



Academic notice for MSc and PhD programs at SUTIC

Temporary changes in some educational regulations for spring semester 2019–2020, due to problems caused by the prevalence of Coronavirus

The current policies of the country in order to prevent the spread of Coronavirus have led to changes in the educational programs of the country's universities and Sharif University of Technology, including the use of virtual and non-face-to-face teaching methods. Following the announcement released by the Deputy Minister of Education of the Ministry of Science, Research and Technology (MSRT) on March 30th, 2020, the following guidelines on how to continue educational activities for university students in the spring semester 2019-2020 were decided in several meetings of the Education and Graduate Council.

In order to solve the educational problems of the students of Sharif University of Technology, the following temporary changes regarding the educational regulations were approved. It should be noted that these changes are intended only for the spring semester 2019-2020, and if the conditions become normal, they will not be effective at the discretion of the competent authorities in the following semesters.

Changes related to all graduate courses and course withdrawal in spring semester of 2019-2020

1. Withdrawal of more than one course, or semester withdrawal, can only be considered for justified reasons during the permitted extension of the program, and can be subjected to the consent of the SUTIC Educational Council and the approval of SUT Special Cases Committee.

In addition, students have to submit their requests for the course withdrawal, or semester withdrawal, to the SUTIC Graduate Office by 4th May, 2020.

The course withdrawal requires the approval of the Head of Educational Group and the SUTIC Educational Council.

2. Withdrawal of practical and/or laboratory courses can be provided for students in the form of single course withdrawal.

3. Practical and laboratory courses can be continued in the summer and the scores can be submitted before the start of the next semester according to the discretion of the instructor of the course and the SUTIC Educational Council, if the conditions are provided. Otherwise, these courses will be included in the student's transcript as "not completed" and be continued in the next semester, or be removed from the curriculum of the spring semester 2019-2020.
4. If some classes are not held for any reason, these courses will be removed from the curriculum at the discretion of the Vice-Chancellor of Academics and Research, and the enrollment of these courses will be removed from the students' transcripts.

Changes related to MSc program in spring semester of 2019-2020

1. In the case that withdrawal of more than one course, or semester withdrawal, has been approved by the SUT Special Cases Committee, students are entitled to request for extending the permitted extension of the program with the approval of the SUT Special Cases Committee.
2. Due to the fact that SUTIC has provided the necessary infrastructure and has issued a license for holding virtual-thesis defense sessions, the defense sessions of Master thesis can only be postponed beyond the permitted extension of the program, if the justified reasons are approved by the SUT Special Cases Committee.

Note 1. The Master students, who were admitted in the fall semester 2017, and have had the deadline of thesis defense up to 20th June 2020 according to the approval of SUT Special Cases Commission, can defend their thesis before 21st July 2020, by registering for the summer semester. In such case, they will be exempted from paying the summer semester tuition fee.

Note 2. If the Master students, who were admitted in the fall semester 2017, are not able to defend their thesis before 21st July 2020, due to the experimental research works and the problems caused by the outbreak of Coronavirus, they must send their request for extending the permitted extension of the program through the SUTIC Education online system and complete the "Graduate Student Request Form" before 4th May 2020. In such case, if the students are only enrolled in the Master thesis in spring semester 2019-2020, they will be allowed to withdraw the semester at the discretion of the SUT Special Cases Committee.

3. The Master students, who were admitted in the fall semester 2019, are required to prepare the proposal of Master thesis and obtain its approval by holding virtual meetings with their supervisors. The approved proposal of Master thesis must be submitted in the SUTIC Education online system before the beginning of third semester, so they will be able to register for the Master thesis in the third semester. If it is not possible to submit the approved

proposal of Master thesis before the registration deadline of the third semester, the students have to send their request for a late registration of the Master thesis in the third semester to the SUTIC Educational Office through the SUTIC Education online system after the approval of the SUTIC Educational Council.

Changes related to PhD program in spring semester of 2019-2020

1. The PhD students, who have registered only in comprehensive exam course, or research proposal, or PhD dissertation course in spring semester 2019-2020, can submit their request for semester withdrawal by presenting the justified reasons (such as the lack of access to hardware and laboratory facilities) to the SUTIC Educational Council. All requests must be approved by the supervisor and the Vice-Chancellor of Academics and Research.
2. The PhD students, who have registered in other courses in addition to comprehensive exam course, or research proposal, are entitled to request for a delay in holding the comprehensive exam, or defending the research proposal by presenting the justified reasons (such as the lack of access to hardware and laboratory facilities) to the SUTIC Educational Council. If the request is approved, the other registered courses will remain in the transcript of student, and a delay can be approved in holding the comprehensive exam, or defending the research proposal.
3. According to the decision of SUT Graduate Council, the priority is to hold the PhD dissertation defense session in person (face-to-face), and postpone defense session until the worries about the prevalence of Coronavirus are resolved. The PhD dissertation defense session can be held virtually only at the discretion of the SUT Graduate Council, if it is not possible to postpone the defense session due to special circumstances of the student. This decision will be reconsidered again by the SUT Graduate Council if the prevalence of Coronavirus continues until the 21st June 2020.
4. The PhD students, who have already completed their experimental and laboratory research works, or their PhD dissertation do not have an experimental and laboratory research works, and their permitted extension of the program have expired (the permitted extension of the PhD program is 10 semesters), and have not yet registered in spring semester 2019-2020 for any reasons, are required to virtually submit their annual thesis progress report to the members of Examiners Committee, and send their request for late registration in the current semester through the SUTIC Educational online system.

Vice-Chancellor of Academics and Research
Sharif University of Technology, International Campus

18th April 2020