



ACADEMIC NOTICE – Spring semester 2019-2020

Dear students

Happy Iranian New Year; Wishing you and your family good health, success and prosperity.

This letter is to notify you that due to special circumstances we have faced in this semester, and considering the regulations and approvals notified by the Ministry of Science, Research and Technology (MSRT), and Sharif University of Technology (SUT), the board of directors of Sharif University of Technology, International Campus (SUTIC) has prepared the following set of regulations regarding educational and financial affairs for the spring semester of 2019-2020.

1. The major policies regarding the timing and continuation of the closure and/or the start of traditional program (face-to-face classes) at the campus will be set by the National Headquarters for Combating Coronavirus and the Kish Free Zone Health Council.
2. Spring semester of 2019-2020 is an active semester of the SUTIC and according to the announcement of the Deputy Minister of Science, Research and Technology, the campus is obliged to hold all theoretical courses using online, virtual, electronic and CW educational facilities.
3. If the permission is issued by the authorities (mentioned in part 1) to hold the face-to-face classes till right before the beginning of the summer semester, campus could increase the time period of spring semester to hold some intensive classes. The exams period will be adjusted by the SUTIC based on the changes made in the campus academic calendar. If the classes of current semester are held in a completely online and virtual way, the method of holding the final exams of SUTIC is subject to the rules and regulations of the SUT's final exams. Obviously, practical courses, labs and workshops will be held in the summer semester of 2019-2020. It should be noted that the completion of some unfinished theoretical courses in the spring semester of 2019-2020 will be possible in the summer at the discretion of the Vice-Chancellor of Academics and Research.
4. The rules and regulations for attending the online and virtual classes are similar to those for face-to-face classes, and the Educational Department is responsible for overseeing the

holding of classes and the activities of professors and students. Professors and instructors must submit a report on the number of online and virtual class sessions and student attendance to the Vice-Chancellor of Academics and Research.

5. The course can be withdrawn from the student's program in accordance with the educational rules and regulations of the SUT within the time period stated in the campus educational calendar.
6. The comprehensive exam for PhD students of SUTIC will be held in accordance with the comprehensive exam of SUT students.
7. Students who are planning to defend their thesis in the current semester must submit their request in accordance with the rules and regulations of the SUT, or defend their thesis after the start of face-to-face program before 21st September 2020.
8. Student dormitory fees will be calculated in the current semester based on his/her residence in the dormitory. In case of the permission from the authorities to hold face-to-face classes, students are obliged to pay off the dormitory fees debt before the issuance of the entrance card to the final exams.
9. Due to the economic conditions affected by the outbreak of Corona disease, the payment facilities were made by the SUTIC board of directors in the tuition fee;
 - The payment of tuition fee by installment is based on the settlement of 60% of the tuition fee payable in the period of 20th–24th April 2020 and the remaining 40% in the period of 21st–25th May 2020. If student does not settle the debt on due date, he/she will be subject to a 5% penalty on the remaining debt. It should be noted that if the student does not settle his/her debt by the 12th June 2020 (the end of semester), he/she will be allowed only to select the minimum number of units in the next semester.
10. Due to the fact that the classes are held virtually, the request to be a guest in other universities will not be allowed in the current semester.
11. A semester withdrawal can only be submitted with justified reasons to the Vice-Chancellor of Academics and Research with the required documents within the time period specified in the SUTIC educational calendar (before 27th May 2020). The approval of requests for semester withdrawal must be granted by both the SUTIC Education Council and the SUT Special Cases Committee.

Academic Department of Sharif University of Technology, International Campus, Kish Island

12th April 2020