# **The Educational Policy of Associate and Bachelor Courses (****Consecutive and Non-****consecutive)**

## **Introduction**

Based on clauses 2, 8 and 12 of article 3 of the regulations of the Supreme Educational Planning Council of the Ministry of Science, Research and Technology (approved on 28/07/1393), the following regulations are compiled and implemented.

## **Article 1- Objectives**

The purpose of compiling the regulations is to regulate the affairs of university education for training specialized, committed human resources in accordance with the needs of the society, to create coordination in the educational activities of universities and higher education institutions of the country, and to use the existing capacities to improve the educational quality of students.

## **Article 2- Definitions**

**1-**Ministry: it means the Ministry of Science, Research and Technology.

**2-**University: it means any of the universities and higher education and research institutes (both governmental and non-governmental) that has an establishment license from the relevant authorities and conducts each of the associate, non-consecutive bachelor and continuous bachelor courses.

**3-** Free Education: it means educating students during the permitted years of the academic period without paying fees at universities that use the public budget of the government.

**4-**Student: she/he is a person who has been accepted, registered and is studying in one of the higher education courses according to certain conditions.

**5-** On Campus: it means a method of education in which the student participates full-time in the educational activities of the university.

**6-** Virtual: it means a method of education that doesn’t require the physical presence of students in educational activities.

**7-**Blended: it means a method of education in which a part of the studying process is done face-to-face and another part of it is done virtually.

**8-** Educational Guide: she/he is a member of the academic staff who is knowledgeable and proficient in educational matters, and is selected by the university to be the student's academic guide from the date of entry to graduation.

**9-** Curriculum: it means an interconnected set of academic courses that pursues a specific goal, and its program has been approved by the Supreme Council.

**10-**Course Unit: the content of each theoretical unit is 16 hours, each practical or laboratory unit is 32 hours, each workshop or field operation unit (scientific visit) is 48 hours, internship or work in the field is 64 hours and apprenticeship is 120 hours during an academic semester or a summer course which is implemented according to the approved curriculum.

**11-** Compensatory Lesson: according to the educational group, It is a lesson that is necessary to pass in order to solve the lack of knowledge or skills of the student at the beginning of the related academic period.

**12-** Field of Study: it is one of the sub-branches of the scientific groups, which is completely specific in terms of the subject and is different from the subjects of other scientific groups. It also leads to at least a specific function.

**13-** Academic Orientation: each of the branches of an academic field that oversees its allocation. It focuses on the difference of courses in two majors of the same field which should not be less than 7% of the total units and more than 30% of the total units of the field.

**4-**Consecutive Associate Degree: the academic course that begins after high school and includes graduates who entered the associate course without completing a pre-university course and leads to receiving an associate degree by completing at least 68 units according to the approved curriculum.

**15-** Non-consecutive Associate Degree: the academic course that starts after high school and includes graduates who enter the associate degree by completing a pre-university course and at least 68 units of study according to the approved curriculum which leads to receiving an associate degree.

**16-** Consecutive Bachelor's Degree: it is an academic degree that starts after secondary school and leads to receiving a bachelor's degree by completing at least 130 units according to the approved curriculum.

**17-** Non-consecutive Bachelor's Degree: it is an academic degree that starts after the associate's degree (consecutive and non-consecutive) and leads to receiving a bachelor's degree by completing at least 68 units according to the approved curriculum.

**18-** Experimental Group: it is a set of different academic fields in secondary school, which is categorized according to the common test materials.

**19-** Educational Group: it is the most basic organizational unit of a university consisting of a number of academic staff members with common expertise in a scientific field, which is formed at the university by establishing and launching that field of study.

**20-** Educational Council: one of the specialized councils is the first level of policy making of the department of the university, which is formed in the field of vice-chancellor of education and supplementary education under the chairmanship of the vice-chancellor of education. The university and the Board of Governors will take action. The educational council can delegate the powers specified in this regulation to the educational group or the selected committee.

**21-** Graduate: she/he is a person who has successfully completed one of the academic courses and has received a certificate or a related academic degree according to certain conditions.

**22-** Academic Semester: Each academic semester includes 16 weeks of training and two weeks of final exams.

**23-** Summer Term: it includes 6 weeks of training and one week of final exams.

## **Article 3 - General and specific conditions for entering the course**

**3-1:** Having the general conditions for entering higher education according to the approvals of the Ministry.

**3-2:** Verification of scientific ability according to the approvals of the Ministry.

**Article 4: How to run the course**

Education at the university is conducted in Persian language based on a single system.

**Note-** If possible, the university has the authority to present the curriculum approved by the Supreme Council in English only for foreign students if it reaches the quorum required to form the class or complies with the relevant rules and regulations.

**Article 5-** The university is obliged to implement the educational and curriculum programs approved by the Higher Educational Planning Council of the Ministry for the period in which it accepts students with the permission of the Higher Education Council.

**Note-** The university has the authority to present a maximum of ten percent of the course units of each course with priority to basic and general courses, except for the courses of general Islamic and Persian education, in an electronic (virtual) format, with an emphasis on electronic content and compliance with the standards approved by the Ministry.

**Article 6 -** The university is obliged to appoint and announce one of the lecturers related to the student's field of study as an educational guide for the student's academic guidance from the time of admission.

**Article 7 -** In each academic semester, a student must choose a minimum of 12 and a maximum of 20 courses. The maximum number of selected units allowed in the summer course is 6 units.

**Note 1 -** If the student's average grades in one semester is at least 17, then the student can take a maximum of 24 credits in the next academic semester with the approval of the educational department.

**Note 2-** If a student has a maximum of 24 credits left for graduation in the last semester, considering that his overall average is above 10, they can take up to 24 credits.

**Note 3 -** In special circumstances, when the student completes a maximum of 8 academic units, with the approval of the educational group, he can take the mentioned units in the summer period.

**Note 4 -** The student cannot use the provisions of Note 2 and 3 of this article at the same time.

**Note 5-** If at the end of each semester, the student's selected or remaining units reach fewer than 12 units at the discretion of the educational department due to justified reasons and beyond the student's will, this semester would be considered as a full semester in his academic years. However, it has no effects on the condition of the student failing or becoming distinguished (the subject of note 1 of the same article). In other words, if the average is less than 12, the student will not fail and if the average is higher than 17, they will not be considered distinguished.

**Article 8 -** If a student has a maximum of two theoretical courses in the last semester of the academic year, they can select independent studies in that semester or spend the summer course with the approval of the educational department and in compliance with the credit limit for that semester (the subject of Notes 2 and 3 of Article 7).

**Note** - If a student has previously taken a practical-theoretical course and did not get a passing grade in theoretical course, but has passed the practical course of the above course, he can take the theoretical part of that course as independent studies by complying with the provisions of this article.

**Article 9**- How and the sequence of presentation of all the courses of each course and each discipline in compliance with the prerequisites (priority and preference) of each course according to the approved curriculum is the responsibility of the educational group.

**Note**- Students in the last semester are exempted from complying with the regulations related to this article.

**Article 10 -** The number of compensatory units, with the recognition of the educational group, is a maximum of 6 units for non-consecutive undergraduate courses, and the grade of compensatory courses is not calculated in the average of the semester and the whole.

**Note -** The university has the authority to offer a maximum of 20 compensatory credits to the graduates of the consecutive associate degree (without a pre-university degree) whose total GPA is below 14 and who have been admitted to the non- consecutive bachelor's degree course in an unrelated field (at the discretion of the educational department). The grade of these courses is not calculated in the semester and total average.

**Article 11 -** Free education is possible for each student in each study period only once and in one field of study.

**Article 12 -** A student subject to free education in public universities, in case of exclusion or failure to obtain a passing grade in any course, is obliged to pay the related fee according to the approval of the university's board of trustees to re-select that course in case the student's permitted academic years are over.

**Article 13 -** A student subject to this regulation can participate in virtual (online) courses, which will lead to obtaining a degree.

**Note-** The simultaneous education of gifted students is carried out based on the approvals of the Gifted Students Guidance Council of the Ministry.

**Article 14 -** Planning and deciding on how and when to delete and add, emergency deletion of courses, announcement and registration of grades, date of revision, etc. is carried out according to the executive guidelines approved by the university's educational council.

**Article 15-** The permitted duration of study in associate courses (both consecutive and non-consecutive) and non-consecutive bachelor's courses is two years and this duration is four years in consecutive bachelor's courses.

**Note 1-** In special circumstances and with the approval of the university's educational council, the university has the authority to increase the permitted period of study by a maximum of one year for non-consecutive associate and undergraduate courses and a maximum of two semesters for consecutive undergraduate courses. If the student does not finish their studies during this period, they will be denied from continuing their studies.

**Note 2-** The cost of increasing the academic years is received from the students eligible for free education according to the tariff approved by the University Board of Trustees.

**Article 16-** The assessment of the student's academic progress in each subject is done by the teacher of that subject based on attendance and activities in the class, completion of homework, and exam results, and is calculated numerically from zero to twenty.

**Note 1-** Written test is mandatory for theoretical courses.

**Note 2-** In case the grades of teaching practice courses, internships and apprenticeships, field operations, work in the field and courses that are presented in the approved curriculum with a project cannot be completed in a semester, they are considered unfinished. The determination of the incomplete grade is done according to the method of Article 14.

**Article 17** - Attendance of the student in all the sessions of on-campus (face-to-face) courses is mandatory.

**Note 1 -** If a student is absent from a course for more than 3 out of 16 sessions or from the end-of-semester exam of that course and the student's absence is deemed unjustified by the university's educational council, the grade of that lesson is zero and if it is found to be justified, that lesson will be removed. In this case, it is not mandatory for the student to meet the quorum of 12 units during the semester, but the mentioned semester is considered as a full semester among their academic years.

**Note 2 -** In special circumstances, it is possible to remove all the courses of an academic semester with the written request of the student and the approval of the university's educational council before the beginning of the exams.

**Note 3 -** By observing the provisions of Note 1 of this article, in case of emergency, the student can delete only one theoretical course with the approval of the educational group up to two weeks before the beginning of the semester’s final exams. This can be done if the number of remaining units of the student is not less than 12 units.

**Article 18-** The minimum passing grade in each course is 10.

**Note 1-** students who do not get a passing grade in one or more courses in each semester, their grade or all the previous failing grades in the student's transcript will only be recorded if they pass the said course or courses with a passing grade in the following semesters. However, these grades are ineffective in calculating the average of the entire course and only the last passing grade in that course will be considered in the calculation of the average of the entire course.

**Note 2-** Passing the courses using Note 1 is only for calculating the average of the entire academic period during graduation and does not neutralize the student's failure in the previous semesters.

**Note 3 -** The points of this article do not include students who receive a failing grade due to cheating or the ruling of the disciplinary committee.

**Article 19-** If the student's average grade in each academic semester is less than 12, the student is considered conditional in that semester and can choose a maximum of 14 courses in the next semester.

**Note -** If a student has been suspended for two semesters in the associate and bachelor's degree courses and for three semesters in the consecutive bachelor's degree program, either consecutively or alternately, they will be banned from continuing their education.

**Article 20** - A student can benefit from an educational leave for a maximum of one semester in associate degree and non-consecutive bachelor's degree and for a maximum of two semesters in consecutive bachelor's degree.

**Note 1 -** The permissible period of maternity leave is two academic semesters and is not considered in academic years.

**Note 2 -** The allowed period of medical leave, if approved by the authorized doctor of the university and the educational council, is a maximum of two academic semesters and is not included in academic years.

**Note 3** - Examining other examples of academic leave (such as the mission of a spouse or parents, etc.) is at the discretion of the university's educational council for a maximum of two academic semesters and is not included in the permitted academic years.

**Note 4** - The student can benefit from all the holidays mentioned in this article and the notes included in it with the approval of the university's academic council.

**Article 21** - Non-registration of a student in each academic semester is considered withdrawal from education.

**Note-** The university’s educational council is responsible for deciding on students’ return to their studies who have withdrawn from their studies.

**Article 22 -** Students applying to withdraw from their studies must submit their withdrawal request in person and in writing to the university education department. The student is allowed to withdraw his withdrawal request only once and up to two months from the date of submission of the request. Otherwise, after the expiration of this deadline, the decision to withdraw from education is issued.

**Article 23 -** Students of consecutive associate and bachelor courses, having the following conditions, can change their field or orientation from one field or orientation to another academic field or orientation in the same university.

**A)** Existence of a field or orientation requested by the student in the university;

**b)** The approval of the educational group of origin and destination and with the approval of the educational council of the university;

**c)** The student's acquired scores in the national exam of the relevant experimental group are not lower than the score of the last person accepted in that field or orientation at the university and in the year of admission with the approval of the country's education assessment organization;

**d)** The possibility of continuing the student's studies in a new field or orientation in the remaining permitted years.

**Note-** students can change their majors or orientations only once in each study period by complying with the conditions of this article.

**Article 24** - Changing majors from primary courses to advanced courses, from non-governmental to governmental, from night to day, from virtual to blended and on-campus is prohibited, but the opposite is allowed.

**Note** - It is forbidden to change the major of a student who is admitted to the course without an exam to the majors for which an admission is made through a national exam.

**Article 25** - It is forbidden to change a student's major in a non-consecutive undergraduate course, but it is possible to change the orientation with the conditions specified in Article 23.

**Article 26** - Reception and transfer of students is carried out according to the regulation of reception and transfer of associate and bachelor students at public and private universities and higher education institutions approved by the ministry.

**Article 27 -** The transfer with the change of major is possible only once if the requirements of the material date (28, 27, 26, 25) are met and with the consent of the universities of origin and destination.

**Article 28 -** Equalizing and acceptance of the course units completed by the student is possible based on the executive instructions approved by the university's educational council.

**Note 1 -** For every 12 to 20 units of equivalent courses, one semester is reduced from the student's allowed academic years.

**Note 2 -** Courses are equated only in the following educational methods:

**A)** The units passed by a full-time student in on-campus, blended, and online courses;

**B)** Blended to blended and online courses;

**C)** Online to online courses.

**Article 29** – To be considered as an associate or consecutive and non-consecutive bachelor student, one has to have a total average of at least 12 at the end of the course.

**Note -** If the total average of a student is less than 12 after completing all the course units of that course, only one semester will be given to them to obtain 20 credits from the courses he passed with a score of less than 12, to bring the average of his total courses to at least 12 and to receive the academic certificate of the course, otherwise they will be banned from continuing their education.

**Article 30 -** If a student who withdraws or is banned from studying in a consecutive bachelor's course (at least 68 units), including a maximum of 10 units of general courses and the rest of other courses, has passed the course and the average of all the courses completed is 12 or higher, they can receive an associate's degree in the same field. Otherwise, only a certificate of the number of units passed will be given to the said student, as well as to a student who is withdrawn or denied from studying in an associate's and bachelor's degree course.

**Note 1-** If a student, who withdraws or is banned from studying in the bachelor's course, has completed more than the required units of the associate's course with a passing grade, the university considers the courses in which the total average of the student is 12 or higher for the issuance of the associate's degree.

**Note 2 -** Issuance of associate's degree is done according to the student's request and regardless of the existence of an approved associate's degree in that field or the student's place of study.

**Article 31** - The date of graduation is the time of registration of the student's last grade in the university’s education department.

**Article 32 -** The university is responsible for the proper implementation of this regulation and any legal accountability for it, and the supervision of the implementation and interpretation of its provisions is the responsibility of the Ministry of Education's Vice-Chancellor.

**Article 33** - This regulation was approved by the Supreme Council of Educational Planning in meeting number 859 dated 12/16/2013 in an introduction, 33 articles and 34 notes and is applicable to students entering the academic year 2013-2014 and after that, as well as all students who are studying at the time of notification of this regulation. Provided that it does not cause any disturbance in their studies, it is necessary to implement it. All regulations and directives contrary to it are canceled and declared ineffective.