



Tehran University of Medical Sciences (TUMS)

School of Medicine

Entrance & Enrolment Regulations

- Passing the entrance exam
- Observing all the general conditions required for higher education based on ratifications of Supreme Council of Cultural Revolution
- Paying off the tuition fee will not exempt the alumni from fulfilling their commitments.
- Students' admission will be annulled in case they do not register by the end of the first semester.
- Students should pass the courses according to the academic calendar and dropping a semester without an eligible excuse will lead to dismissal.
- Dropouts have to provide educational council of the university with eligible excuse a month before the semester ends.
- Dropout students have to fulfill their commitments before receiving their degree.
- Medical students are not permitted to study over one major simultaneously. Top students are considered as an exception.

Educational System

- Period for the general PhD of medical education is based on “credits” system.
- Each course unit includes 17 theoretical hours, 34 practical/lab hours, 51 apprenticeship hours, and 68 internship hours.
- Period for General PhD of medical education consists of four levels:
 1. Basic sciences
 2. Semiology & physiopathology
 3. Clinical apprenticeship
 4. Clinical internship

Note: The levels are also referred to as preclinical (1 &2) and clinical (3&4) studies.

- Each academic year in preclinical studies contains two semesters and a summer trimester, if need be. There are 17 weeks in a semester and 6 weeks in a summer term. The examinations are not included in the mentioned periods.
- A number of theoretical and practical courses along with the pertaining clinical studies are included in each academic year during the clinical period.
- Students will enter the second level provided that they pass a comprehensive test held by the end of the first level (Basic Sciences)

Note: In order to take part in the aforementioned comprehensive test, students have to pass all the courses of basic sciences and get a grade point average (GPA) of 12.

- Students can take part in the said comprehensive tests for three times. Unauthorized absences will be counted as one time participation in the exam.
- Students who fail in the Comprehensive test can change their field of study according to the pertaining directive.
- Students should pass all the courses included in level two and receive a Grade Point Average of 12, so that they can enter the following level.
- Clinical apprenticeship consists of theoretical courses, treatment of hospitalized patients and giving healthcare services to outpatients in clinics of hospitals and centers for presenting healthcare services.

Note: Each student should pass a 20-month apprenticeship period and the period for treatment of hospitalized patients should not exceed 50% of the apprenticeship.

- Passing the pre-internship comprehensive test which is held at the end of the third level is a condition for entering internship period.
- Only students who have passed all courses of clinical pre-internship with GPA of 14 and have registered their thesis title can take part in the comprehensive pre-internship test.
- Students can take part in the said comprehensive test for three times, and those who fail can change their field of study according to the pertaining directive.
- It takes 18 months to pass the internship period. Considering one month leave permission, passing 17 months of internship is compulsory for all the students.

Course Units & Educational Duration

- Number of minimum required course units for getting a medical degree is in accordance with ratifications of High Council of Planning.
- In each semester during preclinical levels, students should select a minimum of 12 and a maximum of 20 course units.

- Students are permitted to choose less than 12 units in the final semester of preclinical levels.
- In case students obtain a GPA of 17, they can select up to 24 units for the following semester.
- Students can pass the final 24 units in the last semester of each level, provided that they had not received a conditional pass score in the previous semester.
- Students may be required to pass a number of compensatory course units, in case they have not received adequate scores in the entrance exam.
- One semester will be added to the education duration, if students pass at least 8 units of compensatory courses.
- The maximum eligible duration for general medical doctors is 10 years, the first 5 years of which is allocated to first and second levels and the second one to third and fourth levels.

Note: Any student who fails to pass the first and second levels in 5 years will not be allowed to continue his education in medicine. Also, educational period for students who fail to enter internship period three years after the onset of clinical period, or those who do not succeed to pass the third and fourth levels in five years can be extended by 12 months.

Class Participation

- Taking part in all sessions of a class in apprenticeship and internship periods is mandatory.
- Students absences should not exceed $\frac{4}{17}$, $\frac{2}{17}$, $\frac{1}{10}$ of total hours of a lesson in theoretical, practical and laboratory, and apprenticeship and internship lessons, respectively. Otherwise students will be scored a *zero* for the pertaining lesson.
- Certificates are required so that the instructor or the faculty approves the absences as authorized.
- Unauthorized absences from examinations will lead to a zero score in the pertaining lesson. Moreover, authorized absences will cause cancellation of the subject.

Cancellation and Rescheduling of Course Units

- In each semester of preclinical levels, a student can cancel or add two lessons to the schedule of course units until two weeks before onset of the semester.

Note: Absences during the first two weeks of the semester under the excuse of cancellation and rescheduling is not accepted. There is no cancellation and rescheduling for summer trimesters.

- If necessary, in the first level of medical education, students can cancel one of their lessons with the approval of the educational group, provided that they do not have unauthorized absences and the remaining course units are not less than 12 units.
- Cancelling all the course units in a semester before the onset of examinations is permitted only if educational council of the university approves that the student is unable to continue. The mentioned semester will be considered as a leave of absence.
- Cancelling all the course units in a summer trimester before the onset of examinations is permitted with the approval of educational council of the university.

Evaluation of Students' Educational Progress

- Students have to take a test at the end of each semester in theoretical and clinical courses and preclinical levels, obtaining a score between zero and twenty.
- Student should score a minimum 10 in lessons of first and second levels of medical education and a minimum GPA of 12 in each level. Students have to get a score of 12 for theoretical lessons in clinical apprenticeship level and wards pertaining to third and fourth levels of medical education and a minimum GPA of 14.

Note: For theoretical-practical lessons, the average of the two parts should reach 10 and the score of each part should not be less than 8, otherwise both parts of the lesson should be repeated.

- Summer term is not considered as a semester and scores of the lessons passed in summer are only calculated in the total GPA of the pertaining level.
- In case the GPA for any semester in preclinical levels is less than 12, enrolling for the following semester will be conditional.
- In case fewer than 12 course units are submitted by the university in a semester, the said semester will not be calculated among the educational duration; however, if the student fails to get the required GPA, enrolment will be conditional.
- Students with conditional enrolment are not permitted to choose over 14 course units even for the last semester of preclinical levels.
- A student who undergoes conditional enrolment for 3 successive semesters or 4 alternative semesters in preclinical levels will face expulsion from the school.
- Total GPA should not be less than 12 for first and second level of medical education and less than 14 for the third and fourth levels, otherwise, students have to choose the lessons for which they have not obtained the required scores again.

- In case the student gets the required score after repeating the course unit but the GPA is still less than what is specified, he can choose the course unit one more time to compensate the deficiency.

Leave of Absence & Dropping Out

- After passing a semester, the student can take a leave of absence for a maximum of two successive or alternative semesters in preclinical levels and for 6 successive months in clinical levels, taking educational duration into consideration.
- The request for leave of absence should be submitted in a written form at least two weeks ahead of registration in preclinical levels and two week before onset of each ward in clinical levels.
- Pregnant students can take leave of absence for one semester, disregarding the educational duration.
- Students with medical excuses can also take a leave of absence for one semester, disregarding the educational duration.
- Students should submit their dropout request individually and they are permitted to withdraw their request until one month before end of the semester only for once.
- In case the dropout intends to receive his degree, he has to fulfill his commitments.
- Graduation degree will be issued by the target university, including all the course units passed in both university of origin and the target university.
- Student transfer can be carried out only once during the educational period.

Changing Field of Study

- Observing the following conditions, students can change their major:
 1. There is no obstacle, regarding educational regulations, for continuing the current major.
 2. Minimum $\frac{1}{6}$ and maximum $\frac{1}{3}$ of the total course units is passed.
 3. Score of the student in entrance exam should not be lower than the score of student who ranked the last in the target university.
- Changing field of study should be carried out in parallel levels, otherwise, students can only move from upper levels to lower ones.

- After reaching an agreement for changing the major, students should instantly register for the following semester and choose course units. After registration, the student is not allowed to withdraw his request.
- In case a student has the conditions for both changing major and student transfer, he can take advantage of the both simultaneously.
- Only the lessons which are 80% similar and the ones in which the student has scored above 12 will be accepted in the new educational group.

Note: The accepted lessons will be taken into consideration for calculating the GPA, while the unaccepted lesson will be disregarded for GPA, remaining only in the students' report card. In case the GPA of the unaccepted lessons does not reach 12, the lessons will be considered as a semester with conditional registration in the new major.

- The applicant should submit his request for changing field of study at least 6 weeks ahead of the semester.

Admission of Course Credits

- Equating and admission of the credits a student has previously passed in another major or university is permissible concerning the following conditions:
 1. With regard to educational background, the student should be allowed to take entrance exam of the new major.
 2. The previous university and its degree should be approved by the Ministry of Health or the Ministry of Science, Research and Technology.
 3. 80% of the course credits passed by the student should be similar to the new lessons and the score obtained should not be lower than 12.
- Scores of the admitted course credits will only be calculated in the total GPA of students.

Research and Dissertation

- Students are required to conduct a thesis as part of their general PhD in medical education in a field pertaining to their major and with the assistance of a supervisor.
- Students are required to choose the thesis topic from the onset of apprenticeship period before taking part in pre-internship exam. In case the students do not register topic of their thesis in the due time, they will not be allowed to take the comprehensive pre-internship exam.

- Thesis topic should not be repeated, unless a special topic requires further research.
- After the approval of the research supervisor, 3 students (maximum) can choose one thesis topic, provided that each student can work on a separate part of thesis, concerning the significance of the topic.
- In order to record thesis title, the following steps have to be taken:
 1. Research supervisor should direct the student in selecting a suitable topic
 2. Research department of the faculty has to find out whether thesis topic is repeated or not.
 3. Approving the thesis proposal by the related educational group
 4. The educational group should submit proposal to the research department so that it is approved by research council of the faculty.
 5. Communicating the council's ratification to the research supervisor

Note: the duration of registering thesis topic and defending the thesis should not be less than one year.

- Each thesis should contain Persian and English abstract, introduction, a review of literature, methodology, results, conclusion and the references.
- Writing the thesis in English is also permissible.
- At the end of the defense session, the jury will classify the authenticity and accuracy of the thesis as follows:

Score rating:

19-20 = Excellent

17-18.99 = Very Good

14-16.99 = Good

Less than 14 Not Acceptable

- Only students who have published their thesis in form of an article in a valid internal or external scholarly journal will receive an excellent grade point. The article or the acceptance certificate of the article should be submitted before the defense session.
- All the students are required to defend their thesis in the last semester and in case a student cannot defend his thesis with the permissible academic duration he will face expulsion.

Graduation

- Any student who passes all the course credits and educational levels of general PhD in Medical education and also passes thesis according to the regulations successfully, will be considered as a graduate.