The settlement with the library

Postgraduate students' settlement procedures with the Central Library, Document Center, and Museum - Theses Department (students who applied for defense before Ordibehesht 1402)

1. Submit the thesis after the defense and final editing in the National System for Iranian Dissertations, Theses, and Research Proposals at https://sabt.irandoc.ac.ir/Account/Login and receive the acceptance certificate
2. Deliver the student card to the Security unit of the university
3. Upload the PDF and Word files of the thesis in the Golestan system
4. Send the Word/PDF files and IranDoc system confirmation to the email of the Thesis Department
5. If it is sent correctly, the email of receiving the files will be sent to the student.
6. Students with a thesis in LATEX format should send the PDF file and IranDoc confirmation in full to the email of the Thesis Department. Also, they have to send these pages in WORD format: Persian and Latin title page (title - author - supervisors and readers - faculty, major, department, and academic year). They have to email the Persian/Latin abstract and the keywords without any changes
7. After receiving the submitted files by the experts of the Thesis Department, the final settlement is done in the Golestan system**.**

E-mail of Thesis Department**:** dissertations@sbu.ac.ir

- ❖ **Guide for uploading thesis in the Golestan system:**
- ❖ Enter the Golestan website and upload your thesis file in the menu Education-Student-Requests-Register student thesis information.
- ❖ Students entering before 1390 do not need to submit their thesis in IranDoc.
- ❖ These students (education-based students, withdrawal, dismissal, transferred, end of permitted academic years) can do the settlement as follows: send a message to the thesis department through the Goftino (Ask the librarian) which is available on the library page (right corner of the page) to do the settlement.

    Postgraduate students' settlement procedures with the Central Library, Document Center, and Museum – the Theses Department (students who applied for defense on Ordibehesht 1402)

1. Submit the thesis after the defense and final editing in the National System for Iranian Dissertations, Theses, and Research Proposals at https://sabt.irandoc.ac.ir/Account/Login and receive the acceptance certificate
2. Submit the thesis before the defense in the Similarity system at https://tik.irandoc.ac.ir/ and receive the certificate

Guide for uploading the mentioned certificates in the Golestan system:

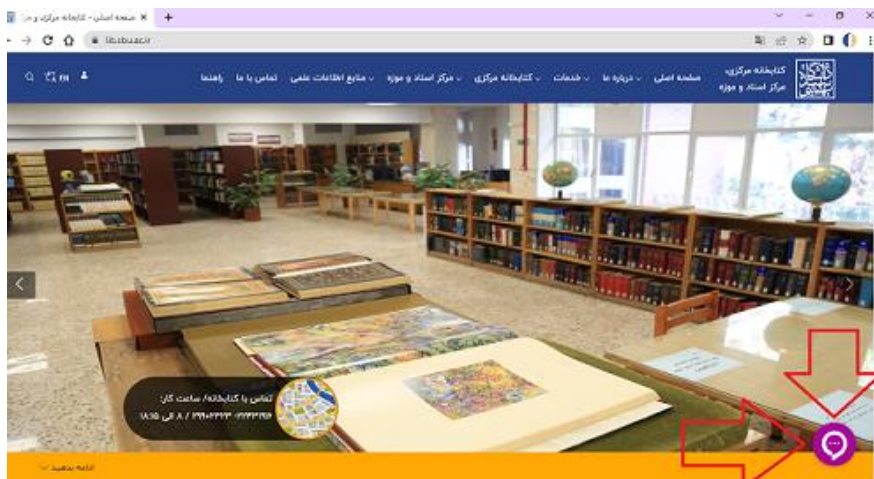1. Education - Student - Student Profile - Documents - Sending and Confirming the documents of the student's file

2. Upload the PDF and Word files of the thesis in the Golestan system

* Students with a thesis in LATEX format, besides uploading a PDF file, have to upload a WORD file containing these pages in the Golestan system (title page in Persian and Latin: the title - author - supervisors and readers - faculty, major, department, degree and academic year; the Persian/Latin abstract and the keywords without any changes).

❖ **Guide for uploading thesis in the Golestan system:**
❖ Enter the Golestan website and upload your thesis file in the menu Education-Student-Requests-Register student thesis information.
❖ Students are required to upload the last edited version of their thesis file completely in the Golestan system.

❖ Deliver the student card to the security unit of the university

Students can share their questions with the experts through the Goftino widget (purple icon on the right side of the library website according to the image below)

Book settlement procedures (all academic levels)

1. Return all the borrowed to the university libraries
3. Financial settlement and fines due to the delay in return, damage, or loss of the borrowed resources in the Central Library of the university
4. Deliver the cards related to the Ghadir project to the reference section of the Central Library for students who are members of this project
5. Deliver the student card to the Security unit of the university
6. Start the automatic settlement process in the Golestan system

- If the order of the above steps is followed and there is no financial and security issues, there is no need for the member to visit the university libraries and the account settlement process would be done automatically.