

1. The duration of a non-continuous Master's degree is 2 years (4 semesters). In the case where the postgraduate student is unable to complete his studies within the allocated time, the Graduate Council can provide the student with the option to increase the duration of his/her degree for a maximum of two semesters. If a graduate still does not complete their degree within the extra time provided, then they will be no longer permitted to continue their studies with the university.
2. The overall module credits required to complete a non-continuous master's degree is based on the guidelines of each faculty. Generally, a total of between 28 to 32 course credits are required.
3. The graduate is required to register, change selected modules, or withdraw from selected modules in accordance with the dates provided in the academic calendar. The university's academic calendar can be found at <http://www.sharif.ir/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.
4. The university offers two types of master's degrees:
  - i. an Academic Masters (no dissertation)
  - ii. an Academic-Research Masters (dissertation included).Students taking any of these two masters will be permitted to study at the PhD level upon completion of their studies. It should be noted that the type of masters studied will be recorded in the student's master's certificate.
5. If students doing an academic-research masters wish to be transferred to an academic masters, they have until the end of the second semester to do so and must obtain the relevant authorisation from their faculty. However, students who have chosen to do an academic masters cannot be transferred to an academic-research masters.
6. Students doing both types of masters can take a leave of absence for one semester at most. The duration mentioned will be taken into account when calculating their academic years. The following regulations also apply:
  - i. students cannot take a leave of absence for the first semester
  - ii. maternity leave for female undergraduates can be taken for a maximum of two semesters and is not taken into account when calculating academic years (article 1). A maternity leave can be obtained from the university's Mitigating Circumstances Committee.
  - iii. Medical leave can be taken for a maximum of two semesters. This leave will only be given if the student is suffering from an acute or chronic condition and it is approved by a doctor deemed reliable by the university and the Academic Council. The leave also requires the approval of the Mitigating Circumstances Committee and is not taken into account when calculating academic years (article 1).
7. Students are required to take from a minimum of 8 course credits up to a maximum of 14 course credits per semester (this minimum does

not apply when students have less than 8 credits left to complete their masters).

8. In the case where a student is taking a masters which is unrelated to the branch or course of their previous degree, the Graduate Council will determine whether the student will be required to take certain modules labelled as 'compensatory modules'.
9. Attending all lessons and taking part in other academic and research activities set out by the relevant faculty is mandatory;
  - i. If a student is absent for more than 3/16 of the lessons of any given module, their lecturer for that module will file a report which will be sent to the deputy head of the relevant faculty. If approved by the deputy head the student will be marked '0 out of 20' for that module.
  - ii. If a student exceeds the number of absences allowed for a module but has an acceptable reason for doing so and has all the relevant documents required, the Graduate Council may review the student's status in that module.
10. An unauthorised absence from a final exam will result in a fail in that exam.
  - i. If a student is unable to take part in an exam due to medical reasons, the student must visit the university's Healthcare Centre and be examined by a doctor. The doctor may then fill out a medical withdrawal form on behalf of the student and give it to the head of the university's Healthcare Centre. The approved medical withdrawal form provided by the University Healthcare Centre is the only document that may lead to a revision of the student's mark in the exam.
11. The minimum mark required to pass any module, whether it be a compensatory module or not, is 12 out of 20. If the average mark for a semester is less than 14, then the student will have failed that semester. In the case where a student scores less than 14 in two consecutive or alternate semesters, they will not be permitted to continue in that course. The average of all a student's marks at the end of their masters must not be less than 14; in the case where it is, then they will not be awarded a master's certificate.
12. If the university cannot offer certain modules at particular time, students may take this course as a guest student in another university. In order to do so, it is mandatory that an approval is obtained from the faculty's Depute-Head for Graduate Studies and the University's Dean of Graduate Studies. The host university must also approve of the transfer.
13. Withdrawal from a module is only possible within the given time frame determined by the Academic Services Office and in accordance with the academic calendar provided for that semester. Withdrawal from dissertation and seminar modules is not allowed.
14. Authors may use the university's name as their address if their article is supervised and approved by at least one of the university lecturers. If the supervisor(s) is not one of the compilers of the article then it is mandatory that the article mentions that all the research activities

carried out for the relevant dissertation, thesis, research project, etc., took place in Sharif University, under the supervision of the supervisor(s).

**15. Regulations for Academic-Research Masters (dissertation included):**

- i. After completing the second semester, if the faculty's requirements are met, the student can continue his/her academic-research master. If not, the student's master's category will be changed from academic-research to academic.
- ii. The student has from the end of the first semester until the start of the third semester to obtain an approval from their supervisor and faculty on the title of their dissertation. Only when the dissertation title is approved by the faculty's Graduate Council and the head of the university's Graduate Studies, is it considered to be an approved title.
- iii. The dissertation counts as a minimum of 4 and a maximum of 6 course credits.
- iv. After the title of their dissertation is approved, students are required to register for the 'graduate dissertation' course for every semester until they have completed their dissertation.
- v. In the event where a dissertation is marked as a fail by the board of examiners, this will be recorded in the students' report and an 'F' will be placed instead of the dissertation mark. In this case students may hand in another dissertation within the time frame determined by the supervisor and given that they do not exceed their academic years of study. This dissertation will once again be presented to the board of examiners to be marked.

The complete list of rules and regulation for Master's Degrees can be found at <http://www.sharif.ir/web/doe/8>. Postgraduates can also ask any questions they may have from the university's Graduate Studies Office or their relevant faculty's Graduate Studies Office.

## MASTER'S DEGREE REGULATIONS

Abridged Version  
2020