



1. Every semester consists of 16 weeks, where two weeks are allocated to examinations. The academic calendar for every semester consists of:

- i.** the dates within which desired modules are to be registered for;
- ii.** the dates within which students are permitted to alter their selection of modules or to register for their modules, if they haven't already done so;
- iii.** the dates and times various classes will be held;
- iv.** the examination periods.

All of the above information can be found before the start of the semester at <https://ac.sharif.edu/calendar/>.

2. The failure to register for a semester within the time frame allocated by the University will be regarded as a **withdrawal** (unless the university has been informed in advance and has granted permission). The dates for this time frame are clearly outlined in the university's academic calendar. Students are registered electronically via the university website (<http://edu.sharif.edu>). A username and password will be given to each student upon registration.

3. An undergraduate student can select modules which add up to a minimum of 12 course units of credit and a maximum of 20 units per semester. A maximum of 6 units can be taken during the summer term. Undergraduates are required to complete 130 - 140 course units of credit in total. Each theoretical unit equals 1 hour, each laboratory or practical unit equals 2 hours, and each workshop unit equals 3 hours in class per week.

- i.** If students are averaging a mark of 17, they can select a maximum of 24 units the following semester.
- ii.** In the final semester students are permitted to take a maximum of 24 units irrespective of their average mark (given that it is not below 10).
- iii.** Within any given semester, students may choose to withdraw from ONE module they had initially selected to study. Students generally have until 2 weeks before the end of the semester to choose to do this; this date will be noted in the academic calendar.
- iv.** Upon registration each undergraduate student is allocated an advisor. The advisor will take an active interest in the student's academic progress. Students may ask their advisor for guidance on academic matters.
- v.** Students have a maximum of 4 years to complete their degree (8 semesters).
- vi.** Attending all class sessions is mandatory;
 - a.** Being absent for more than 3/16 of the sessions of any given module will be regarded as failing that module.
 - b.** An unauthorised absence from a final exam will result in a fail in that exam. If the student has an acceptable reason for their absence from the final exam, they may request to withdraw from that module. The university's Academic Council or a chosen committee selected by them will determine whether provided reasons are acceptable or not.



- c. If a student is unable to take part in an exam due to medical reasons, they must obtain a medical certificate from the university's Healthcare Centre **before** the exam.
4. Every student has the right to ask for their paper to be remarked.
 5. All examination results will be provided 2 weeks after the exam.
 6. The minimum mark required to pass a module is 10, and the average mark obtained by the student at the end of the semester must not be below 12. If a student's average mark is below 12, they will have failed that semester. A student who has failed his/her semester may not take modules which add up to more than 14 course units of credit for the following semester. Failing three semesters whether consecutively or alternately will result in the student no longer being permitted to continue their studies with the university.
 7. Students may take a leave of absence for two semesters if the university gives them permission to do so. Apart from the exceptions below the semesters which have been missed will be counted as a part of their academic years.
 - i. Maternity leave for female undergraduates can be taken for a maximum of five semesters and is not taken into account when calculating academic years (article 3.v). A maternity leave can be obtained from the university's Mitigating Circumstances Committee.
 - ii. Medical leave can be taken for a maximum of two semesters. This leave will only be given if it is approved by a doctor deemed reliable by the university and the Academic Council. The leave is not taken into account when calculating academic years (article 3.v) and also requires the approval of the Mitigating Circumstances Committee.
 8. Undergraduates can request to change their program or branch of study into another program or a different branch of study. This will be allowed on the condition that the new branch of study or program that is requested is offered at the university. In addition, the approval of the academic faculty of the program initially selected, the academic faculty of the second program selected, and the approval of the university's Academic Council, is required.
 9. It is possible to accept guest students or transfer students in accordance with the Guest and Student Transfer Regulations, which have been approved by the Academic Council. Similarly, the students may study part of their program at other universities as guest students subject to the Guest and Student Transfer Regulations.
 10. After the completion of the undergraduate's degree they must complete the graduation process within 6 months.

The complete list of rules and regulation for undergraduate degrees can be found at <https://ac.sharif.edu/rules/undergrad>. Undergraduates may also ask any questions they may have from their faculty's Academic Office.