



# SCHOOL OF ISLAMIC AND OCCIDENTAL STUDIES

## TERMS & CONDITIONS

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## 1. INTRODUCTION

- 1.1. These terms and conditions represent an agreement between the School of Islamic and Occidental Studies ("SIOS") and you, a prospective student. By accepting SIOS's offer of a place on a program, you accept these terms and conditions in full, which along SIOS's rules, regulations, policies and procedures should be read in detail.
- 1.2. If you have any questions or concerns about these terms and conditions, please contact the SIOS Registrar at the Admissions department:

**Admissions Department**

School of Islamic and Occidental Studies

Work: +98 (0)253 291 8185 Ext: 101

Mob: +98 (0)902 291 8185

E-mail: [sios.admissions@miu.ac.ir](mailto:sios.admissions@miu.ac.ir)

## 2. APPLICATION

- 2.1. We will only assess your application once you have submitted all necessary forms and documentation.
- 2.2. It is your responsibility to ensure that all of the information you provide to SIOS is true and accurate.
- 2.3. If it is discovered that your application contains incorrect or fraudulent information or significant information has been omitted from your application form, SIOS may withdraw or amend your offer, or terminate your registration according to the circumstances.

## 3. EVIDENCE OF QUALIFICATIONS

- 3.1. Before receiving your Offer, you may be required to provide or facilitate the provision of verified copies of your transcripts and/or certificates.
- 3.2. SIOS randomly samples and audits the authenticity of the documentation provided to us under clause 3.1. We may request evidence of your qualifications directly from the awarding body. If we do not receive evidence to our satisfaction, this may prevent us from making you an Offer.

## 4. CONDITIONS OF ADMISSION

- 4.1. General conditions of admission for an SIOS program include:
  - 4.1.1. A commendable academic record
  - 4.1.2. High proficiency in the English language
  - 4.1.3. Successful completion of the admissions interview
- 4.2. Your admission to SIOS, attendance on a program and right to enjoy any of the privileges of membership of SIOS, including access to services and facilities, is subject to you complying with the terms and conditions of SIOS and committing to abide by the rules & regulations as set out in the Student Handbook.

## 5. OFFERS

- 5.1. The offer SIOS makes to you will be conditional or unconditional. If your offer is conditional, SIOS will set out the conditions which you will need to fulfil in order to be admitted onto your chosen program. In particular your offer may be conditional upon you passing an English and/or Persian language test. Please refer to the SIOS's policy on language requirements.
- 5.2. If you have not fulfilled the conditions of your offer before the date notified to you in your Offer or any other date notified to you, SIOS reserves the right to withdraw your offer or defer your application to the next year of entry.
- 5.3. You may be required to provide satisfactory evidence of your qualifications (including English and/or Persian language qualifications if required) before admission. Failure to provide such evidence to SIOS's satisfaction may result in the termination of your offer.

## 6. VISAS & IMMIGRATION

- 6.1. After accepting an Offer by SIOS you will be issued with a student visa. This process may take up to 3 months. You will be responsible for following up and collection of your visa.
- 6.2. You must take responsibility for ensuring that you comply with the terms of your student visa whilst studying at SIOS. Please note that if you choose to withdraw from your studies, this will affect the validity of your visa and your ability to enter and/or remain in the Islamic Republic of Iran.
- 6.3. Your visa will be revoked if your registration is terminated for any reason. In such circumstances you may not be entitled to a refund of any expenses you may have incurred.

## 7. FEES & SCHOLARSHIPS

- 7.1. In accordance with the *hawzah* (Islamic seminary) tradition, every successful applicant is given a 100% scholarship and there are no tuition fees for studying at SIOS. However, you will be responsible for any other expenses incurred, such as travel and visa costs.
- 7.2. Students shall be entitled to *shahriyyah* (student stipend) to help with living costs whilst studying at SIOS. The amount will differ according various factors such as marital status and program level. You must take responsibility of informing the Finance & Administrative Affairs department of any leave which necessitates a suspension of your *shahriyyah*.
- 7.3. SIOS may increase or decrease the *shahriyyah* without prior notice to reflect inflation and other factors.

## 8. CHANGES TO YOUR PROGRAM

- 8.1. SIOS reserves the right to:
  - 8.1.1. make variations to the contents of programs, including the range of modules offered;
  - 8.1.2. alter the approach to methods of delivery of programs such as the timetable, location, number of classes and methods and timings of assessments;
  - 8.1.3. discontinue programs and merge or combine programs; due to events outside SIOS's reasonable control or if SIOS considers that such action is reasonably necessary in order to appropriately manage its resources, pursue its policy of continuous improvement or comply with changes in regulations.
- 8.2. Where the changes referred to in Clause 8.1 are not significant (that is, where they lead to changes to individual elements of a program but do not lead to a substantive change in the overall content or method of delivery of a program), SIOS will endeavour to communicate the changes to you.
- 8.3. We will use all reasonable efforts to deliver all programs as advertised. However, if there are insufficient student numbers either to make a program viable or to deliver a quality student experience, we may cancel a program. In the event that SIOS (i) cancels your program of study; or (ii) significantly changes the content of your program, method of delivery or method of assessment of your program such that the overall learning aims and outcomes of your program are fundamentally different; or (iii) significantly changes the location at which your program is taught, and any such change may adversely affect you:

- 8.3.1. SIOS will notify you at the earliest possible opportunity;
- 8.3.2. If you request SIOS to do so, SIOS will seek to offer you a suitable replacement program at SIOS for which you are qualified or if SIOS is unable to offer you a suitable replacement program, it shall seek to refer you to a comparable education institution offering a suitable replacement program;
- 8.3.3. if you do not wish to accept SIOS's offer of a replacement program or SIOS is unable to offer a replacement program, you will be entitled to withdraw your application by notifying SIOS in writing

## 9. STUDYING ON THE PROGRAM

- 9.1. SIOS shall use its reasonable endeavours to:
  - 9.1.1. deliver your program with reasonable care and skill and as far as possible, in accordance with the description as advertised
  - 9.1.2. clearly explain the academic & non-academic expectations of your program to you.
- 9.2. You must use all efforts to fulfil all the academic requirements of your program, including: submission of authentic course work and other assignments, attendance at classes, examinations and other required events, on time and in accordance with the relevant SIOS policies, rules and regulations.
- 9.3. You are not normally permitted to undertake studies at any another educational institution which is deemed to conflict or compromise your studies at SIOS. Exceptions may be granted on a case by case basis only by written approval.

## 10. COMPLAINTS PROCEDURE

- 10.1. If you have a complaint about SIOS, you should follow SIOS's complaints procedure. This procedure has been produced to help SIOS resolve any complaints you may have as promptly, fairly and amicably as possible.

## 11. LIABILITY

- 11.1. Whilst SIOS takes reasonable care to ensure the safety and security of its students whilst campus and/or whilst using SIOS's services, SIOS cannot accept responsibility, and expressly excludes liability, for loss or damage to your personal property (including computer equipment and software).

11.2. SIOS shall not be held responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another student, or by any person who is not an employee or authorised representative of SIOS.

11.3. SIOS shall not be liable for failure to perform any obligations if such failure is caused by any act or event beyond SIOS's reasonable control including war, fire, flood, storm and national emergencies. If SIOS encounters such events, it will take all reasonable steps to minimise the disruption to your studies.

## 12. TERMINATION

12.1. SIOS reserves the right to exclude you from the school if you wilfully and persistently neglect your academic work to such an extent that there is no reasonable possibility of you being able to proceed to the next stage of the program. You should also note; your final award is not guaranteed and is dependent upon your academic performance.

12.2. SIOS also reserves the right to exclude you from the school for disciplinary offences or for inadequate attendance or performance on your program.

## 13. STORAGE OF PERSONAL INFORMATION

13.1. SIOS holds information about all applicants and all of its students. SIOS uses the information from your application:

13.1.1. to process your application, to collect feedback and to send you information about the SIOS and its events; and

13.1.2. if your application is successful, SIOS will also use the information it holds about you to deliver your program, to provide educational, support and welfare services to you, to monitor your performance and attendance, to collect feedback and for management activities such as strategic planning and statistical analysis.

13.2. SIOS may share student information with third-party organisations affiliated with SIOS where it is deemed necessary.

13.3. Student information on the SIOS database may be available to all SIOS staff. Sensitive information will only be made available to those who need to see it.