

1. A doctorate consists of two stages:
 - i. The academic stage - this includes passing relevant modules and the Comprehensive Doctorate Examination,
 - ii. The research stage- this is comprised of choosing a thesis title, research and compiling a doctorate thesis.
2. The permissible duration in which to complete a doctorate is from a minimum of 3 years up to a maximum of 4.5 years.
 - i. In cases where there are circumstances regarded as exceptions, the university's Graduate Studies Office can allow the student to increase the maximum duration of their doctorate by one semester at most. However, this must be proposed by the student's supervisor and approved via the faculty concerned.
 - ii. In exceptional cases the university's Graduate Studies Office can allow students, who are eligible, to finish their doctorate sooner than the minimum required duration to complete their doctorate by allowing them to defend their dissertation earlier. However, this must be proposed by the student's supervisor and approved via the faculty concerned.
 - iii. After the tenth semester, if a student wishes to extend their academic years, they must obtain an approval from the Mitigating Circumstances Committee.
3. In order for a supervisor to be allocated to a student:
 - i. it must be requested by the student,
 - ii. the lecturer must present a formal letter agreeing to act as supervisor, and
 - iii. it must be approved by the university's Graduate Studies Council.
4. Doctorate students are required to successfully complete between 12 to 18 credits of their course. The number of credits required differs for various programs. These credits will be completed under the guidance of the supervisor and in accordance with the university's Graduate Studies Council. The 'academic stage' of the doctorate must be completed within four semesters. In this period students must successfully complete the required modules, acquire good language skills in the language relevant to their doctorate, and sit the Comprehensive Doctorate Exam.
5. The postgraduate is required to choose and register for 6 to 12 course credits every semester unless they have less than 6 credits left.
6. Students are required to register electronically via the university website (<http://edu.sharif.edu>) at the start of every semester. A username and password will be given to each student upon registration.
7. The university's academic calendar consists of the dates when:

- i. registration for semesters should be carried out,
- ii. chosen modules can be changed,
- iii. late registrations are accepted,
- iv. classes start, and,
- v. the examination period is.

The academic calendar can be viewed at <http://www.sharif.ir/calendar>.

- 8.** The minimum mark required to obtain a pass in any given module is 14 out of 20 and the minimum average required to pass the whole program is 16 out of 20.
- 9.** Students can sit the Comprehensive Doctorate Exam after successfully completing the 'academic stage' of their doctorate. They have until the end of the third semester to sit this exam and pass it. The average of all the marks obtained in this exam cannot be below 16. Furthermore, the mark for every module that is examined cannot be below 15. Students, who fail to obtain an average of 16, can only retake this exam once more and this must be within the permitted time limit given for the academic stage.
- 10.** Students whose mother tongues are not English must pass an English exam approved by the Graduate Council, and must provide the relevant documents to their faculty.
- 11.** After completing the second semester, students are required to research about a subject which has been outlined by their supervisor and must prepare a research proposal. After passing the Comprehensive Doctorate Exam and up until the end of the fourth semester at most, students are required to present and defend their proposal before a board of examiners.
- 12.** Students are registered in the 'doctorate thesis' programme after they have passed the Comprehensive Doctorate Examination and after the title of their thesis has been approved. The performance of students in their theses is evaluated at the end of every semester by their supervisor. This will be recorded as satisfactory or unsatisfactory in the student's academic report. If a student obtains two consecutive or alternate unsatisfactory evaluations, they will not be permitted to continue studying.
- 13.** In order to continue in a doctorate degree, the following is mandatory:
 - i. Passing the Comprehensive Doctorate Exam by the end of the third semester,
 - ii. Presenting the proposal defence by the end of the fourth semester,
 - iii. For students to have sent the necessary form describing their doctorate thesis, which must first be approved by their supervisor and faculty, before the start of the fifth semester.
- 14.** In the academic stage, the number of credits allocated to the thesis is between 18 to 24. The total number of course credits and thesis

credits must be no less than 36 and no more than 42. After obtaining an approval on the title and subject of their dissertation and until their dissertation is completed, all students have a duty to register in the 'doctorate thesis' course every semester and take between 6 to 12 credits for every semester. (If the postgraduate student has registered for all available credits in previous semesters, then it is still necessary for them to register for the semester choosing the module 'doctorate thesis' and taking 0 credits. This is so that the university system will not recognise them as 'withdrawn from university').

15. All academic and research activities carried out during the period, where the student is carrying out research and compiling their thesis, must be directed, overseen and approved of by the supervisor.
16. Students must present their thesis defence before a board of examiners by the ninth semester. They are permitted to defend their thesis if:
 - i. they have finished the compilation of their thesis,
 - ii. an article extracted from their thesis is published in a renowned international journal, and
 - iii. their thesis is approved by the Graduate Studies Council.
17. A thesis defence can be presented on the condition that an article, which is solely based on the thesis and cites both the student's name and the address of Sharif University of Technology, is published in an international journal. The international journal must be approved as a prestigious journal by the faculty's Graduate Studies Committee. If the supervisor is not one of the compilers of the article then it is mandatory that the article mentions that the research, compilation, and publication of the relevant article took place in Sharif University and was overseen by the student's supervisor. The name of the supervisor must be mentioned in a fitting and suitable way.
18. If upon assessment the student's thesis does not meet the required standards and the student is given a fail by the board of examiners, the student can present his thesis defence once more within a maximum of six months. This can be done given that with the addition of the six months, the student's academic years do not exceed the limit allowed for a doctorate and the thesis is reformed and corrected.
19. In order to prepare the Ph.D. student for academic activities, the student is required to register for the 'graduate teaching assistant (TA)' module, which involves academic activities, research activities, or academic assistance. This module must be completed during the academic years of student's doctorate degree. The relevant faculty will decide the exact role of the student in this module and it must be approved by the faculty's

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graduate studies deputy. This module is equivalent to 3 credits, and must be taken in at least 3 and at most 4 semesters.

20. In cases where students have an acceptable reason, and have the approval of both their faculty and the Graduate Studies Council, they may take a leave of absence for a maximum of two semesters. These two semesters will be counted as part of their academic years and so they must not exceed the maximum duration for academic years. Taking a leave of absence in the first semester of the doctorate is not possible.
21. According to the guidelines set by the Ministry of Science, Research and Technology and by handing in the necessary documents provided by the Graduate Studies Office, students who have, i) successfully completed all modules required in the academic stage of the doctorate, ii) passed the Comprehensive Doctorate Examination, and iii) successfully presented their proposal defence, can take up research opportunities outside of Iran within the academic years of their doctorate for a period of 3 to 9 months. The duration of the research opportunity can be extended to a year if all academic guidelines are met.
22. Given that they have settled all outstanding balances, students who have passed their Comprehensive Doctorate Examination but decide to withdraw from their doctorate, have not successfully completed their doctorate, or have not passed their thesis defence, can request a certificate of confirmation based on their academic report. This certificate indicates they have successfully completed the academic stage of their doctorate.
23. After successfully presenting their thesis defence, students are required to finish off the postgraduate process within 6 months.
24. Students will not be able to continue studying for a doctorate degree in the following cases:
 - i. the average mark obtained from all the semesters in the academic stage is less than 16
 - ii. In the university's assessment of research activities carried out for the doctorate thesis, their performance has been evaluated as unsatisfactory twice.
 - iii. Neglecting to register for a semester without having an acceptable reason.
 - iv. No longer having any academic years left to complete their doctorate.

The complete list of rules and regulation for Doctorate Degrees can be found at <http://www.sharifgradschool.ir>. Postgraduates can also ask any questions they may have from their faculty's Graduate Studies Office.

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