



TEHRAN UNIVERSITY OF MEDICAL SCIENCES

INTERNATIONAL CAMPUS

“Center for Postgraduate Studies”

Regulations on Education and Research for

M.Sc. Programs

Compiled by the Center for Postgraduate Studies

2012

A summary on the process of thesis approval, thesis conduct and thesis defense in TUMS-IC:

This guideline has been prepared based on the Postgraduate Educational and Research Protocol.

- The maximum time limit for completion of the Master's degree at TUMS-IC is **3 years** (6 semesters) from matriculation.

Within this period, in addition to completing the educational courses, students have to choose a topic for their proposal, complete their thesis and eventually defend it.

The process from choosing the proposal topic to the thesis defense is as follows:

I- TO CHOOSE A SUPERVISOR

-The students must choose and propose a supervisor for their thesis. The proposed supervisor has to be approved by the **related department** and the **Postgraduate Studies Council**.

- *A Supervisor:*

- must be at least at the Assistant Professor level, **and**
- must be a faculty member, **and**
- must have at least 3 years of teaching or research experience in postgraduate level,

Maximum number of Thesis that can be supervised simultaneously by a supervisor:

- Two PhD theses **OR**
- One PhD and three Master's theses

Note: In exceptional circumstances, the *School Postgraduate Studies Council* can change these limits.

II- TO CHOOSE ADVISORS:

- Based on supervisor's suggestion and approval by the *School Postgraduate Studies Council*, 1-2 advisors will be chosen from among the faculty members, or well known, outstanding researchers and professors related to the field from other universities or institutes.

III – TO CHOOSE A THESIS SUBJECT:

The process for choosing the thesis subject is as follows:

- 1- The students must choose a subject for their thesis **with the supervisor's help** sometime after the first semester and before the third semester, and then must announce the subject to the *related department*.

Note: Any delay in this matter will cause prolongation of the study period, and may lead to expulsion from the program.

Important Advice:

- o Before preparing the proposal, students must check with the *School Research Deputy Office* to make sure

that the subject has not been covered already; and also to ascertain that the supervisory candidate has not reached the maximum number of thesis that can supervise.

- 2- The students must obtain and complete the *proposal form* in accordance with the supervisor's and advisors' instructions, and then to submit it to the *Research Council of the related department* for review and initial approval.

IV- PROPOSAL APPROVAL

- 1- For final approval, the proposal has to be submitted to the *Research Deputy Office* for review and approval by either the Research Council or the Postgraduate Council.
- 2- Finally, a **copy of the approved proposal** and a **letter of proposal approval** have to be submitted to the Center for Postgraduate Studies.

Note: Students may defend their thesis anytime after 6 months passed from the proposal approval (there must be a time lapse of at least 6 months between the proposal approval and thesis defense).

V- TO CARRY OUT THESIS

- The students have to carry out their thesis according to the approved timetable, and submit a written report on their thesis progress to their supervisor and school every 3

months.

Monitoring Thesis Progress:

□ The School Research Deputy Office and Center for Postgraduate Studies monitor theses progress and demand progress reports from supervisors and students.

□ ***Educational Affairs Office*** in the ***Center for Postgraduate Studies***, in addition to executing its educational matters, closely and carefully monitors the proposal/thesis stages (from the proposal registration to the defense). This office also stays in regular contact with the ***TUMS-IC Director, Educational Deputy Office, Department Heads*** and ***students*** to help facilitate this process. The office also informs students of their standing, provides them with advice they need and warns them about their unsatisfactory progress in case.

△ *Ignoring these notices and warnings may result in prolongation of study period and expulsion from the program.*

VI- THESIS ASSESSMENT AND DEFENSE PROCESS:

A master's student may defend his/her thesis **as soon as 6 months after the proposal approval and after taking the following steps:**

1- After completion and writing of the **thesis** and the **article** by the student, the **Supervisor** has to approve the thesis as defensible and issue a **defendable thesis statement**. In order to do so, the supervisor will review an ***unbound copy of the thesis*** and the article to assess **scientific quality, validity and reliability** of the thesis and to ascertain that the

thesis and article are written according to the **Thesis Writing Guidelines.**

- 2- Then, the supervisor will notify the followings that the thesis is defendable:
 - *Department Head,*
and
 - *Research Deputy Office*
And
 - *Center for Postgraduate Studies*
- 3- The **Research Deputy** of the school has to authorize the defense.
- 4- The students must submit *one HARD-BOUND copy of the thesis* along with the resulting article to the *Center for Postgraduate Studies.* **(Must mention TUMS-IC as the first affiliation on the article).**
- 5- The students must also submit one **journal publication** to the *Center for Postgraduate Studies* **(Must mention TUMS-IC as the first affiliation on the article).**
- 6- Selecting jury members upon the supervisor/ department head's suggestion and approval by the School Educational Council.

Jury (Thesis Committee) Members:

- 1- Supervisor(s),
- 2- Advisor(s),
Head of the related department (or his/her
- 3- representative)
- 4- Two faculty members from the home university
or researchers / experts from

other universities/ institutes (upon the *department's suggestion* and *Postgraduate Studies Council's approval*)
A Representative from the *Center for Postgraduate Studies*.

- 7- To submit a completed **Defense Readiness Form** signed by the Department Head to the Center for Postgraduate Studies.
- 8- Then, the related department will arrange a time for the thesis defense and announce it to the Center for Postgraduate Studies.
- 9- The *School Postgraduate Council* has to approve the time.
- 10- The Center for Postgraduate Studies will send the *Invitation letters* to the jury members.
- 11- The student has to submit the *unbound copy of the thesis* along with the *Thesis Evaluation Forms* to the jury members at least one week prior to the defense.

If the jury finds the thesis acceptable, the students can hold the defense session.

Note: If the jury finds the thesis unacceptable, it will cancel the oral examination and require the student to correct/complete the thesis. After the thesis completion, the student has to defend it at a time which the jury decides.

- 12- The student has to hold the defense session in front of the jury.

VII - THESIS EVALUATION AND MARKING GUIDELINES:

- 1- The jury members will confidentially put the marks on the *Thesis Evaluation Forms* and submit them to the **Research Deputy Office**.

Important:

- If the jury decides that the thesis needs corrections/modifications the students must complete this task maximum within 10 days and submit one corrected copy to the jury and one to the Center for Postgraduate Studies .*
- The marks will be released to the student only when the necessary corrections /modifications have been done).*
- By adding the thesis completion/correction time, the total M.Sc. completion period must not exceed the allowable time.*

- 2- The Research Deputy will announce the marks to the **School**

Educational Deputy and Center for Postgraduate Studies.

3- The students must submit *two HARD-BOUND copies of the thesis* along with their *Electronic Copies* (in Word & PDF) to the **library**.(Must mention TUMS-IC as the first affiliation on the Thesis).

- Marking Method:

Mark	Rank
18.50 - 20	Excellent
17 - 18.49	Very good
15.50 - 16.99	Good
14 - 15.49	Satisfactory
Less than 14	Unsatisfactory

- The thesis mark will be noted on the student's transcript and *will be calculated* into the student's GPA.
- The thesis mark is **calculated as** the average of marks given by at least 5 of the jury members.

Note: Students may be awarded **EXCELLENT grade** only if they have a *journal publication* in an accredited international journal or in a class 1 national indexed journal.

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