

**Process of comprehensive
Basic Sciences exam**



At the end of the first stage, the Basic Sciences comprehensive Examination takes place.



Passing this exam is the requirement for entering the next stage



The requirement for participating in the Basic Sciences comprehensive Examination is passing 46/5 units in basic specialized courses and 8 units in general courses and, acquiring a minimum GPA of 12



Referring the names of eligible students to the educational council of the university



Exportation of the entrance's card



Accomplishment of the exam and announcement of the score's result



If the student's succeeded or attain the pass mark, can start the next stage. If the student's fails to acquire a passing grade in the comprehensives examination, will not be allowed, even conditionally to the next stage, and they should to sit the next exam.



In cases when a student has, in maximum, 5 credits remaining, (including the theoretical or practical, general or specialized, failed subjects or those never taken) he or she can participate in the basic sciences comprehensive examination and. If passed, he or she can take the remaining credits in the next stage.

The marks of those remaining credits will be calculated in total average of stage two.



If at the time of registration for the basic sciences comprehensive examination the marks for the subjects the students has taken have not yet been announced, the student can conditionally, participate in the examination, if after announcing the marks, the student failed those subjects, the result of that comprehensive examination will be considered null, and the a fore mentioned exam will not be counted in the number of times participation is allowed, the students, unit acquiring passing scores in the failed subjects and meeting the requirements for participating in the comprehensive examination, will not be allowed, even conditionally, to sit the next exam



Participation in the aforementioned exam is allowed three times. If the student fails to acquire a passing grade in the exam, the student will be barred from continuing education in the degree program



Students barred from continuing education in the degree programs due to failing the basic sciences comprehensive examination, according to the instructions of changing majors by students in M.D, D.D.S. and pharm .D. Programs, can change his or her major to a continuous or non-continuous bachelor's degree or two-year post graduate certificate courses.

Process of addition and with drawl units of students in basic sciences stage

Students can withdraw two taken subjects add two new subjects or substituted two taken ones by two other subjects, in a window of the less than two weeks from the beginning of the semester, of courses their credits must take at least 12 and at most 20.

Absence in class sessions of the first two weeks is not allowed for reasons of additions with drawl, and absence during this time will be counted in the maximum absence limit

Addition and with drawl in summer courses is not allowed

In the cases of emergency, students can withdraw only on single theoretical subject 5 weeks prior to the end of the semester, provided that, firstly, they have not exceeded the absence limit far that subject, and secondly, the number of their remaining credits do not go below 12.

The with drawl of all credits in a semester prior to the start of the final examinations is allowed if and only if based on the opinion of the educational council, the students is Capable of continuing the semester in that case, that semester would count as a semester of academic leave fir the student, counting such a semester in the academic years of a student, or not regarding it as one, is the responsibility of the Educational Council of The University

With drawl of all subjects in a summer course before the beging of the examinations is allowed with approval of the educational council of the university.



Referring the student's request, to Sama system



The control of additional and with drawl units by school's educational, department



Has the students obliged the educational rules



YES



Admitting the additional and with drawl units by the educational council of the school



No

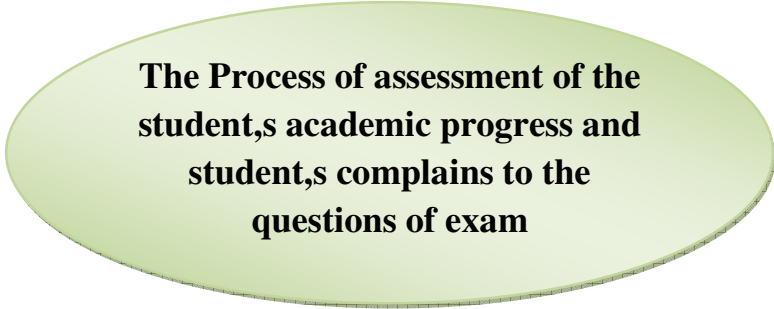


If No: Inform the student for unaccepted with drawl units even if the students don't refer to the educational council of the school



End of the process

The Process of assessment of the student,s academic progress and student,s complains to the questions of exam



The minimum passing score is 10 for general subjects and basic sciences and 12 for specialized subjects in the degree program



Professors of each subject or part of a subject are obligated to report the final scores of students within to 10 days after the final exam date to the school via their corresponding department.



After the announcement of the scores by the school's educational department students can submit their objections in written form within 3 days after the announcement date for due considerations.



End of the process

**Process of the student's
leave of absence**



Students after one academic semester and during the first and second stages of their education can take a leave of absence for a maximum of two semesters



The request for academic leave of absence in written form, must be handed in to the department of education of the school by the student, at least two weeks before the enrollment of each semester



Agreement with the leave of absence of the student in the first semester of education is the responsibility of the educational council of the university



If the request accepted or not, must in forming the result of council to students



Referring the result of educational council of school to university



End of the process

**Process of investigation
and answering to
student's request.**



Handing the request of student's in automation system



Investigation of student's request by the school's educational department



Referring the request of the students to the educational council of school



Announcing the result of educational council of school to student's and also to every basic educational groups, and if necessary, finally refusing to educational council of university



End of the process