

Graduate Education Q&A (TUMS)

1. What is the maximum duration of study for a Master's degree, and when is an extension required?

The maximum duration for Master's studies is 6 semesters. From the 7th semester onward, students must apply for an extension.

2. What is the maximum duration of study for a PhD program, and when is an extension required?

The maximum duration for a PhD program is 9 semesters. From the 10th semester onward, students are required to obtain an extension.

3. What is the minimum and maximum course load for Master's students per semester?

Master's students must enroll in a minimum of 8 credits and a maximum of 14 credits per semester.

Students who are placed on academic probation may take between 8 and 12 credits in the following semester.

If, due to justified circumstances beyond the student's control and with institutional approval, the selected or remaining credits fall below 8, the semester will still be counted as a full semester.

4. What is the minimum and maximum course load for PhD students per semester?

PhD students must take a minimum of 8 credits and a maximum of 12 credits per semester.

In exceptional cases, this may be increased to 14 credits, subject to approval by the department and the Graduate Studies Council.

5. What is the minimum passing grade in graduate studies?

- Core courses: 14/20
- Prerequisite and compensatory courses: 12/20
- Minimum acceptable GPA (excluding thesis): 14/20

6. When is the add/drop period and how many courses can be changed?

The add/drop period is within two weeks after the start of each semester, and a maximum of two courses may be modified.

7. Is it necessary to register for the thesis every semester during the research phase?

Yes. Students are required to register for their thesis at the beginning of each semester until the defense is completed. Failure to do so is the student's responsibility.

8. What is the process for requesting a certificate of enrollment?

Students may submit their request via the SIPAD system by completing the required information and sending it to the relevant officer.

9. When should a request for an extension be submitted?

Students must apply to the relevant educational officer one week prior to course registration.

10. What are the conditions for academic leave?

Master's students may take up to two semesters of leave during their studies.

A written request stating the reason, approved by the supervisor, must be submitted to the faculty education office. The request will be reviewed by the faculty council and, if approved, forwarded to the university's graduate office.

11. Where should students go for matters related to Persian and English language requirements?

Faculty liaison with the TUMS Language Center: Ms. Shojaei

Address:

TUMS International College

No. 3, Corner of First St. & Hijab St.

Keshavarz Blvd., Tehran