

Information Brochure: Master's Degree Programmes for  
International Students  
2009–2011

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### **1. INTRODUCTION**

Admission of International Students to all the Master's Degree programmes offered by the TISS will be done through the International Students' Office (ISO) of TISS. Students will be admitted in the beginning of the degree programme. In addition, students can be admitted at any time during the year to customised short-term courses. All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply as International Students.

### **2. ELIGIBILITY**

The qualifications required for eligibility for admission to different courses can be checked in detail from the Information Brochure. Only those students who have qualified from foreign Universities or Boards of Higher Education, recognised as equivalent by the Association of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to the AIU to check the equivalence. The student should submit the documents mentioned in the eligibility form in order to check equivalence through the AIU, along with the applications.

For all Master's degree programmes at TISS, International Students from non-English speaking countries or those who have not completed their degree course in the English medium should submit the TOEFL scores. Students from developed countries should submit the GMAT scores for M.A. in HRM&LR. For all other Master's Degree programmes, GRE scores are necessary. Institute code for all these examinations are (1) GRE D12102, (2) TOFEL 2102 and (3) GMAT 66X-QL-51.

### **3. TRANSFERS AND CHANGE OF COURSE**

An International Student who has been granted admission to a particular course shall not be allowed to change the course. In exceptional cases, the ISO may permit this, based on eligibility rules and permission of the Competent Authority of the Institution.

### **4. GOVERNMENT OF INDIA SCHOLARS**

International students who are awarded scholarships by the Indian Council for Cultural Relations (ICCR), New Delhi, will get preference, while granting admission. Sponsored candidates from different foreign governments for training and studies will also be given preference for the same.

### **5. PROCEDURE FOR ADMISSION**

#### **Stage 1: Preliminary Procedure (Upto February 28, 2009)**

1. Apply for admission in the prescribed Application Form, downloadable from the Institute Website, along with a demand draft of US\$ 120 drawn in favour of **Tata**

**Institute of Social Sciences**, payable at Mumbai, towards application processing charges for first programme, and US\$ 30 for each additional programme (non-refundable). Send the application form along with the Demand Draft to the Institute's International Students' Office.

- 2 Fill and submit the eligibility form, along with copies of certificates listed in the eligibility form.
  - (a) Degree certificate along with transcript from his/her university as proof of eligibility.
  - (b) Write a note on motivation for applying to the programme (upto 500 words).
  - (c) Give two references, one of whom should be his/her teacher at the undergraduate level. The referees should provide information regarding the candidate's academic interest and calibre, character and suitability for the programme in a sealed envelope. These two references should accompany the application.
  - (d) After the student is admitted to a programme he/she will be required to pay a fee of US\$ 100 for AIU equivalance.

#### **Stage 2: April 1-22, 2009**

Once the Institute ascertains the eligibility of the candidate to apply for the programme, the following steps are initiated:

1. Write an essay upto 1500–2000 words in the English language on a topic intimated through e-mail and submit the same through e-mail as well. Intimation on the essay topic will be given on April 7, 2009, and the completed essay must be submitted by April 10, 2009.
2. Candidates will go through a telephone interview on a designated day between April 16 and 22, 2009.
3. List of selected candidates will be announced on April 28, 2009.

#### **Stage 3: Obtain Student Visa, Pay Fees**

1. A provisional admission letter will be sent to the candidate to secure a student visa to India.
2. The student visa is a compulsory GoI requirement for admission to the Institute. The visa should indicate: (i) the name of the Institute, (ii) title of the programme, and (iii) the period of study at the Institute.

#### **Stage 4: Report to the Institute by June**

1. Undergo the medical examination and get the medical fitness certificate. As per GoI rules, all International Students entering India on a Student Visa have to be tested for HIV and will not be given admission if found to be positive (UGC Guidelines as on 29th August, 2007).
2. The candidate should produce original documents at the time of verification of documents. Once verification is over, the original documents will be returned to the candidates immediately.

3. Admission of International Students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.
4. All International Students should register their names with the police in the Foreigners Regional Registration Office (FRRO) of the local Police, within 2 weeks of arrival in India.

#### 6. FEE STRUCTURE FOR INTERNATIONAL STUDENTS

**The fee structure for International Students (Applicants from Nepal and Bhutan: Same as Indian Students) is as below in Rupees.**

Items	DM	DS	GL/ HR/ SE	HE/ HO/ PH	MC	DA/ SW/ WS	CL
<b>SEMESTER I</b>							
Tuition	10,000	10,000	11,600	11,600	10,000	10,000	11,600
Examination Fee	300	300	300	300	300	300	300
Development Fund	32,000	2,500	2,500	2,500	5,000	2,500	2,500
Lab Expenses	–	–	–	–	10,000	–	1,500
Insurance Premium	1,140	1,140	1,140	1,140	1,140	1,140	1,140
Student's Union Fee	100	100	100	100	100	100	100
Internship/Field Work Fee	1,500	–	–	1,500	–	1,500	2,000
Rural Practicum Per Year	–	–	–	–	–	2,500	–
Compulsory Deposits	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Equipment Deposits	–	–	–	–	10,000	–	–
Total (A)	49,540	18,540	20,140	21,640	41,040	22,540	23,640
<b>SEMESTER II</b>							
Tuition	10,000	10,000	11,600	11,600	10,000	10,000	11,600
Examination Fee	300	300	300	300	300	300	300
Development Fund	32,000	2,500	2,500	2,500	5,000	2,500	2,500
Internship/Field Work Fee	–	–	–	1,500	–	1,500	2,000
Lab. Expenses	–	–	–	–	10,000	–	1,500
Other Charges	100	100	100	100	100	100	100
Total (B)	42,400	12,900	14,500	16,000	25,400	14,400	18,000
Grand Total (A) + (B)	91,940	31,440	34,640	37,640	66,440	36,940	41,640

**The fee structure for International Students from SAARC and low income countries except Nepal and Bhutan (10% higher than Indian Student) is as given below ( in Rupees).**

<i>Items</i>	<i>DM</i>	<i>DS</i>	<i>GL/ HR/ SE</i>	<i>HE/ HO/ PH</i>	<i>MC</i>	<i>DA/ SW/ WS</i>	<i>CL</i>
<b>SEMESTER I</b>							
Tuition	11,000	11,000	12,760	12,760	11,000	11,000	12,760
Examination Fee	330	330	330	330	330	330	330
Development Fund	35,200	2,750	2,750	2,750	5,500	2,750	2,750
Lab Expenses	–	–	–	–	11,000	–	1,650
Insurance Premium	1,140	1,140	1,140	1,140	1,140	1,140	1,140
Student's Union Fee	110	110	110	110	110	110	110
Internship/Field Work Fee	1,650	–	–	1,650	–	1,650	2,200
Rural Practicum Per Year	–	–	–	–	–	2,750	–
Compulsory Deposits	4,950	4,950	4,950	4,950	4,950	4,950	4,950
Equipment Deposits	–	–	–	–	11,000	–	–
Total (A)	54,380	20,280	22,040	23,690	45,030	24,680	25,890
<b>SEMESTER II</b>							
Tuition	11,000	11,000	12,760	12,760	11,000	11,000	12,760
Examination Fee	330	330	330	330	330	330	330
Development Fund	35,200	2,750	2,750	2,750	5,500	2,750	2,750
Internship/Field Work Fee	–	–	–	1,650	–	1,650	2,200
Lab Expenses	–	–	–	–	11,000	–	1,650
Other Charges	110	110	110	110	110	110	110
Total (B)	46,640	14,190	15,950	17,600	27,940	15,840	19,800
Grand Total (A) + (B)	101,020	34,470	37,990	41,290	72,970	40,520	45,690

**The fee structure for International Students from higher income countries is as below (in US\$).**

Items	DM	DS	GL/HR/ SE	HE/HO/ PH	MC	DA/SW/ WS	CL
<b>SEMESTER I</b>							
Tuition	3,000	2,000	3,000	3,000	2,000	2,000	2,000
Development Fund	1,000	300	300	300	600	300	300
Lab Expenses	–	–	–	–	1,000	–	250
Insurance Premium	30	30	30	30	30	30	30
Internship/Field Work Fee	400	–	–	400	–	400	400
Entrance Fee	500	500	500	500	500	500	500
Rural Practicum Per Year	–	–	–	–	–	60	–
Compulsory Deposits	100	100	100	100	100	100	100
Equipment Deposits	–	–	–	–	250	–	–
Total (A)	5,030	2,930	3,930	4,330	4,480	3,390	3,580
<b>SEMESTER II</b>							
Tuition	3,000	2,000	3,000	3,000	2,000	2,000	2,000
Development Fund	1,000	300	300	300	300	300	300
Internship/Field Work Fee	400	–	–	400	–	400	400
Lab Expenses	–	–	–	–	1,400	–	–
Total (B)	4,400	2,300	3,300	3,700	3,700	2,700	2,700
Grand Total (A) + (B)	9,430	5,230	7,230	8,030	8,180	6090	6,280

- Notes:**
1. For Students from SAARC and other low income countries (as per the World Bank list), the charges will be 10% more than the Indian Students (To be calculated on the total fee). In addition, they have to pay US \$ 500 as entrance fee at the time of admission.
  2. Refundable deposits includes Library Deposit.
  3. The fees are liable to revision and students will have to pay the revised fees, when applicable.
  4. Student's Union Fees, Examination Fees and Other Charges are included in the Total Fees.

## 7. DISCIPLINE

International Students will abide by all rules of the Institute and the code of conduct as applicable to Indian students doing the same programme.

## 8. EXAMINATION AND AWARD OF DEGREES AND DIPLOMAS

The procedure for examination, payment of examination fees, issue of grad cards, issue of passing certificates and award of degrees will be same as for the Indian students doing same course.