STUDENT HANDBOOK & GUIDELINES

Fellowship Programmes, Registration, Learning, Assessment and Student Support

Official Website: https://mrfo.in
Student Registration: https://mrfo.in/student/login
Fellowship Programmes: https://mrfo.in/fellowships
Student Online Registration User Manual: https://mrfo.in/downloads
Email: info@mrfo.in
Helpline: 7480045472

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1. Introduction

The Medical Research Fellowship Organisation (MRFO) provides fellowship-oriented educational and online learning programmes designed to help students develop knowledge and skills in relevant medical, healthcare, research and emerging technology domains.

This Student Handbook explains the registration process, eligibility requirements, online learning procedures, assessment rules, security deposit policy, certificate requirements, student responsibilities and grievance redressal mechanism.

All students are advised to read these guidelines carefully before applying for any fellowship programme.

2. Objectives of the Fellowship Programmes

The key objectives of MRFO fellowship programmes are to:

1. Promote accessible and structured learning opportunities.
2. Encourage knowledge development in medical, healthcare, research and technology-related subjects.
3. Support self-paced online learning through digital educational resources.
4. Assess students through prescribed examinations or other notified assessment methods.
5. Encourage professional development and responsible learning.
6. Provide programme-related guidance and student support, subject to the applicable programme terms.

3. Nature of the Fellowship Programme

MRFO fellowship programmes are intended to provide structured educational content and learning opportunities in the respective subject areas.

Depending on the programme, the learning process may include:

- Online registration and enrolment.
- Digital study materials and video-based learning.
- Self-paced learning activities.
- Computer-Based Tests (CBT) or other notified assessments.
- Completion of prescribed learning requirements.
- Certificate issuance, subject to successful completion and verification.

The exact curriculum, assessment method, eligibility criteria and completion requirements may vary by programme. Students must refer to the information published for their selected fellowship.

4. Eligibility Criteria

Applicants must satisfy the eligibility requirements specified for the fellowship programme they select.

Unless a programme specifies otherwise, applicants should:

1. Provide accurate personal and educational information.
2. Possess the minimum educational qualification prescribed for the programme.
3. Have access to a suitable device and internet connection for online learning and assessments.
4. Provide a valid mobile number and email address.
5. Be able to complete the prescribed course activities and assessments.
6. Agree to follow MRFO's applicable student guidelines and programme conditions.

Meeting the minimum eligibility criteria does not automatically guarantee enrolment, fellowship benefits or any particular outcome.

5. Online Student Registration

Students should complete their registration through the official MRFO student registration portal.

Registration Portal: https://mrfo.in/student/login

Registration Process

1. Visit the official MRFO website.

2. Open the student registration portal.
3. Select the relevant fellowship programme.
4. Enter the required personal and educational details.
5. Provide a valid mobile number, email address and other requested information.
6. Upload the required documents in the prescribed format, where applicable.
7. Review all information carefully before submitting the application.
8. Complete any applicable registration formalities, including the refundable security deposit described in Section 8.
9. Save the registration reference, confirmation message and payment receipt, where applicable.
10. Follow the instructions provided for account access and programme commencement.

Students should not submit multiple applications for the same programme unless specifically instructed to do so.

6. Documents and Information Required

Applicants may be required to provide the following, depending on the programme and registration requirements:

- Recent photograph.
- Proof of identity, where required.
- Educational qualification certificate or marksheet.
- Valid mobile number.
- Valid email address.
- Bank account details for the security deposit refund.
- Payment receipt or transaction reference, where applicable.
- Any additional document specifically requested for the selected programme.

All submitted documents must be genuine, legible and valid. MRFO may request clarification or additional documents if necessary for verification.

Students should provide their own correct bank account details and ensure that the account remains active for any eligible refund.

7. Free Fellowship Programme Policy

MRFO fellowship programmes covered by this policy are offered **without course tuition fees** to eligible students, subject to the applicable programme terms and conditions.

The free-course policy means that no course tuition fee is charged for the covered fellowship programme. However, students may be required to submit a **refundable security deposit of ₹2,100** as explained below.

The security deposit is separate from course tuition fees. Students should read the applicable terms before completing registration and payment.

Any additional charge, if applicable to a particular programme or service, must be clearly communicated to the student before payment is requested.

8. Refundable Security Deposit Policy

8.1 Purpose of the Security Deposit

A minimum refundable security deposit of **₹2,100** is collected during registration to encourage student commitment, seriousness and completion of the fellowship programme.

This deposit is not a course tuition fee. It is intended to serve as a refundable security amount, subject to the conditions stated in this policy.

8.2 Amount of Deposit

The minimum security deposit specified under this policy is ₹2,100.

Students should pay only through the official payment channel communicated by MRFO. They should retain the payment receipt, transaction ID or other proof of payment.

8.3 Refund Eligibility

The security deposit is refundable after the student:

1. Successfully completes the applicable fellowship programme.
2. Completes the prescribed learning activities and assessments.
3. Satisfies the applicable course completion requirements.
4. Completes any required verification or formalities communicated by MRFO.

Successful completion will be assessed according to the published requirements of the relevant programme.

8.4 Refund Method

After successful completion and verification, the eligible security deposit will be refunded to the **same bank account provided by the student during registration**, subject to account verification and applicable payment procedures.

Students must ensure that:

- The bank account details submitted during registration are accurate.
- The account remains active and capable of receiving transfers.
- The account holder information is correct.
- Any requested verification is completed promptly.

If the refund cannot be processed because of incorrect bank details, an inactive account or a payment-processing issue, the student may be asked to provide corrected information or additional verification.

8.5 Refund Processing

Refunds will be processed after successful course completion and completion of the required verification procedures.

The actual time required for a refund may depend on verification, banking procedures and payment service providers. Students should contact the official support team if they require assistance with a pending eligible refund.

8.6 Proof of Payment

Students should preserve the following until the refund process is complete:

- Security deposit payment receipt.
- Transaction ID or reference number.
- Registration ID.
- Registered mobile number and email address.
- Relevant communication with student support.

8.7 Important Clarification

The fellowship course is free under the applicable free-course policy. The ₹2,100 security deposit is a separate refundable amount and is not a tuition fee.

Students should rely only on official MRFO communications for payment and refund instructions.

9. Online Learning and Study Materials

MRFO may provide digital learning resources such as:

- Online study materials.
- Recorded educational videos.
- Digital modules.
- Programme-specific reading materials.
- Online learning instructions.

- Assessment-related guidelines.

Students are responsible for accessing the available materials and following the prescribed learning schedule or completion requirements.

Students should use their own registered login credentials and should not share their account with other individuals.

Access to particular learning resources may depend on the selected programme and the student's enrolment status.

10. Student Responsibilities

Every enrolled student is expected to:

1. Provide truthful and complete information.
2. Maintain the confidentiality of login credentials.
3. Complete learning activities independently and honestly.
4. Follow the prescribed examination and assessment rules.
5. Respect intellectual property and content-use restrictions.
6. Avoid impersonation, plagiarism, cheating or other forms of academic misconduct.
7. Keep registered contact and bank details up to date.
8. Read official notifications and respond to verification requests.
9. Communicate respectfully with the support team.
10. Avoid submitting false documents or making misleading claims about the programme.

Violation of applicable rules may result in review of the student's enrolment or assessment, in accordance with the relevant programme terms.

11. Attendance and Course Completion

Where a programme specifies attendance, module completion, assignments or other participation requirements, students must fulfil those requirements.

For self-paced online programmes, students should regularly access the learning materials and complete all required activities within the prescribed period.

Course completion will be determined according to the requirements officially communicated for the relevant fellowship programme.

Registration alone does not constitute successful completion.

12. Examination and Assessment Policy

Assessment may be conducted through a Computer-Based Test (CBT), online examination or another method specified for the programme.

Students must:

- Follow all examination instructions.
- Use the permitted examination system and resources.
- Provide accurate identity information when requested.
- Complete assessments independently.
- Avoid unauthorised assistance, impersonation or sharing of examination questions in violation of applicable rules.
- Observe the prescribed time limits and passing requirements.

The examination pattern, number of attempts, passing marks, retest provisions and assessment schedule will be governed by the programme-specific instructions.

Any allegation of examination misconduct may be reviewed before an appropriate decision is taken under the applicable rules.

13. Certificate Issuance

A student may be considered for a programme certificate after fulfilling all applicable requirements, including:

1. Successful enrolment.
2. Completion of prescribed learning activities.
3. Passing the required assessment, where applicable.
4. Completion of any required verification.
5. Resolution of any outstanding programme formalities.

Certificates will be issued only in accordance with the applicable programme rules.

Students must check the spelling of their name and other relevant details during registration. Any correction request should be submitted through the official support channel with appropriate supporting information.

A fellowship certificate should not be represented as a university degree, statutory professional licence or government-recognised qualification unless that specific status has been formally established and expressly stated in the applicable official documentation.

14. Stipend, Scholarship or Financial Benefits

Any stipend, scholarship, grant or other financial benefit must be governed by the specific written terms officially published for the relevant programme.

Students should verify the following before relying on any financial-benefit announcement:

- Eligibility conditions.
- Selection criteria.
- Required documents.
- Assessment or performance requirements.
- Approval process.
- Payment schedule and method.
- Applicable exclusions or limitations.

Registration or payment of a refundable security deposit does not, by itself, guarantee selection for a stipend, scholarship, grant or other financial benefit.

Students should rely on formal programme terms and written confirmation rather than assumptions or unofficial claims.

15. Payment Safety and Fraud Prevention

To protect themselves from fraud, students should:

1. Use the official MRFO website and registration portal.
2. Verify payment instructions before making a transaction.
3. Keep receipts and transaction references.
4. Never share passwords, OTPs or confidential banking credentials.
5. Avoid making payments to personal accounts unless an official, verifiable instruction expressly authorises the payment arrangement.
6. Report suspicious messages or unauthorised payment requests through the official support channel.
7. Avoid relying on unverified social media posts or third-party promises.

MRFO's official website and published communications should be used to verify programme details, payment instructions and student support information.

16. Cancellation and Refund Queries

Students who wish to raise a cancellation or refund query should contact the official support team with their registration details and relevant payment evidence.

Refund eligibility for the security deposit will be assessed according to Section 8 of this handbook.

Students should clearly mention:

- Full name.
- Registration ID.
- Registered mobile number.
- Programme name.
- Payment transaction ID, where applicable.
- Reason for the request.
- Supporting documents, if requested.

Submission of a cancellation request does not automatically establish eligibility for a refund. The request will be reviewed according to the applicable programme terms and the security deposit policy.

17. Training Partners and External Organisations

Where a programme involves a training partner, institution or external organisation, students should follow the official instructions applicable to their programme.

Students should verify the identity and role of any organisation claiming to represent MRFO.

No training partner or third party should be assumed to have authority to promise guaranteed employment, guaranteed financial benefits, government appointment or professional licensing unless such authority is clearly supported by official documentation.

Students are encouraged to report misleading claims through the official support channel.

18. Employment and Placement Disclaimer

Participation in a fellowship programme may help students develop subject knowledge and relevant skills. However, enrolment, course completion or certificate issuance does not automatically guarantee:

- Employment.
- A specific salary.
- Government employment.
- Admission to another institution.
- Professional registration or licensing.
- Selection for a scholarship or stipend.
- Any particular career outcome.

Any placement assistance or career-support service must be understood according to the written terms of the relevant programme.

Students should independently verify job offers, employer details and recruitment conditions before sharing personal information or making payments.

19. Code of Conduct

Students must maintain professional and respectful behaviour in all interactions connected with the programme.

The following conduct is prohibited:

- Providing forged or misleading documents.
- Impersonating another student.
- Cheating or using unauthorised assistance during assessments.
- Misusing another person's login credentials.
- Harassing students, instructors or support staff.
- Publishing confidential student information without authorisation.
- Misrepresenting the programme or certificate.
- Attempting to disrupt online systems or assessments.

Reported violations may be reviewed under the applicable programme rules, and appropriate action may be taken after consideration of the available information.

20. Student Support and Communication

Students may contact MRFO for assistance with registration, programme access, learning materials, assessment instructions, certificate-related queries and eligible refund enquiries.

Official Website: https://mrfo.in
Student Registration: https://mrfo.in/student/login
Fellowship Programmes: https://mrfo.in/fellowships
User Manual and Downloads: https://mrfo.in/downloads
Email: info@mrfo.in
Helpline: 7480045472

When contacting support, students should provide their registration ID, programme name and a clear description of the issue. Payment-related enquiries should include the transaction reference where applicable.

Students should not send passwords, OTPs or other confidential authentication information.

21. Frequently Asked Questions (FAQs)

Q1. Are MRFO fellowship courses free?

The programmes covered by the free-course policy are offered without course tuition fees, subject to the applicable programme terms.

Q2. Why is a ₹2,100 security deposit collected?

The refundable security deposit is intended to encourage student commitment and seriousness towards completing the fellowship programme.

Q3. Is the ₹2,100 deposit a course fee?

No. Under this policy, the security deposit is separate from course tuition fees.

Q4. When will the security deposit be refunded?

It will be processed after successful completion of the applicable fellowship programme and fulfilment of the required verification and formalities.

Q5. Where will the refund be sent?

The eligible refund will be sent to the same bank account provided by the student during registration, subject to verification and payment-processing procedures.

Q6. What should I do if my bank details are incorrect?

Contact the official support team promptly. You may be asked to provide corrected account details and complete verification.

Q7. Does registration guarantee a stipend or scholarship?

No. Any stipend, scholarship or financial benefit is subject to the specific eligibility, selection and approval conditions officially applicable to that programme.

Q8. Does completing a fellowship guarantee employment?

No. Employment outcomes depend on multiple factors, including the student's qualifications, skills, experience and employer selection requirements.

Q9. How can I obtain the registration instructions?

Visit the official downloads page: https://mrfo.in/downloads

Q10. Whom should I contact for help?

Email info@mrfo.in or call 7480045472.

22. Student Satisfaction and Feedback Policy

MRFO encourages students to provide constructive feedback regarding registration, learning materials, online access, assessments, student support and other programme-related services.

Feedback should be submitted respectfully and should include sufficient information for the issue to be understood.

Where appropriate, students may be asked to provide their registration details or supporting evidence. Feedback will be considered in accordance with the applicable procedures and available information.

Submitting feedback does not automatically guarantee a particular outcome, but students are encouraged to raise genuine concerns through the official support channels.

23. Grievance Redressal

Students who have a complaint or unresolved issue should contact the official support team.

A grievance should, where possible, include:

1. Student's full name.
2. Registration ID.
3. Fellowship programme name.
4. Registered mobile number or email address.
5. A clear description of the issue.
6. Relevant receipts, screenshots or supporting documents.
7. Details of any previous communication about the matter.

Students should retain a copy of their complaint and any acknowledgement received.

Grievances will be reviewed in accordance with applicable procedures. The time required to resolve an issue may vary depending on the nature of the complaint and the information required.

Grievance and Support Contact:
Email: info@mrfo.in
Helpline: 7480045472

24. Student Registration Checklist

Before submitting the application, students should confirm that they have:

- Read the fellowship programme details.
- Checked the eligibility requirements.
- Entered correct personal and educational information.
- Provided valid contact details.
- Uploaded the required documents, where applicable.
- Read the free-course and refundable security deposit policy.
- Entered accurate bank details for the eligible refund.
- Saved the registration confirmation and payment receipt.
- Understood the learning, assessment and completion requirements.
- Read the applicable programme-specific terms and conditions.

25. Student Declaration and Acknowledgement

By submitting an application or enrolling in a fellowship programme, the student confirms that:

1. The information and documents provided are true and accurate to the best of their knowledge.
2. They have read and understood the applicable fellowship programme guidelines.
3. They understand that covered fellowship courses are offered without tuition fees, subject to the applicable terms.
4. They understand that a minimum refundable security deposit of ₹2,100 is collected under the stated policy.
5. They understand that the eligible security deposit is processed for refund after successful course completion and required verification, to the same bank account provided during registration.
6. They will comply with the prescribed learning, assessment and conduct requirements.
7. They understand that a stipend, scholarship, employment opportunity or other benefit is not guaranteed merely by registration.
8. They will refer to official MRFO communications for programme information, payments and support.

Students should review all information before confirming their registration.

26. Important Notice

This handbook provides general student guidelines. Programme-specific eligibility criteria, course structure, assessment requirements, timelines and other conditions may vary and should be checked on the official MRFO website or in the applicable programme documentation.

Students should not rely on unofficial statements or third-party promises that conflict with published programme terms.

MRFO may update its programme guidelines and administrative procedures from time to time. Students should consult the latest official information applicable to their programme.

MEDICAL RESEARCH FELLOWSHIP ORGANISATION (MRFO)
Website: https://mrfo.in
Email: info@mrfo.in
Helpline: 7480045472

End of Student Handbook & Guidelines

APPROVAL AND AUTHENTICATION

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