



Rules and Regulations of SUTIC Graduate Programs (PhD Students)

Vice Chancellor of Academics & Research

10.08.2017





Sharif University of Technology
International Campus (SUTIC), Kish Island

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PhD Rules & Regulations

This document contains the rules and regulations for PhD students at SUTIC. This document along with the set of educational and research rules and regulations of Sharif University of Technology (SUT) for PhD students, provided to the students by the university Graduate Studies Office at SUT, must be considered as guidelines for the PhD program. The internal guidelines of SUTIC–PhD programs have been drawn up according to SUT–PhD program Regulation and Administrative guidelines for the qualifying exam, proposal defense, dissertation progress presentation, and the dissertation defense. These were approved by SUTIC Education and Admission Committee on 10.01.2015, 8.10.2016 and the university Graduate Studies Committee on 14.01.2015 and 02.11.2016. The enforcement of the internal rules and regulations of the SUTIC–PhD programs is the responsibility of the SUTIC–PhD programs Graduate Studies Committee.

In this document, hereafter, the Sharif University of Technology, International Campus is referred to as “SUTIC”, and the Sharif University of Technology is referred to as the “university” or “SUT”.

Article 1.

SUTIC Graduate Studies Committee for PhD Programs (SUTIC–GSC)

The SUTIC–PhD program Graduate Studies Committee is responsible for the administration of PhD programs at SUTIC and is constituted of the following members;

1. Vice Chancellor of Academics & Research, or Head of SUTIC Graduate Studies Office,
2. Department Planning Director,
3. Department Graduate Studies Director,
4. A faculty member with the title of at least “Associate Professor” who has been selected by the department Graduate Studies Committee, preferably from those professors who have recently cooperated with SUTIC,
5. The head of the academic group.

The responsibilities of SUTIC–GSC for PhD programs;

- Planning on the promotion and development of SUTIC–PhD programs,
- Defining guidelines for the interview and admission of PhD students,

- Appointing supervisors, and scheduling the PhD qualifying exam, proposal defense session, PhD dissertation progress and the dissertation defense with regard to the rules and regulations of SUT–PhD programs,
- Holding the PhD qualifying exam including selecting the internal and external faculty members as examiners along with administration of the exam, the subjects of study, evaluating the results, and submitting the scores to the SUTIC graduate studies office,
- Holding the proposal defense, dissertation progress presentation, and the dissertation pre-defense and final defense sessions.
- Supervising the enforcement of the rules and regulations of SUTIC–PhD program.
- Supervising the administration of the programs, research and educational activities of the PhD programs, evaluating them, and submitting reports to SUTIC Education and Admission Council.

Article 2.

Admission of PhD students

Students may be admitted for PhD programs through the nation-wide university entrance exam held by the SANJESH organization, or by submission of the online application form on the SUTIC website.

1. The applicant should send the application form and the required documents, as mentioned in the admission section of the website, to the SUTIC Educational and Graduate Studies Office,
2. The entrance exam and the interviews for the PhD applicants are administered by SUTIC,

Note 1: The applicant is required to submit an acceptable score of an official English proficiency test,

Note 2: Some of the Engineering Departments administer a specialized exam for certain PhD programs admission.
3. The evaluation of applications are based on the English test, endurance exam results and educational background. Admission requirements may differ for each department.
4. The applicants who score the required grade of the academic group will be invited for an interview. Following the interview, the name of the accepted applicant will be announced along with the name of the supervisor to SUT Graduate Studies Department.

Note 1: Students who graduated from a BSc program at state universities must not be lower than 13, and not lower than 14 from non-state universities.

Note 2: The GPA of students who graduated from a MSc program must not be lower than 15 with the exclusion of the thesis project score.

Article 3.

PhD Program Duration and Commitments

1. The minimum duration for a PhD program is 4 years (8 semesters) according to SUT rules and regulations. Extension of the studies is possible for a semester upon request of a supervisor and the approval of SUTIC Graduate Studies Office. Further extension (from 10th semester to the 12th semester) will only be granted upon a supervisor request, is subject to special conditions described in Article 6 of this document, and must be approved by SUT Graduate Studies Office.

Note: The student should take into consideration the time frame designated by the “Public Military Services Office” as the university is not able to extend that time.

2. The average course work requirement for a PhD program is 18 credits, which may be chosen according to the research topic and must be approved by the supervisor. The acceptable score for each course is 14.0 and the acceptable GPA is 16.0 out of 20. The supervisor may recommend one or two additional courses to a student based on the research topic, and student is required to take and pass these courses.

Note: The PhD student must pass all 18–credit courses at SUTIC, while additional courses related to the research topic can be taken at SUT.

3. The number of credits taken by the PhD student cannot be less than 6 credits or exceeds 12 credits in each semester. Registration for a semester with less than 6 credits leads to an education notice (unless there are less than 6 credits remaining to take). Registration for more than 12 credits per semester is not allowed.
4. The student must register online each semester using the provided private username and password.

Note 1: Transfer of courses taken during the MSc program are not permitted to the PhD program, and student must take 18 credits of new courses which have not been passed during the MSc program.

Note 2: The student can take the “self-study” course of 3 credits in a specified subject assigned by the supervisor. This course is not considered as part of the 12 credits granted to the student for participating in the PhD qualifying exam; however, it is included in the number of courses taken by student.

Note 3: According to the student background or research requirement, the department or supervisor may recommend some compensation courses, and the student must register for such courses in the first semester of the PhD program. The compensation courses are in addition to the required 18–credit courses. According to SUT rules and regulations, for the 6–credit compensation courses, one semester can be added to the deadline for taking part in the PhD qualifying exam and the proposal defense session; however, this period is not considered as an extension of the PhD program duration. The compensation courses are not subject to withdrawal.

Note 4: If the PhD student fails to score a GPA higher than 16 prior to the commencement of the dissertation research period, the student is excluded from the PhD program.

5. The PhD student is required to successfully pass the qualifying exam in the 3rd semester according to Article 3 of this document; hence, it is required that the student takes the 18–credit courses of the PhD program in the first two semesters. Registration for the course of qualifying exam in the 3rd semester is compulsory.
6. If the student fails to pass the qualifying exam in the 3rd semester, they will be required to take the exam in the 4th semester upon the approval of the SUTIC graduate studies office. If the student fails the qualifying exam for the 2nd time they must receive permission from the SUT graduate studies office to continue pursuing the PhD program.

Note 1: In order to be granted permission to participate in the qualifying exam, the student must pass all 18–credit courses along with the requirements given in item 2; however, if the student intends to take the exam with at least 4 courses and a total of 12 credits, the GPA of the 12 credits must not be lower than 17 out of 20.

Note 2: If the student fails to meet the required GPA, they will be required to take other courses, and achieve a GPA of 16 out of 20.

Note 3: Prior to taking the qualifying exam, the student is required to submit an English test score accepted by the university to the SUTIC graduate studies office.

7. According to Article 19 of SUT PhD rules and regulations, the submission of an acceptable score from an official English proficiency test, as shown in Tables 1 and 2, is compulsory for obtaining permission to take the qualifying exam. A conditional permission can be granted to

the student who submits at least two reports of participation in an official English proficiency test to SUTIC graduate studies office in addition to submission of an acceptable test score.

Table 1. The minimum requirement of English proficiency test for PhD admission and the QE (programs commenced before 2017)

Test		Admission score	QE Score
TOEFL	PBT	470	550
	CBT	150	213
	IBT	52	79
TOLIMO		455	520
IELTS		5	6
MCHE		47	55
UTPET		55	65

Table 2. The minimum requirement of English proficiency test for PhD admission and the QE (programs commenced after 2017)

Test		Admission score	QE Score
TOEFL	PBT	450	550
	CBT	137	213
	IBT	46	79
TOLIMO		450	550
IELTS		5.5	6.5
MCHE		50	60

8. The qualifying exam includes 4 courses consisting of two major and two minor courses. The supervisor will recommend 3 major and 3 minor courses to the SUTIC–GSC, who will later select the final 4 courses for the qualifying exam. The major courses are required to be directly related to the field of study and the minor courses must be related to the field of research.
9. The qualifying exam is held twice a year in September and February; the student admitted in February may take the exam in September and the student admitted in October may take the exam in February.
10. Following the qualifying exam, the PhD student must register for the zero-credit course of research proposal.
 - 10.1. The student is required to select the topic of research and defend the research proposal within a semester. If the student fails to meet the deadline for defense of the research

proposal in the 4th semester, a request for an extension of proposal defense session must be submitted along with the supervisor confirmation to the SUTIC–GSC in order to obtain permission from the SUT graduate studies office.

10.2. The request for a proposal defense session form, which includes the suggested members of the examiners committee, must be submitted to SUTIC–GSC by the supervisor at the beginning of the semester when the registration for the course of research proposal is taken place and confirmed by the SUTIC–GSC.

10.3. The proposal must be sent to SUTIC–GSC by the supervisor for evaluation and approval at least one month prior to the proposal defense session.

Note 1: The permission for the proposal defense session must be obtained from the SUT graduate studies office prior to holding the session; otherwise, the session is invalid.

Note 2: If the student fails to defend the research proposal by the end of the 4th semester, it is necessary to obtain the permission from SUT graduate studies office for continuing the PhD program. The proposal defense session cannot be held later than the beginning of the next semester based on the academic calendar. Failure to hold the proposal defense session at the designated time leads to an “EP” score for the proposal course on the student’s transcripts.

Note 3: If the proposal receives the need for corrections and modifications during the proposal defense, the student must make the necessary changes to the proposal in two months. If the student fails to complete the research proposal by the end of two months, the student is not allowed to take further courses, and the request for another proposal defense session is subject to obtaining permission from the SUT graduate studies office. If the student successfully passes the course of research proposal, the score is included in the transcripts and they are allowed to take the PhD dissertation with the approval of the supervisor.

Note 4: The student who fails the PhD qualifying exam for any particular reason is required to pass the exam in the 5th semester and defend the research proposal during the same semester.

Note 5: The qualifying exam and the proposal defense course are not subject to withdrawal and complying with the necessary conditions is the responsibility of PhD student.

11. Following the approval of the research proposal, the student is required to register for the dissertation course of 6 credits in each semester for the duration of 4 semesters according to Article 6 of this document.

12. The PhD student is required to have collaboration with SUTIC for 4 semesters by registering in the course of TA0, preferably starting from the 1st semester. It is necessary to obtain the

score of “Satisfactory” in the course of TA0 for graduation. The student may collaborate with SUTIC in the following ways:

- As a lab instructor at SUTIC,
- As a teaching assistant for teaching 3 credit-courses in the BSc and MSc programs,
- As a research assistant,
- As an academic assistant for holding conferences or workshops,
- As a technical assistant for updating the SUTIC website
- Other activities assigned by the supervisor, the Head of the academic group, the Head of graduate studies office, or the Vice-Chancellor of Academics and Research.

Note1: The PhD student who registers in the course of TA0 must receive the necessary tasks and guidance from the supervisor at the beginning of the semester. It is important to note that the transfer form of “J” must be approved and signed by the supervisor and then must be submitted to SUTIC graduate studies office at the end of the semester.

Note 2: The PhD student can make a contract with SUTIC as a teaching assistant (TA) in addition to the course of TA0, in which case payments can be made to the PhD student for holding undergraduate classes, or lab courses. In order to sign a TA contract the PhD student should discuss the matter with the Head of the academic group for referral of the student to the SUTIC Vice Chancellor of Academics and Research.

13. The PhD student can apply for a sabbatical leave with a maximum period of 6 months after passing the QE and approval of the research proposal. The rules and regulations pertaining to sabbatical leave are the rules and regulations drawn up by the SUT graduate studies office.

Note: It should be noted that SUTIC does not have any responsibilities regarding the visa procurement, the travel expenses, or the educational and accommodation expenses for the sabbatical leave.

14. The student cannot take a leave of absence in the first semester of the PhD program. This kind of petition can be considered by the SUTIC–GSC after the 2nd semester following the submission of a justifiable reason and approval of the supervisor.

Note 1: If the student fails to continue the PhD program in a semester for any particular reason, a request must be submitted as a leave of absence together with the required documents to SUTIC–GSC; otherwise, the student is not allowed to continue the PhD program.

Note 2: If the leave of absence is approved by SUT graduate studies office, the student is obliged to fulfill all commitments at SUTIC.

Article 4:

PhD Qualifying Exam (QE)

1. The administrator for the PhD qualifying exam, the time, and the venue are as follows;
 - 1.1. The QE is held at SUTIC by a representative appointed by the SUTIC–GSC,
 - 1.2. The QE cannot be held later than September 21st for the students who register for the QE in February and not later than February 19th for the students who register in September. The date of QE is suggested by the Vice Chancellor of Academics & Research, and is approved by the SUTIC–GSC,
 - 1.3. The venue of the QE is at SUTIC in Kish Island and is administered within a one-week period.
2. The registration procedure for the PhD qualifying exam is as follows;
 - 2.1. The QE registration must take place at the beginning of the 3rd semester following the confirmation of SUTIC–GSC,
 - 2.2. A minimum number of 12 credits (4 courses) are required for obtaining permission for the QE from SUTIC–GSC. The GPA for permission at 18 credits must not be less than 16 and for permission at 12 credits must not be less than 17 out of 20,
 - 2.3. The submission of suggested courses must be made by the supervisor to SUTIC–GSC at the same time as the registration for the PhD qualifying exam,
 - 2.4. The submission of an acceptable English Proficiency test score to SUTIC–GSC is necessary two month prior to the PhD qualifying exam,
3. The evaluation of the PhD qualifying exam is as follows;
 - 3.1. A pass mark for the QE is subject to obtaining a minimum score of 15 in each course, and an overall GPA of 16 out of 20 for all courses.
 - 3.2. In the case where the student receives a score of less than 15 for a course but still obtains an overall GPA of 16 out of 20 for all courses in the QE, the student is allowed to retake the test for the low-scored course within two weeks.

Note: If the student takes the QE more than once, the evaluation of QE is based on the highest score of each subject; however, the overall GPA must not be less than 16 out of 20.

Article 5.

Research Proposal Defense

The PhD research proposal defense session is held at SUTIC in Kish Island following the approval of SUTIC–GSC. The PhD student is required to follow these steps;

1. Submission of the research proposal approved by the supervisor to SUTIC–GSC in the 4th semester, according to Article 9 of this document, together with the letter mentioned in item 2 of this Article.

Note 1: The supervisor needs to check the format of the prepared research proposal to make sure it is in a format according to the guidelines given in Article 9 of this document. Research proposals which are not prepared according to the guidelines will be returned for revision.

Note 2: The research proposal must be prepared in English and the defense session must be held in English.

2. The supervisor submits the request form for holding the proposal defense session together with the members of the examiners committee. The examiners for the proposal defense are preferably the ones considered for the final defense; the examiners committee includes two internal faculty members, one of whom can be selected from the SUTIC faculty members, and two external faculty members who are not of SUTIC. In total, five faculty members, including four examiners together with the supervisor, form the examiners committee. At least one of the internal examiners and all the external examiners must hold the title of “Associate Professor” or “Professor”.
3. The submitted research proposal and the suggested members of the examiners committee must be approved by SUTIC–GSC; following the approval, permission for holding the research proposal defense session can be obtained from the SUT graduate studies office.
4. The invitation letters for the PhD research defense session are issued by the SUTIC graduate studies office, and are sent to the examiners together with a copy of the research proposal.
5. Following the research proposal defense session, the minutes of the session for the “full” or “conditional” approval will be prepared by the supervisor at the end of the session, and must be sent to SUTIC graduate studies office within two weeks after the defense.
6. The PhD student is required to complete the online form of “PhD Dissertation Defense” following the approval of the research proposal by the board of examiners, and then submit it to the supervisor within two weeks of the defense.

Note: The student is required to revise and complete the conditionally approved research proposal within two months of the defense. If the student fails to submit the final approved research proposal to SUTIC graduate studies office within the designated time, the student is excluded from the PhD program; an official permission from SUT graduate studies office is required to continue the PhD program.

Article 6:

PhD Dissertation and Research Progress

1. The PhD dissertation must be registered following the successful completion of the QE and the proposal defense. The PhD dissertation is a 24-credit course made of up a 6-credit course in each semester. The student must register for this course for four semesters.

Note: It is important to mention that the student must register for the “PhD dissertation” course each semester from the commencement of the research period to the final dissertation defense. If all 24 credits are registered and the research is not completed, it is required that the student registers for a zero credit PhD dissertation course in each subsequent semester. If the student is on sabbatical leave, the supervisor must register the student during the leave. If the student fails to register in the course of PhD dissertation during the research period, the student is excluded from the PhD program and official permission from the SUT graduate studies office is required for continuing the PhD program.

2. The performance of the “PhD dissertation” course is marked by an “S” as ‘Satisfactory’, or a “U” as ‘Unsatisfactory’ in the transcripts at the end of each semester. Receiving two consecutive or non-consecutive ‘Unsatisfactory’ for the research performance leads to the exclusion of the student from the PhD program. The score for the research performance is submitted by the supervisor to the SUTIC graduate studies office at the end of each semester.
3. Following the approval of the research proposal the PhD student is required to present their research progress once a year through a seminar in the presence of the supervisor(s), at least one member of the examiners committee, and a representative of SUTIC graduate studies office. The report of research progress is sent to the SUTIC graduate studies office in the form of the session minutes at the end of the seminar. The minutes of the session are considered as the basis of the research performance of the semester in the “PhD dissertation” course (S/U).

Note: It is advised that the seminar is held as a scientific seminar for the course of Seminar I in the MSc program, and will be announced so that other faculty members and students can attend the seminar.

Article 7.

Pre-defense of PhD Dissertation

1. The pre-defense of a PhD dissertation must be held in English; the pre-defense session is held in the presence of the examiners committee, and the following steps must be taken;

1.1. The request form must be submitted by the supervisor to SUTIC–GSC; it includes the request for holding the pre-defense session, suggested examiners, and the date and time of the pre-defense session.

Note: The pre-defense examiners of the PhD dissertation, in addition to the supervisor(s) and the advisor(s) (if any), are as follows;

- Two internal examiners from the department, one of whom can be selected from the SUTIC faculty members. At least one of the internal examiners must hold the title of “Associate Professor” or “Professor”.
 - Two external examiners who are not from the department and SUTIC, one of whom must be selected from another university. The external examiners must hold the title of “Associate Professor” or “Professor”.
 - A representative of the SUTIC graduate studies office, who is selected by SUTIC–GSC, as the chair of the pre-defense session.
- 1.2. The necessary scientific requirements for holding the pre-defense session and receiving the permission for the final-defense session of PhD dissertation are as follows;
- The approval of the PhD dissertation by the supervisor(s)
 - The publication of at least one Q1 article, or two articles one of which is at least Q2 and the other a scientific research article in Persian or English. The quality of the journal is evaluated based on the criteria mentioned on the website: <http://www.scimagoir.com>.
 - The approval of the PhD dissertation and the articles by SUTIC–GSC.

Note 1: The article must be extracted from the PhD dissertation during the PhD program and must be submitted to a reputed scientific journal with the coordination of the supervisor. The names of the student and the supervisor must be mentioned as the authors of the article. The submission of an article without the name of the supervisor is not credible/acceptable.

Note 2: The PhD student must be recognized as the first author of the article (in addition to the name of the supervisor).

Note 3: Considering the fact that the journals in the website: <http://www.scimagoir.com> have different qualities, the relevance between the journal and the article must be confirmed by the examiners committee.

Note 4: The examiners committee is allowed to disqualify one or some of the articles by the PhD student due to a lack of association with the PhD dissertation. No scores are granted to the disqualified articles.

- 1.3. An acceptable English Proficiency test score approved by SUT must be submitted to SUTIC–GSC.
- 1.4. The PhD dissertation must be submitted in English to SUTIC–GSC at least four weeks prior to the pre-defense session.
- 1.5. Following the approval of SUTIC–GSC for holding the pre-defense session, an invitation letter together with a copy of the PhD dissertation must be submitted to each member of the examiners committee attending the pre-defense session. The pre-defense session is held under the supervision of the representative of SUTIC graduate studies office, who is selected by SUTIC–GSC.
2. The examiners evaluate and announce their judgment of the conducted PhD research based on the quality of dissertation, the oral presentation, and the results of the question and answer session. Following the approval of the PhD dissertation, the final-defense is held according to Article 8 of this document. If the PhD dissertation is conditionally approved, the student is allowed to revise and complete the research to obtain an approval within the time considered in the minutes of the session.
3. The PhD student is still considered as a student after the successful completion of the pre-defense session, and is required to register for each semester until the final-defense is held. The interval between the pre-defense session and the final-defense session should not exceed the time mentioned in the minutes of the pre-defense session.
4. If the student fails to complete the dissertation by the end of the 9th semester, the student must present a seminar of the research progress in each semester after the 10th semester. The registration of the student for the following semesters is subject to the approval of the research progress by the examiners committee. The examiners committee of the research progress seminar is appointed by SUTIC–GSC. The seminar is held in the presence of the two invited faculty members, the supervisor(s), and the advisor (if any). At the end of the session, the minutes of the session are prepared to inform SUTIC–GSC about the research progress. If the student fails to satisfy the examiners committee an educational warning is sent to the student by SUTIC–GSC and their progress is marked as “U” in the transcripts. In the following semester, the student must represent a seminar of the research progress to satisfy the examiners committee. If the research progress is marked as “U” a second time, the student is excluded from the PhD program.

Article 8.

Final-defense of PhD Dissertation

1. The final-defense of the PhD dissertation is an official open session; it must be held in English, and is held at SUTIC in Kish Island. The approval of holding the final-defense session is subject to the following steps;
 - A final acceptance of the article publication must be received from a reputed scientific journal according to item 1.2 of Article 7.
 - The approval of the examiners committee is required to hold the final-defense session of the PhD dissertation.
 - The request form for holding the final-defense must be submitted by the supervisor to SUTIC–GSC a month prior to the final defense session.
 - The academic record of the student will be checked by SUT graduate studies office, and then permission is provided for the final-defense session.
2. Following the above-mentioned steps, the invitation letters are prepared by SUTIC graduate studies office and the date of the final-defense session is scheduled. The final-defense session must be held in the presence of the representative of SUTIC graduate studies office appointed by SUTIC–GSC, as the chair of final-defense session.
3. In the final-defense session, the final evaluations and judgments are made following the oral presentation of the PhD dissertation and the evaluation of the question and answer session. The representative of SUTIC graduate studies office requests for the judgments of the examiners committee, and the final score is provided in the final-defense form as a descriptive format, i.e. “Excellent”, “Very Good”, “Good”, and “Satisfactory”.
4. The requirements for obtaining an “Excellent” in the PhD dissertation are as follows;
 - A high-quality PhD dissertation defense according to the judgment of the examiners committee.
 - Publication of a Q1 and a Q2 article closely-related to the PhD dissertation, one of which is exclusively published by the supervisor and the student.
 - The completion of the PhD dissertation within the period of 12 semesters.

Note 1: The examiners committee of the PhD dissertation at the final-defense session must be the same as the examiners of the pre-defense session. Moreover, the examiners committee of the pre-defense session, if possible, must be similar to those of the research proposal defense session. If the examiners attending the research proposal defense session are not

available, the supervisor can appoint other examiners by submitting a formal request to SUTIC–GSC. The examiners who can attend the final-defense session are as follows;

- Supervisor(s),
- Advisor(s) (if any),
- Two internal examiners, one of whom can be a SUTIC faculty member,
- Two external examiners, one of whom must be a member of another university,
- The representative of the SUTIC graduate studies office.

Note 2: One of the internal examiners must at least hold the title of “Associate Professor” or “Professor”.

Note 3: The external examiners must hold the title of “Associate Professor” or “Professor”; they must be well-known researchers on the topic of the PhD dissertation.

Note 4: The representative of SUTIC graduate studies office is present in the pre-defense and final defense sessions as the chair of the meeting to supervise the sessions but does not intervene in the scientific discussions or the judgments.

Note 5: The final defense session is official following the presence of the supervisor(s), the internal and external examiners, and the representative of SUTIC graduate studies office.

Article 9.

Guidelines for Preparation of PhD Research Proposal

The research proposal must be prepared according to the instructions and guidelines provided on the SUTIC website and must include the following items; the title page that includes the name and logo of the university, the name of the department, the title of the proposal, the names of the student, supervisor(s), and advisor(s) as well as the academic year, the table of contents, the introduction and overview (2 to 5 pages), the research objectives (1 to 3 pages), the literature review (5 to 30 pages), the research methodology and research hypothesis (2 to 5 pages), the expected results (1 to 2 pages), the time table (1 to 2 pages), and references.

Article 10.

Guidelines for Preparation of PhD Dissertation

The PhD dissertation must be prepared according to the instructions and guidelines provided on the SUTIC website.

PhD Program Timelines

1 st semester	<ul style="list-style-type: none"> ○ Attending the orientation session to become familiar with the rules and regulations of the PhD programs, ○ Registering for the courses and the TA0 course, ○ Attending the classes, ○ Fulfilling the TA0 tasks under the supervision of the SUTIC graduate studies office, ○ Taking the final exams.
2 nd semester	<ul style="list-style-type: none"> ○ Registering for the courses and the TA0 course, ○ Attending the classes, ○ Fulfilling the TA0 tasks under the supervision of the SUTIC graduate studies office, ○ Taking the final exams.
3 rd semester	<ul style="list-style-type: none"> ○ Registering for the course of qualifying exam and the TA0 course, ○ Fulfilling the TA0 task under the supervision of the SUTIC graduate studies office, ○ Participating in the qualifying exam.
4 th semester	<ul style="list-style-type: none"> ○ Selecting the research topic, preparing the research proposal, ○ Defending the research proposal, ○ Registering for the course of PhD dissertation and the TA0 course, ○ Fulfilling the TA0 tasks, ○ Participating in the qualifying exam if failed in the previous semester.
5 th , 6 th , 7 th semesters	<ul style="list-style-type: none"> ○ Registering for the PhD dissertation course, ○ Working on the research project, ○ Performing seminars for the examiners committee, ○ Registering the TA0 course if it has not been completed during the previous four semesters.
8 th semester	<ul style="list-style-type: none"> ○ Registering for the PhD dissertation course, ○ Establishing the necessary requirements for the pre-defense of the PhD dissertation based on the SUTIC–GSC rules, ○ Performing the pre-defense session, ○ Revising and completing the PhD dissertation based on the content of the minutes of the meeting after the pre-defense session, submitting the revised version to the examiners, and receiving approval for holding the final defense session.
9 th semester	<ul style="list-style-type: none"> ○ Registering for the PhD dissertation course (if the student has not defended the dissertation in the previous semester), ○ Establishing the necessary requirements for the pre-defense of the PhD dissertation based on the SUTIC–GSC rules, ○ Performing the pre-defense session, ○ Revising and completing the PhD dissertation based on the content of the minutes of the meeting after the pre-defense session and submitting the revised version to the examiners and receiving approval for holding the final defense session, ○ Performing the final-defense session,

	<ul style="list-style-type: none"> ○ Applying for the graduation ceremony based on the deadlines set by SUTIC graduate studies office, ○ Holding a seminar for the examiners committee and obtaining approval for extension of studies if the pre-defense session is not held.
10 th semester and more	<ul style="list-style-type: none"> ○ Registering the PhD dissertation course if the student has not defended the dissertation in the previous semester, ○ Establishing the necessary requirements for the pre-defense of the PhD dissertation based on the SUTIC–GSC rules, ○ Performing the pre-defense session, ○ Revising and completing the PhD dissertation based on the content of the minutes of the meeting after the pre-defense session, submitting the revised version to the examiners, and receiving approval for holding the final defense session, ○ Performing the final-defense session, ○ Applying for the graduation ceremony based on the deadlines set by SUTIC graduate studies office.

Checklist for Research Proposal Defense, Dissertation Defense, and Graduation

- Passing at least 18-credits based on the academic schedule and obtaining the required course scores and GPA,
- No problems with the extensions of studies and duration of studies,
- Not having any conditional pass GPA according to the SUTIC–GSC rules,
- Obtaining an acceptable score on the Professional English Test,
- Having published articles of the dissertation based on Article 8 of this document,
- Fulfilling the TA0 course tasks for 4 semesters,
- Preparing the PhD dissertation and submitting it to the supervisor for approval and then submitting the dissertation to the SUTIC–GSC,
- Preparing the pre-defense form and appointing the internal and external examiners,
- Obtaining the approval of SUTIC–GSC for holding the pre-defense session,
- Holding the pre-defense exam and preparing the minutes of the session stating the full or conditional approval of the dissertation,
- Revising and completing the dissertation based on the examiners comments in the pre-defense session,
- Obtaining permission for the final-defense session from the SUT graduate studies office,
- Holding the final-defense session,
- Preparing the final copy of the PhD dissertation according to the examiners comments in the final-defense session,
- Submitting the PhD dissertation to SUTIC graduate studies office and applying for the graduation ceremony.

Appendix 1.

Assigning the PhD student to a Supervisor

The PhD students at Sharif University of Technology, International Campus will only be assigned to SUTIC faculty members and SUT visiting faculty members. Supervision of the PhD student by the above faculty members is performed as follows;

SUTIC faculty members	
Assistant Professor	Max. of 2 students
Associate Professor	Max. of 3 students
Professor	Max. of 4 students

SUT visiting faculty members	
Assistant Professor	Max. of 1 students
Associate Professor	Max. of 2 students
Professor	Max. of 3 students

Note 1: Prior to supervising a PhD student SUTIC faculty members and SUT visiting faculty members must have experience in supervising and graduating at least three MSc students from SUTIC.

Note 2: A SUTIC Assistant Professor must take their first PhD student in collaboration with a SUT faculty member who holds the title of Associate Professor in the field of the research.

Note 3: The SUT visiting faculty member is only allowed to supervise a PhD student at SUTIC if the faculty member has supervised and graduated a PhD student at SUT.

Note 4: If the SUTIC faculty member or the SUT visiting faculty member has special honorary titles such as *distinguished researcher* or *distinguished professor*, or has shown potential in publishing articles in reputed scientific journals and supervising PhD students, the faculty member may apply to supervise an extra PhD student. This request is discussed by the SUTIC–GSC.

Note 5: The faculty member is not allowed to take two PhD students at the same time. The shortest interval between taking two students is one year.

Note 6: If the faculty member supervises two PhD students simultaneously so that the students successfully complete and defend the PhD dissertations in one year, the faculty member is allowed to take two PhD students in that year.

Note 7: According to SUTIC–GSC rules, each PhD student is assigned to one supervisor who is responsible to guide and supervise the student. In the special case that the PhD dissertation requires two supervisors the percentage of collaboration is decided by the supervisors and is mentioned in the PhD research proposal. However, according to SUTIC–GSC rules each student is assigned to one supervisor.

Note 8: The PhD dissertation may have at most two advisors. The payments of advisors equals 4-credits and is considered based on the approval of the supervisor and SUTIC–GSC.

Sharif University of Technology
International Campus (SUTIC), Kish Island



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