**Aras International Campus, University of Tehran**

**Application Form of Educational measures for PhD students**

Student's Name and Surname: student number: field: Number of semester:
Request Time: Application completion date:

**Educational Status:** Number of current semester units: Number of units completed so far: Average until now: The number of conditional terms so far:

**Educational stage:** (Identify all completed processes) The supervisor/ advisor suggestion:
Completed required units:
Adoption in Comprehensive Exam:
Approve the proposal for the dissertation:
Presentation of the dissertation progress seminar:

**Director of the Group ....... Dear Mr. Doctor ....**

**Hello**

Respectfully, hereby confirm the contents of the application form and comply with all the rules and provisions of the Regulations and Guidelines graduate of Tehran University, measures to implement the provisions of paragraph ... to ask.

I request you to issue an action order.

**Suggestion of professor** 1. supervisor advisor professor's name….… From group:……. College:…… University…..

(Required Documents Attached: 1- The overall record to the end of the semester before applying)

**2. Courses taken outside the department or special topics:**
A) Name of the course: ....... Master's Name: ....... Value: .... Unit in College: ...... At University: .....
B) Name of the course: ....... Master's Name: ....... Value: .... Unit in College: ...... At University: .....

(Required Documents Attached: 1- The overall record to the end of the semester before applying 2- The last form of academic progress report)

**3. Participate in a comprehensive exam**

(Required Documents Attached: 1- The overall record to the end of the semester before applying 2- Certificate of foreign language score 3- The last form of academic progress report)

**4- Defense of the proposal of the dissertation** Entitled: ... on date: ...

(Required Documents Attached: 1- Meeting minutes of succeeding in Comprehensive Test, 2- The last form of academic progress report 3- Announcing the names of proposed referees by the first supervisor)

5- Participation in the seminar conference / meeting for presentation of the article in poster / oral format in the country: .... At the conference: .... From date (Solar calender): .... to date (Solar calender): ..

Entitled: ...........................................

(Required Documents Attached: 1- The minutes of the approval of the proposal dissertation, 2- Letter of final acceptance of the paper, 3- The last form of academic progress report)

**6. Dispatching for a study opportunity** For: ..... month, in the country: .... from date (Solar calender): .... till date (Solar calender): .... with guidance of (foreign professor): ..... at university: ....

(Required Documents Attached: 1- The minutes of the approval of the proposal dissertation, 2- Letter of final acceptance of the foreign professor, 3- The last form of academic progress report)

**7. Presentation of the dissertation progress seminar** Title: ....... on the date: .....

(Required Documents Attached: 1- The minutes of the approval of the proposal dissertation, 2- The last form of academic progress report)

**8. Extensions of year for** the fifth semester Sixth Seventh Eighth Ninth
 Tenth Eleventh Twelfth Thirteenth
(Required Documents Attached: 1- The minutes of the approval of the proposal dissertation, 2-An application for an extended year license application, 3- The last form of academic progress report)

**9. The defense of the dissertation** Title: ....... on the date: .....

(Required Documents Attached: 1- Meeting Minute Seminar No. 2, 2- Defense Declaration Form, 3- Letters of acceptance and the principle of the articles extracted from the dissertation, 4- The last form of academic progress report)

In the presence of the proposed Referee professors, as follows: (Full name of referees must be mentioned, mentioning of all 8 items in order of priority is necessary)

Table 1: (Done only if requested for paragraphs 3, 4, 8 and 9)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Row | Referee | Name And surname | Of (group / college / university) | Academic Rank | Phone Call | For the course (complete only for comprehensive exam) |
| 1 | Internal1 |  |  |  |  |  |
| 2 | Internal2 |  |  |  |  |  |
| 3 | Internal3 |  |  |  |  |  |
| 4 | Internal4 |  |  |  |  |  |
| 5 | External1 |  |  |  |  |  |
| 6 | External2 |  |  |  |  |  |
| 7 | External3 |  |  |  |  |  |
| 8 | External4 |  |  |  |  |  |

Table 2: (student and professors Signature and information are required in the first column in the above paragraphs)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Paragraph number | post | Name And surname | Of (group / college / university) | Academic Rank | Phone Call | date | Signature |
| All Paragraphs | Student |  |  |  |  |  |  |
| All Paragraphs | supervisor |  |  |  |  |  |  |
| 4, 7, 8, 10 | Joint professor1 (if any) |  |  |  |  |  |  |
| 4, 7, 8, 10 | Joint professor2 (if any) |  |  |  |  |  |  |
| 4, 7, 8, 10 | Advisor1 (if any) |  |  |  |  |  |  |
| 4, 7, 8, 10 | Advisor2 (if any) |  |  |  |  |  |  |
| 4, 7, 8, 10 | Advisor3 (if any) |  |  |  |  |  |  |

Hints:

* Each form is used to request for measurements for a paragraph.
* Completion, confirmation and signature of the form by the student and all professors abroad is acceptable by submitting a written letter to delegate authority to another person.
* If at any stages of the investigation, it is determined that the provided information and documents are contrary to the truth, the consequences and outcomes are to the student.
* The maximum time for the 10th paragraph is described in the table below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Paragraph number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| The end of the semester | 1 | 2 | 3 | 4 | 8 | 7 | 7 | 8 | 9 | 10 |

Please do not write anything here.

Date of delivery to the education office: ..... Name, Signature and Date by the Education Officer: ....

Date of mentioning the Project in Research Council and Graduate Group: ......

It is agreed disagreed with the student application for the paragraph…. .

Cause of opposition: .....

Name, signature and date by the group manager: ......