

## **In the Name of God**

### **Iran University of Science and Technology - Education Council Approvals**

Given the **Corona Virus Pandemic Situation** in the country and the necessity for intelligent social distancing measures along with continuation of distant educational activities, and according to the policies announced by the Ministry of Sciences, Research and Technology, the following are approved by the university:

1. The current semester is effective so successful completion of this semester through online education system is emphasized due to several reasons including graduation time of a number of students for continuing to their succeeding degrees, students' future work plan, challenges of extending military service exemption, and students' admission and registration for the next academic year.
2. Conducting online educational classes is permitted for %100 of classes in all degrees and fields of study.
3. Dissertation defense sessions will be performed in a face to face session providing all safety and hygienic measures are in place. Otherwise, the sessions will be performed online according to the relevant regulations.
4. Considering the problems that the students encounter in this situation, the educational regulations regarding dropping of courses, dropping of the semester, directed courses, graduation process, etc. are approved as enclosed

## **Special rules related to the second semester of the academic year 2019-2020**

Because of the impacts of Covid-19 pandemic and despite the measures taken for providing continuous and qualified education and various research activities in the university a number of students encounter difficulties and restrictions. For providing accessibility and support for all students the Educational Council of the university approved the following regulations for the second academic semester of 2019-2020.

### **A. Regulations for current undergraduate and graduate students**

1. Students are permitted to drop up to two theoretical courses upon the school's confirmation and within the specified period designated for late drop timetable.
2. The schools strive to hold the theoretical and practical courses in the appropriate time and through online or online-face-to-face classes. If some of the courses could not be delivered in the current semester they will be dropped from the students' schedule.
3. If students fail in an exam, the score will be omitted from their records.
4. In case a student could not meet the minimum average mark for this term (12 for bachelors and 14 for masters programs), their conditional acceptance will be nullified thus won't impact their status.
5. If a student is not able to complete the current semester, their request for semester drop will be considered and approved.
6. Up to one semester will be added to the designated time for completing the program, proportional to the credits failed and dropped to the credits taken.

7. The directed courses could be requested upto 4 courses (up to 12 credits) for bachelor degree programs who are in their graduation semester. The provision of admission in Masters Matriculation exam for this is not mandatory.
8. Bachelors degree students who took internship in the current semester can complete their internship until the end of the summer and record their score in the second semester of 2019-2020.
9. Graduation delays for students who will graduate in the current semester is justified if it is due to the pandemic situation.
10. Cases not included in this document will be decided in the university designated committees.

**B. Regulations for current graduate students in the research period and undergraduate students with final project**

1. With respect to possibility of holding online defense session (or face-to-face defense session with all hygienic and safety measures), the time for bachelor students who should defend their final project until the end of Esfand (March 18), to record their score for the first semester of 2019-2020, is extended until Khordad 15, 1399 (June 4, 2020).
2. Given the possibility of holding virtual viva (or face-to-face with all hygienic and safety measures) if Masters students admitted in September 2017 could defend their thesis until Khordad 15, 1399 (June 4, 2020) their mark will be considered for the first semester of 2019-2020 and their graduation will be conferred with five semesters.
3. Masters students admitted in September 2018 in case confirmed by the school and the supervisor that their thesis requires field or laboratory experiments or attending research laboratory, the university-designated

- committee can determine the extension of authorized years for completing their program proportionate to the delay due to the pandemic situation.
4. For the doctoral students who are ready for written comprehensive exam, and with regard to the holding of the exam in presence, their authorized years for completing the program will be extended proportionate to the delay caused due to the pandemic situation.
  5. For the doctoral students who defended their proposals, if it is confirmed by the school and the supervisor that their thesis process requires field or laboratory experiments or presence in research laboratory, the university designated committee can determine the extension to authorized years for completing the program proportionate to the delay occurred due to the pandemic situation.
  6. Cases that are not included in this document will be considered and determined in the university designated committees.

**C. Procedure for holding seminars, pre-viva and viva sessions**

1. Bachelors degree viva: the defense can be performed in a face to face session with all hygienic and safety measures or online. For this purpose, the student should record his request through Golestan system and the score report also will be announced electronically.
2. Masters program seminars: the students can do their seminar face-to-face (with all hygienic and safety measures) or online with coordination of their supervisors and their school's timetable.
3. Masters degree viva: the students can do their viva face-to-face (with all hygienic and safety measures) and in presence of the supervisor, advisor and examiners only, or online according to the attached directions.

4. Ph.D. comprehensive exam: oral comprehensive exam can be done in a face to face session or online. Written comprehensive exam will be postponed to a later date.
5. Ph.D. thesis proposal defense: the students can do their thesis proposal defense face-to- face (with all hygienic and safety measures) and in presence of the supervisor, advisor and examiners only, or online according to the attached directions.
6. Ph.D. thesis pre-viva: if all the procedures required for the pre- viva are met the students can do their Ph.D. thesis pre- viva face-to- face (with all hygienic and safety measures) and in presence of the supervisor, advisor and examiners only, or online according to the attached directions.
7. Ph.D. viva: if all the procedures required for the final defense are met the students can do their Ph.D. viva face-to- face (with all hygienic and safety measures) and in presence of the supervisor, advisor and examiners only or with the online presence of external examiners. In case of issues with granting extension, the session could be held online according to the attached directions.

If there is any question please contact:

1. For Bachelors students: [eduaffairs@iust.ac.ir](mailto:eduaffairs@iust.ac.ir)
2. For Graduate students: [pga@iust.ac.ir](mailto:pga@iust.ac.ir)

**Attachment**  
**Regulations for virtual viva**

In line with measures for providing the safety of students, faculty, and staff, virtual viva for Masters students (for 2017 entrants and earlier) could be held upon the request of the student and approval of the supervisor with consideration of the following:

1. The request for virtual viva should be made in the electronic system of Golestan and the operators should be trained to receive and approve the requests.
2. The students' thesis should be sent by the supervisor through email to internal and external examiners and the relevant forms should be uploaded with examiners' signature on Golestan system. Examiners' reception of the thesis and date agreed can be sent by email. According to the mandate of the University Education Council the external examiner can be substituted by an examiner from other schools within the university.
3. The viva including the student's presentation, questions and answers by the examiners, and the evaluation should be video-recorded in MP4 format and submitted to the school and university's Graduate Studies Office.
4. The administration of the viva is by the internal examiner representing the school's Vice Dean for education. After question and answer and before evaluation, the audio visual link with the student should be disconnected. At the end of the session, the evaluation forms should be completed and the final mark will be recorded in the viva minutes.

5. The virtual viva approved by the Education and Graduate Studies council is considered final viva and the date of defense is the final date of graduation.
6. In due course after the pandemic is over, the relevant forms will be signed by examiners for student's records.

The above procedure could be extended to Ph.D. proposal presentation, pre-viva and viva along with Ph.D.-related regulations.