraph 6 in the relevant exam, Or one of the punishments of paragraphs 9 to 12. Also, in case of repetition, the punishment can be intensified up to paragraph 14.

- Regarding the sharing of questions or answers online, in compliance with Article 36 of the Disciplinary Regulations, the offender, in addition to being condemned to paragraph 6, shall be punished to one of the punishments in



paragraphs 9 to 12, and in case of repetition, the punishment may be intensified to paragraph 14.

- Some general indicators of violation are as follows:

1. Register in the exam with a fake identity, or participate in the exam session instead of the main examinee.
2. Helping other examinees to answer questions.
3. Collusion with other students or people.
4. Sharing exam questions or their answers with other examinees (such as social networks or online spaces).
5. The use of books, notes, pamphlets, and anything else which its use at the time of the exam is prohibited by the university.
6. Significant similarity in the descriptive answers sent by the examinees (at the discretion of the professor).
7. Similarity of photos, contents of files or multimedia content submitted by examinees.
8. Any violations in the field of IT that has been identified and approved by the representative of technical experts of university at the time of the exam.

- Computer and telecommunication violations in the field of exams, Article 33 of the disciplinary regulations, is as follows:

In case of committing any violations in the online space such as:

- Hacking, infecting, computer sabotage (change, erase, stop, etc.).
- Destruction of computers (software or hardware) through hacking, spying and unauthorized access to information.
- Unauthorized recording of audio or video, sale, disclosure or publication of documents, information or university data.
- Intrusion into the privacy of individuals on the web or misuse of information, images or audio and video products of personal pages of individuals or legal entities (including extortion, disclosure, publication, etc., or threatening to act in these cases or similar).
- Illegal eavesdropping, creating immoral and anti-national security sites and blogs, threatening and insulting individuals, insulting religious sanctities, infiltrating governmental websites, sending malicious emails.
- Creating unauthorized access or disrupting the access level of individuals, uploading, downloading or publishing immoral topics and all public crimes on the web.

The offender is condemned to one of the punishments of paragraphs 4 to 10 in proportion to the violation.

**Note:** If the violation is repeated, it should have wide dimensions. Depending on the level of impact of the violation, the punishment can be intensified up to paragraph 20.





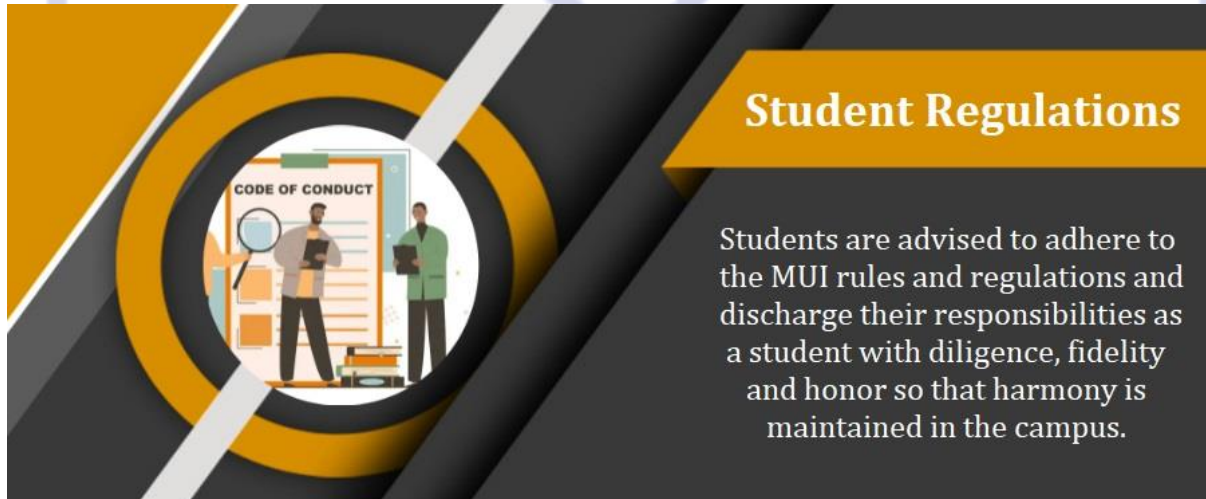
## Guideline

1. It is recommended that students to have at least another computer or smartphone with them to take part in the exam, so that in case of any problems in working with the computer in use, after coordination with the experts of the exam center use the second device to enter the exam system.
  2. Students are required to participate in a mock test announced by the university before the start of the exams period. It aims at acquainting students with the software environment, the exam process, and eliminating possible problems. Also, the student will be responsible for not participating in the mock test.
  3. Students must receive their username and password before the start of the exams period.
  4. Students are suggested to change their password the first time they login into exam system, and be sure to save their new password in an appropriate place.
  5. The student is required to refer to his/her panel one week before the start of the exam period, and make sure that all his/her courses are defined. The student will be responsible for not informing the university, also it is necessary to follow up through the education department if a course is not defined.
  6. When participating in the exam, it is recommended to plan in such a way that only examinee uses the Internet and other users (such as family members) delay using the same Internet line until the end of the exam time.
  7. It is possible to take the exam via mobile phone, but a computer is more suitable for examining. To increase the security of the exam, students need to take exams only with computers.
  8. Connect to the Internet and enter the exam system half an hour before the start of the exam and make sure that the hardware and software equipment required to participate in the exam are ready.
  9. The deadline for protesting the grades is a maximum of 3 days after the temporary registration of grades in the university educational system.
  10. Students can pause on each question up to 120 seconds.
- Note:** The allotted time for questions is different from the pause time, and students should manage their time during the exam.
11. As the time allotted to each question is clear, no request will accept for extra time.
  12. In case of viewing common IPs, and violating the rules, the student's exam will be canceled and a score of zero will be considered.



# Students Rules and Regulations

Students are expected to conform to the high standards of modesty and be bound to the rules and regulations maintained by MUI upon the first day of resident in Isfahan. This section defines what is the code of conduct for you as our international student. As you must abide by the University rules, you should familiarize yourself with them. The University authority may take disciplinary action if any student violates the University rules and regulations.



## Disciplinary Regulations

- Students should not act in any manner that constitutes or appears to constitute a threat or intimidation or is injurious, physically or mentally, to the well-being and safety of any other student or any member of staff of the University.
- Students should behave with dignity and courtesy inside and outside the University.
- Students should not conduct themselves, whether within or outside the University, in any manner which is detrimental or prejudicial to the interest, well-being or good name of the University, any of the students, staff, officers or employees of the University, or to public order, safety or security, or to morality, decency or discipline.
- Students should comply with written law, rules, regulations orders and procedures, whether within or outside the University.
- Students should avoid disturbing any teaching, study, research, administrative work, students or employees at the University.
- No book, paper, document, etc. is permitted during an exam session, except those allowed by the examiner.
- Students are allowed to start organizations or groups only after getting prior permission from the chancellor or the dean of the school.
- Any student who is found to be in a state of intoxication under the influence of liquor including but not limited to any other substance that



may cause intoxication within or outside the University should be guilty of a disciplinary offence.

- No student should, within or outside the University, have in his possession any article, which is considered as obscene or pornographic under the Islamic moral, norms and values.
- The distribution, circulation or exhibitions of any obscene article within the University is considered illegal.
- Students are not allowed to keep or carry liquor, dangerous drug or poison with them on or off campus.
- No student should give, supply, provide or offer or propose to give, supply, provide or offer any liquor, dangerous drugs or poison to any person.
- No student should consume orally or smoke or inhale, or introduce into their body by injection or in any other manner whatsoever, any dangerous drugs or poison.
- Any student who is found to be under the influence of any dangerous drugs or poison should be guilty of a disciplinary offence.
- The University may require students suspected to be a drug dependent to submit themselves for urine test. If a student refuses to submit themselves to this test, they commit a disciplinary offence.
- Smoking within the University is forbidden.
- A student should not do anything that may be prejudicial to the cleanliness and neatness of a students' living accommodation within the University, or of any other building or structure or any other part within the University. A student shall not make any sound or noise, or cause any sound or noise, or cause any sound or noise to be produced, by any mean or in any manner, where such noise or sound causes or is likely to cause annoyance or disturbance to any person within the University.
- The University may require a student suspected to have mental disorder to submit himself/herself for medical examination by a qualified medical practitioner.
- Students may adopt the Islamic dress if they so desire. Otherwise they should dress in accordance with the University Dress Code.
- Any student who is inappropriately attired will be barred altogether from entering all academic and administration buildings and shall be guilty of a disciplinary offence.
- No student is allowed to be a member of political party, inside or outside the University.
- Close proximity between unmarried couples, or individuals (not being a mahram) or being in physical proximity between opposite genders or of the same gender in any suspicious situation(s) or in any condition(s) which may raise suspicions as to the real motive of the acts(s) and / or all kinds of deviant behaviors are not allowed. "Suspicious situations" and "deviant activities" here include all, but not limited to sexual activities with or without the consent of the involved parties.
- Students found doing any of the following acts would be deemed as violating this rule:
  - Caressing any part of the partner's body
  - Smooching
  - Hugging
  - Kissing



- Sitting in close proximity to each other in isolation from other people in situation or position that could raise suspicion as to the real motive of the act, holding hands
- No person not being a mahram is permitted to, within or outside the University, engage in any kind of sexual conduct with any member of the University or visitor to the University which may also include other serious or persistent unwanted sexual contact or conduct, such as harassment, threats, intimidation or unwanted touching or fondling. If a student of the University is charged with a criminal offence in the civil or Islamic law, he shall immediately thereupon be suspended from being a student of the University and shall not, during the pendency of the criminal proceedings, remain in or enter the University, unless otherwise decided by the University.
- When it appears to a Disciplinary Authority that a student has committed a disciplinary offence, the Disciplinary Authority shall proceed with further investigation.
- The Disciplinary Authority may issue a notice to the student to attend before the Disciplinary Authority to give statement in writing within a specified period or on the date specified in the notice.
- The Disciplinary Authority has the absolute discretion either to accept the written explanation given by the student or to proceed with the disciplinary hearing.
- The proper relationship between the opposite sexes and the acceptable attire of students are part and parcel of the University's identity and accordingly the same should be clearly defined. As an Islamic University, the University expects the students to observe the values and norms of moral propriety, decent behavior and respectable attire that together reflect the identity that the University wishes to project and nurture. The following Orders, in addition to the existing ones, are meant to reinforce the importance of the above objectives and help the students to live up and uphold the high level of Islamic adab (manners and ethics) and decent behavior.
- Students are required to comply with University rules and regulations and shall not act in any way that may be interpreted as disrespectful to Islam or the Islamic University.
- No male and female students should sit together unless in the designated areas provided by the University from time to time.
- Male and female students should at all times practice the principle of modesty, respectable interaction and proper decorum in public places, during meetings, sporting and cultural activities, gatherings or when dealing with each other so as to avoid all kinds of suspicions or misunderstandings.
- Male and female students should not practice or participate in any physical activities or outings together in such a way that would arouse public concern or suspicion that a situation of permissiveness or promiscuity exists between the opposite sexes.
- Married students should inform the University authorities of the fact of being married in writing and they should not behave between themselves in public in a way that would create suspicion or misperception on the part of the public. National dresses/attires may be worn provided that they do





not violate or infringe the University's requirements and Islamic values and norms.

- Vanity or ostentation should not be a motive in putting on of any dress or attire.
- The attire of men shall not resemble that of the women's As far as a female Muslim student is concerned, and vice versa.
- As far as a female Muslim student is concerned, her attire must cover the aurah (as provided under the Islamic law). Save for the face and the palm the attire should cover the whole body. Any form of clothing that covers the whole face is prohibited.
- Attires shall not be tight fitting.
- The attire should be made from such material such that the color of the skin and shape of the body would not be visible. Dress materials should not be transparent or reveal the contour of the body.
- Sarongs and skirts without slits may be worn if they are loose and must be long enough to reach and cover the ankles.
- Skirts which are tight or which does not cover the ankles are not allowed.
- Excessive accessories, strong perfumes and facial make-ups are not allowed.
- Pants should not be tight fitting or figure hugging; they should be loose and cover the ankles.
- Pants should be worn only with a long, loose upper dress, which covers the hip. The upper dress should not have long slits or side cuts, which reveal the hip or thigh area.
- A loose-fitting blouse and upper dress may be worn provided they have long sleeves reaching the wrists and covering the hips as well.
- The head-cover should properly cover the head and should not reveal the hair, neck, chest and shoulders
- Footwear should cover the feet, and the heels of the footwear should not be excessively high. Slippers are forbidden the attire of the male Muslim students must cover the aurah (as provided under the Islamic law) of the male body. Slippers, non-strip sandals, round neck T-shirts, tight-fitting trousers or pants should not be worn by students during lectures, tutorials, official University functions and other formal activities as well as within the proximity of the SUMS administrative and faculty buildings and centers. In all the above occasions, jeans are absolutely not allowed.
- Shirts and collared T-shirts are allowed to be worn when attending classes. The shirts and collared T-shirts should be tucked in the trousers at all times.
- Neck and wrist chains should not be worn except for medical purposes or on religious and/or traditional grounds
- The length of the hair should not extend beyond the collar and the hairstyle should not be of unusual or extraordinary. Unnecessary dyeing or coloring of hair is prohibited.
- The areas of the body between the navel and the knee shall be covered in public at all times including in the halls of residence and all public premises, except under permissible circumstances such as sporting events.



In case of violating or defying any rule or committing any crime listed above or any other prohibitive action, the following punishments may be awarded by the MUI:

1. A written reprimand;
2. Black listing (from further admission, appointment, or any other privilege of the University);
3. Summoning of Parents; Undertaking by parents/ local guardians/ students for any indisciplinary acts as decided by competent authorities;
4. Suspension from attending classes, dormitory or Campus;
5. Withdrawal of Medals, Degrees, Certificates or their cancellation or facilities provided by the University;
6. Debarred from campus placements or admission in MUI or any other University/Institution;
7. Restricting entry from University premises, Library, Dormitory, Sports fields, Departments, etc.;
8. A requirement to attend a specified course or program and to pay the reasonable cost as determined at the relevant time by the University;
9. A fine;
10. The requirement to pay a reasonable sum by way of compensation for identified and quantified loss;
11. Expulsion from University and/or dormitory.

## **Types of violations**

### **A. General violations**

1. Threats, bribery, insults, obscenities, defamation, slander, slander and publication of lies.
2. Assault
3. Forging or presenting any fake document, stamp, signature and title or using them (either written or software)
4. Theft
5. Accepting or giving bribes or fraud, betrayal of trust or damage
6. Betrayal of trust or damage
7. Keeping, carrying, buying and selling or using weapons
8. Overseeing (committing) and participating in intentional homicide
9. Computer, telecommunication and virtual violations

### **B. Educational and administrative violations**

1. Cheating in tests or educational activities
2. Fraud in research activities
3. Fraud in the preparation of scientific works and the use of fraudulent works
4. Sending someone else in your place in the exam
5. Stealing, buying, selling or disclosing questions or exam papers
6. Disrupting, interrupting or disrupting all university affairs and programs
7. Clinical violations in educational-therapeutic centers





### C. Political violations

1. Giving false information or deliberately concealing facts about oneself, warring, corrupt groups or people related to them.
2. Support or propaganda in favor of atheistic groups and schools (in real or virtual space)
3. Membership in militant, corrupt, atheist or deviant sects
4. Insulting Islamic or national rituals and sacred things, the official religions of the country or committing acts against the system of the Islamic Republic (such as obscenity and using obscene words verbally or in writing, through slogans, spreading announcements and cyberspace, etc.)
5. Creating and participating in chaos

### D. Moral violations

1. Using addictive substances (narcotics, hallucinogens, psychedelics) or using alcoholic beverages
2. Holding a meeting and inviting others to use addictive substances or use alcoholic beverages (or participation or cooperation in this regard)
3. Addiction to addictive substances or alcoholic beverages
4. Keeping, buying and selling, producing or distributing addictive substances or alcoholic beverages
5. Committing gambling and committing it
6. Buying and selling or distributing gambling machines
7. Using any toys or unauthorized media products
8. Non-observance of Islamic clothing or clothing regulations announced by the ministers
9. Non-observance of student affairs
10. Non-observance of Shari standards in connection with non-mahram
11. Having an illicit relationship (without acting against chastity)
12. Participating in an illegal meeting
13. Doing an indecent act



## Dress Code

Student Dress Code Professionalism is reflected by an individual's appearance and behavior. The purpose of this dress code is to uphold the professional image of the university and our Islamic country. All students are expected to abide by common practices of modesty, cleanliness and neatness. They should dress in a respectful manner within the acceptable standards of the community and culture.

Following Islamic rules, observing Hijab or the Islamic dress code is necessary while in Iran:

- Women's hair must be covered with an appropriate scarf or covering.
- The body should be covered with loose clothes. Female students have to wear proper long manteaus and pants.
- Students must not wear gaudy dress. Dress with lively colors and thin body cloaks have been forbidden.
- Arms should not be bare, and legs should be covered down to the ankles.
- Students must avoid very short-sleeved shirts, tight torn and short pants, boxer shorts, sleeveless vests, and low seat pants.
- Any clothing, hairstyle, makeup, jewelry and accessory that may be considered obscene or offensive should be avoided.
- All clothing must be clean and neat and should project a well-groomed appearance.
- Sleepers, ties and bow ties are forbidden.

## Informal vs. Formal Dress Code

Male students must avoid unconventional hair styles, very short sleeve shirts, tight, torn and short pants, sleepers, boxer shorts, low seat pants, ties and bow ties.

**Not Allowed** 



**Allowed** 





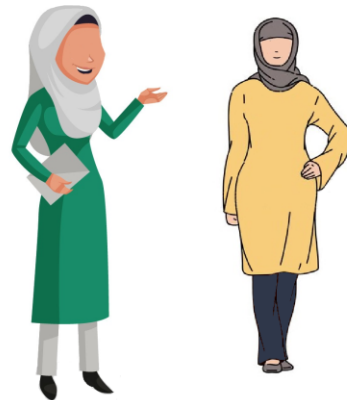
## Informal vs. Formal Dress Code

Female students have to wear a suitable scarf to cover their hair, and dress in such a way that their bodies should be covered with long loose clothes. Besides, arms should not be bare and legs should be covered down to ankles.

**Not Allowed**



**Allowed**



## Dormitory Rules and Regulations

Dormitory is a place where students spend more time. So, it is important to make students feel like they are at home by creating a warm, comfortable, and relaxed atmosphere. In order to ensure such an environment, it is vivid that everybody must respect the rights of each other and comply with some rules and regulations for the happiness of the community.





It is expected to follow the rules below with strict attention:

1. Only persons who have been granted the right to live in the dormitory may live there.
2. Living in the dormitory during school vacations without special permission is forbidden.
3. Persons who do not live in the dormitory may stay in the dormitory only during visiting hours or with special permission from the dormitory supervisor.
4. Visiting hours are 16:00–21:00.
5. Visiting in other students' rooms is allowed only by permission of the persons living in the room.
6. The dormitory supervisor may limit or prohibit visits if they cause a disturbance.
7. Anyone living in the dormitory must immediately report to the dormitory supervisor any persons entering the dormitory who do not belong there and who are not visiting someone living there.
8. The outer doors are locked 23:30 and unlocked 6:30.
9. The doors to the apartments must always be kept locked.
10. Residents must be inside the dormitory no later than 23:00. To come in later, the dormitory supervisor should grant a student permission.
11. To ensure peace and quiet for living and studying, students should avoid making noise in all rooms.
12. All noisy behavior is forbidden after 22:00.
13. The dormitory must be quiet 22:00–07:00.
14. Students may bring their own furniture and electrical equipment into the dormitory by permission of the dormitory supervisor. A student's electrical device use in the dormitory may be forbidden just in case it causes a disturbance or noise.
15. The following objects or materials may not be brought to or stored in the dormitory:
  - Cutting weapons, firearms or equivalent devices, materials, sprays, etc. meant for injuring or incapacitating people
  - Flammable and volatile fuels, solvents, etc.
  - Pets
16. Use of auxiliary heaters in the dormitory is forbidden.
17. Open fires in the dormitory and the surrounding area are forbidden (candles, incense).
18. No nails may be driven and no holes may be drilled into the walls of the building.
19. Any defects in the building must be reported to the dormitory supervisor immediately.
20. Each student has to take full responsibility for any damage to or loss of the dorm's property and furnishings, and they will be charged for repairing expenses.
21. Use property belonging to the dormitory carefully. In case of any damages or loss of property, report it to the dormitory supervisor immediately.



- Students are required to pay compensation jointly and severally for damage they cause.
22. Dormitory furniture may not be removed from the apartments or common facilities.
  23. Dormitory residents must clean their own apartments and common facilities.
  24. Students should keep the common facilities neat and clean.
  25. Possession or use of intoxicants or drugs, alcoholic beverages or appearing in the dormitory under the influence of the same is forbidden. This rule also applies to visitors.
  26. Using, handling or displaying tobacco products (cigarettes, hookah, etc.) is forbidden in the housing and the surrounding area. This rule also applies to visitors.
  27. Prohibited publications and media (CDs, books, written documents, etc.) shall not be kept in the dormitory building.
  28. Gambling or any illegal acts are strictly prohibited.
  29. The dormitory supervisor is responsible for maintaining peace and quiet in the dormitory. Everyone living in the residence should also ensure that peace and quiet for living and studying is preserved.
  30. Female students should not enter the male students' dormitory, and male students should not enter female students' dormitory.
  31. Students should not leave their personal belongings in communal areas.
  32. No one but students are responsible for stolen, damaged or lost items of their belongings, and the University is not accountable for personal property of students, no matter how caused.
  33. Littering is prohibited and residents should dispose of their trash in designated areas.
  34. Cooking in rooms is prohibited.

In case of non-observance of these rules, the student must be held accountable, and for violation of any of the above rules, a student shall be subject to disciplinary action up to and including dismissal, removing the scholarships and so on.

## Safety and Support

Student safety is one of our highest priorities. Security guards patrol 24 hours a day and cameras are located throughout the campus. Most halls have student swipe-card entry systems and each residence has a team of wardens and tutors who live within the hall to offer help and guidance.

## Other Facilities

24/7 clinical services are available free of charge to all students. These services offer emergency, ambulance, and general dentistry, and students could benefit from them. Congregational prayers are regularly held at dormitory mosques. Also, counselors based at the dormitories provide students with advice in various areas such as education, marriage, cultural activities, etc.





## HEALTH INSURANCE

### How An International Student Can Take Out Health Insurance?



One of the most important things that students should consider after entering MUI is health insurance. However, it would be forgetting due to excitement, fear, and other emotions of entering to a new country. MUI is aware of this issue, so it provides insurance for its students upon arrival, and it is mandatory for all students who are studying at the University.

We are here to make sure you have the time of your education at MUI without having to worry about expensive medical treatments. The University has made it possible for its international students and arranged a contract with the insurance company so that all foreign students can just enroll in it.

The international health insurance plans are designed to cover your medical expenses and services, ensuring you have comprehensive cover when you need it most and do not face any particular problems. It is a good fit for foreign students, as it offers affordability and peace of mind, leaving you free to make memories during your studies.

Here is the process of insurance issuance for MUI international students:

#### Step 1

There are some required information that have to be approved by the insurance company. In the first step, students have to supply the necessary documents, which are as follows:



- A personal photo in dimensions of 3x4 or 6x4
- A copy of your passport and its main pages
- A copy of your MUI student card
- A copy of your visa

**Attention:** passport with a soon to expire date is not valid.

## Step 2

Students should refer to the International Students Coordinator, and apply for having health insurance. The responsible person gets the documents mentioned above and fill out the related form, which contains identity information and personal details in order to launch the approval process.

- Form title: *Initial issuance or renewal of insurance booklet*

## Step 3

The MUI office sends the completed form along with required documents to the insurance company for approval. In addition, they request the Student Accounting Office to confirm the payment of student insurance.

## Step 4

The Health Services Insurance Office issues the insurance booklet and delivers to the University.

**Attention:** the insurance booklet has a one-year validity period and its expiration date must be extended upon request.





## DO'S AND DON'TS

If we are going to travel and study abroad, things that we should prepare are not only our passport and personal belongings. We should know what we can or cannot do in each country too. There is a phrase '**When in Rome, do as the Romans do**', which means the importance of adapting yourself to behave like the customs of the people in a certain place.

Therefore, Iran is not excluded from this fact and has its own rules and regulations. The Islamic Republic of Iran, as the term itself suggests, is an Islamic country and has its manner. Iran is a civilized country, and consequently, its rules are usual and conventional. However, they may a little bit different from other nations just in some details such as dress-code, alcoholic drinks, bars, religious beliefs. We will explain them completely.



One of the biggest mistakes you can make is arriving in a country with no idea of the dress or clothing etiquette. The Iranian attitude towards the dress code is more casual than you might expect, but there are rules you have to follow.

In Iran, women should have Hijab in public places. In the sense that they should wear a suitable scarf to cover their hair, and dress in such a way that their bodies should be covered with loose clothes like a coat or manteau. Besides, arms should not be bare and legs should be covered down to ankles.

The dress code for men depends on the situation. Generally, long pants or jeans and a T-shirt or long-sleeved shirts are perfect attire for men. Iranian men dress smartly and really care about their appearance. You may see that many men wear formal in public but wearing a tie is not pretty normal. They wear ties or bows and T-shirts depending on their plans and events they are attending.

Even though many young men dress casually or look very hip, due to government regulations, they do not wear shorts or sleeveless vests in public places even during the hot season. For university, they should dress officially.

In **educational settings**, female students have to wear proper long manteaues and pants as well as scarves covering their entire hair. Wearing mantos with lively colors and thin body cloaks, as well as using excessive jewelry and heavy makeup have also been forbidden. Male students must wear simple and common clothes including proper shirt and pants. They must avoid unconventional hair styles, very short sleeve shirts, tight, torn and short pants, boxer shorts, slippers, low seat pants, ties and bow ties.



In Islamic countries, it is forbidden to drink alcohol. According to the law, using, selling, or buying alcohol is illegal for anyone in Iran. So, it is not sold or served in cafes, restaurants, and hotels, or anywhere else around the country.

You must know that bringing alcohol into Iran is illegal as well. So, if you have packed any kind of alcoholic drinks in your suitcase, guess it is the time when you need to unpack them right away.

Stay away from such drinks because being caught drunk or while drinking alcohol, or even carrying alcoholic drinks will lead to certain punishments.

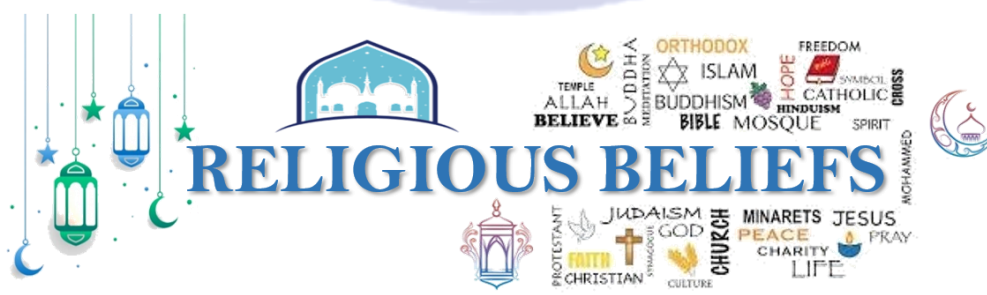
Since the use and production of alcohol are both illegal then it shouldn't be much of a surprise to know that there is no drinking age in Iran. So no matter how old a person is they cannot drink alcohol in this country.

Although alcohol is illegal in Iran, there is a wide variety of soft drinks you might never heard of. It is astonishing to try and enjoy so many different drinks in a country in which drinking alcohol is not allowed.



Just as mentioned above that alcoholic drinks are banned to be produced or sold in Iran, hence there are no liquor stores, bars, or nightclubs within the country and you won't find any public places to drink and dance.

Yet, there are a lot of good restaurants and cafes in Iran, and you will find many people hanging out there, grabbing some soft drinks, chit-chatting, and spending some quality time.







Most Iranians believe in Islam - the majority are Shi'a. Non-Muslims should be treated in accordance with "ethical norms and the principles of Islamic justice and equity", respecting their human rights. It also legally recognizes Zoroastrians, Jews, and Christians as free to perform their religion.

The Iranian have strong beliefs and commemorate the birth and death days of their holy Imams to respect them. Besides, they usually hold different religious ceremonies in some lunar months like Muharram, Safar, and Ramadan.

Being in Iran during these holidays can be a truly extraordinary experience and a perfect time to learn about its most prominent religion and a chance to learn about local culture in a new and intimate way.

## OPENNING A BANK ACCOUNT

International students need a bank card to spend money in daily purchases. Having a **bank account** can be also a great tool for managing your personal finances and help you determine how and where you are spending your money and put you on track for a reasonable savings plan.

The MUI makes it possible for you to **open a bank account easily** at the University. It allows you to do everything you will need to do as a student: transfer money, withdraw cash at an ATM, pay for items with the card in stores, and the other things.



Here is the process of opening Refah Bank Account for our international students:





## STEP 1

For opening up an account, the bank requires some forms of identification. There are some required documents as follows that have to be sent to the bank:

- The passport and a copy of its main pages - **Note:** passport with a soon to expire date is not valid.
- The MUI student card and a copy
- The Visa and a copy

In the first step, students have to supply the necessary documents.

## STEP 2

Students should refer to the International Students Coordinator, and apply for opening a bank account. The responsible person gets the documents mentioned above in order to launch the approval process.

## STEP 3

The next step is to fill out the Form No.1, which contains identity information and personal details filled by our international students.

## STEP 4

The MUI office submits completed form No.1 and other documents for approval.

## STEP 5

The Bank reviews and approved new applications submitted by the MUI office. It takes at least one week.



## STEP 6

As the last step, the students go to the bank branch at the University, fill related form in the bank and pay related cost for getting their bank card.

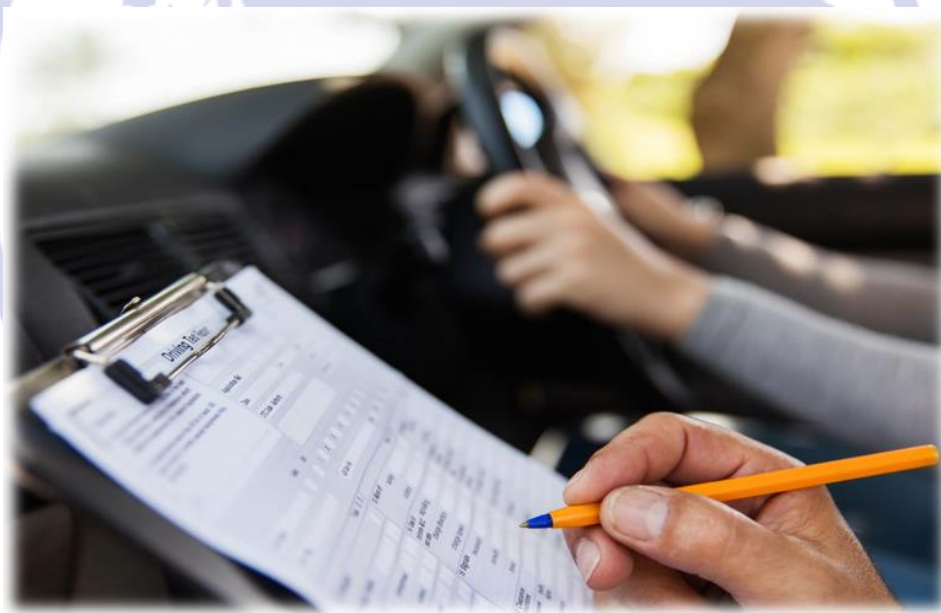
- For going to the bank, having MUI student card is necessary.

**Attention1:** After approximately 24 hours, the bank card is activated and is ready for use.

**Attention2:** Students can also activate Mobile Banking Application to conduct financial transactions remotely using a mobile device, or Internet Banking and other facilities available for online use of the bank card. If they wonder how to do so, they must ask bank clerks for more information.

## DRIVING LICENSE

### How To Get A Driver's License?



Regarding the process of issuing driver's license to foreign nationals residing in Iran, holders of valid foreign licenses can drive for up to six months after entering Iran. However, if international students wish to continue driving in Iran, they must change their foreign license to an Iranian one.

To drive in Iran, you need an international driving license. Iran is a member of the agreement. You can get one from the National Automobile Association in your home country. Otherwise, there are two possibilities:



**1. If you have a driving license of your own country, but it is not an international one:**

You can get an International Driving Permit (IDP) that is a translation of your national driving license. The IDP allows motorists to drive vehicles in foreign countries.

You need to contact the Touring & Automobile Club of the Islamic Republic of Iran (TACI) to ask for an international driving permit. Check the website: [www.en.taci.ir](http://www.en.taci.ir). You must always have your IDP along with your national license at all times.

**\* IDP Sample:**



The necessary documents for conversion of a foreign driver's license into an Iranian one are as follows:



Your passport and a copy of its main page

The original foreign driver license and its official translation

Copy of the foreign certificate with the approval of the exporting country's embassy

The letter of introduction from Iranian Immigration & Passport Police Office

Physical and mental health certificate

Copy of visa

## **2. If you have not yet taken a driving license in your country and now you want to apply for an Iranian one:**

It is worth getting an Iranian driving license as a foreigner if you are going to be in Iran for a long period of time.

In order to get a license, applicants must fulfill these requirements:

- Confirmation of immigration police center - The residence of foreigners should be verified by passport and immigration police.
- Confirmation of passport center

If approved, you will be introduced to driving schools to take driving lessons in both theoretical and practical training.

Then in the certification centers, you have to pass the certification exam (both theory and practice) that is in English, Arabic, German, etc., and finally, you will receive a driver's license.

**Note:** foreign nationals are only allowed to obtain a third-class driver's license and motorcycle, and it is valid for one year.



## Financial Rules and Regulations

Student expenses fall into three categories: tuition fees, accommodation fees, and general expenses. Students who live off-campus pay tuition fees to the university. Residential students, those living in university residence halls, pay accommodation fees in addition to tuition fees to the university.

Tuition and accommodation fees for international students are calculated and received annually.

1- The first year discounts for dormitory and tuition fees are calculated and applied based on the discount mentioned in the admission letter issued by the university.

GPA of 12 <sup>th</sup> grade	Scholarships for the First Academic Year
70-74.9	10%
75 – 79.9	15%
80-84.9	20%
85 and above	25%

2- From the second year onward, the scholarship will be awarded based on your academic achievement and GPA in order to support hard-working and talented students.

GPA of Previous Academic Year (out of 20)	Scholarships for Subsequent Academic Years
17 and above	25%
16 – 16.99	20%
15 and below	0%

General fees such as registration and insurance are shown in the table provided [here](#).

**A: for students who started their studies in September 2021 and before**

### Tuition Fees for Undergraduate Programs

Degree Program	Duration (Year)	Annual Tuition (USD)
Doctor of Medicine (M.D.)	7	6000





Degree Program	Duration (Year)	Annual Tuition (USD)
Doctor of Dental Medicine (D.M.D)	6	6500
Doctor of Pharmacy (Pharm.D.)	5-6	6000
MBBS (Bachelor of Medicine, Bachelor of Surgery)	5.5	6000
B.D.S (Bachelor of Dental Medicine)	4-4.5	6500
M.Pharm (Master of Pharmacy)	4-4.5	6000
Bachelor's Program	4	2500

### Fees for Postgraduate, Specialty, Subspecialty, Fellowship Programs

Degree Program	Duration (Year)	Annual Tuition (USD)
Master's Programs (M.Sc.)	2-3	4000
Ph.D. Programs	3-5	5500 - 6500
Specialty (Medicine and Pharmacy)	4	5000
Specialty (Dentistry)	3-5	11000
Subspecialty and Fellowship	2	5000

**B: for students who start their studies in December 2022 and after**

### Tuition Fees for Undergraduate Programs

Degree Program	Duration (Year)	Annual Tuition (USD)
Doctor of Medicine (M.D.)	7	4700
Doctor of Dental Medicine (D.M.D)	6	4700
Doctor of Pharmacy (Pharm.D.)	5-6	4700
MBBS (Bachelor of Medicine, Bachelor of Surgery)	5.5	4700
B.D.S (Bachelor of Dental Medicine)	4-4.5	4700
M.Pharm (Master of Pharmacy)	4-4.5	4700



Degree Program	Duration (Year)	Annual Tuition (USD)
Bachelor's Program	4	2500

### Fees for Postgraduate, Specialty, Subspecialty, Fellowship Programs

Degree Program	Duration (Year)	Annual Tuition (USD)
Master's Programs (M.Sc.)	2-3	3000
Ph.D. Programs	3-5	4000
Specialty (Medicine and Pharmacy)	4	5000
Specialty (Dentistry)	3-5	11000
Subspecialty and Fellowship	2	5000

### Withdrawal Conditions

Discounts on students' tuition and accommodation fees are a privilege that the university provides for students. A student who intends to withdraw from the university should know that they have taken the opportunity from another person to study at the university. Therefore, if they withdraw from the university, according to the university rules, all discounts, such as tuition and accommodation discounts, Persian language, the registration fee, transfer fee from the airport if used, etc., must be repaid to the university.

- 1- If the **withdrawal** application is officially submitted before the start of the academic year, the annual fixed fee (\*) for the ongoing academic year will be refunded in full.
- 2- If the **withdrawal** application is officially submitted no later than one month after the beginning of the academic year, 50% of the annual fixed fee (\*) for the ongoing academic year will be refunded.
- 3- If the **withdrawal** application is officially submitted after one month from the beginning of the academic year, the annual fixed fee (\*) for the ongoing academic year will **not** be refunded.

(\*) means the total university's fee without considering the awarded discount

### Accommodation Fee



University accommodation represents great value for money. Residency fees cover internet connection, personal possessions insurance and all utility services.

The dormitory fee is calculated and received annually based on the selected bed room by the student. For September incoming students, it is calculated from September 23 of each year to September 22 of the next year, and for February incoming students, it is calculated from January 21 of each year to January 20 of the next year.

If a student applies to stay in the dormitory and intends to leave the dormitory before the end of the first semester (or has applied to stay in the dormitory for less than one semester), they must pay the tuition fee for one semester. After the first semester, the dormitory fee will be calculated in full and annually.

Considering the financial capabilities, the university offers different items for accommodation. Accordingly, students can select their choice between different below options:

Bed/Room	Payment Amount	Gender	Dormitory
1	3500\$	Both*	Both**
2	1750\$	Both	Both
3	1200\$	Both	Both
4	900\$	Both	Both
5	700\$	Only Boys	Baharestan

Both\* (Boys and girls)

Both\*\* (Noor and Baharestan Dorm)



Here, the process of payment is prepared to be aware of how to pay your tuition fees.

