



TEHRAN UNIVERSITY OF MEDICAL SCIENCES
INTERNATIONAL CAMPUS

“Office of Vice Dean for Research Affairs”

Regulations on Research Phase of
‘Pharmacy Specialty Programs’

Developed by:

❖ *office of Vice Dean for Research Affairs*

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Introduction: This document has been prepared based on the *Research Protocol for Pharmacy Specialty Programs approved by the ministry of Health and Medical Education* and briefly explains about the regulations, and guides students/candidates through the research stage of their program. The purpose of providing this document is to inform our students/specialty candidates regarding what is expected of them during their program and also provides them with step-by-step guidance on how to proceed with their research phase.

In order to qualify for a degree/certificate, a specialty candidate must satisfy the general requirements of the Office of the IC-TUMS VD for Research Affairs and the Departmental requirements demanded by the related department.

The maximum time limit for completion of the pharmacy specialty programs at IC-TUMS is 4.5 years from matriculation. These programs are full time programs and all candidates are required to attend their program full-time and complete 45-59 credits.

This period is divided into two phases:

1- Educational phase

2- Research phase

Educational Phase: The minimum marks to pass the courses is 14, and meanwhile the annual GPA has to be not less than 15. The candidates are also required to take the annual residency promotion tests on annual basis and pass them. The length of this phase may not exceed 5 semesters.

Research Phase: The specialty candidates must choose and register their thesis topic by the end of the third semester (for the *oral and maxillofacial surgery* candidates by the end of the fifth semester).

The minimum time lapse of one year between registration of the thesis topic and thesis defense is required.

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

I- TO CHOOSE A SUPERVISOR

- *A research supervisor:*

- must be at the Assistant Professor with at least 5 years of teaching experience in medicine, **and**
- must have been the project manager for at least one research project approved by TUMS or the ministry of health, **and**
- must have supervised at least 2 theses in general medicine, **and**
- must have published at least 2 research articles in accredited international journals.

Note: In exceptional circumstances, 2 supervisors may be chosen for a thesis (only if approved the School's research Council).

II - TO CHOOSE ADVISORS:

Based on supervisor's suggestion and approval by the *School's Research Council*, 1-2 advisors will be chosen from among the faculty members, or well known, outstanding researchers and professors.

- An *advisor*:

- must have at least a PhD, or
- must be at the Assistant Professor

III – TO CHOOSE A THESIS SUBJECT:

The process for choosing the thesis subject is as follows:

- 1- The specialty candidates must choose a subject for their thesis **with the supervisor's help** by the end of the third semester (for the *oral and maxillofacial surgery* candidates by the end of the fifth semester).
- 2- **Note:** Any delay in this matter will cause prolongation of the study period, and may lead to expulsion from the program.
- 3- The students must complete the *proposal form* in accordance with the supervisor's and advisor's instructions, and then to submit it to the *Research Council of the related department* for review.

IV- PROPOSAL APPROVAL

The following steps must be followed:

1. The proposal must be submitted to *the related educational department* for approval.
2. Then, the proposal must be submitted to *the school's research vice dean* for approval.
3. Submission of the above approvals to the office of IC-TUMS vice dean for Research Affairs for final processing.
4. Registration of the proposal in Pazhuheshyar system.

V- TO PERFORM THESIS

- The students have to perform their thesis according to the schedule specified in the proposal and within the time limit.
- The students have to submit a written *Thesis Progress Report* to the office of IC-TUMS vice dean for Research Affairs at least every 6 months.

VI- DEFENSE PROCESS:

- 1- After completion and writing of the thesis (thesis has been written according to the *Thesis Writing Guidelines*) by the candidate, the supervisor has to assess *scientific quality, validity and reliability* of the thesis and approve it in advance.
- 2- Then the research supervisor announces the readiness of the candidate for defense to the *school's vice dean for specialty training/vice dean for postgraduate studies*.
- 3- The candidate must have at least an article published or accepted by an accredited international journal, and the candidate is required to submit the proof of it to the *office of*

IC-TUMS Vice Dean for Research Affairs at least 1 week before the defense. The candidate has to be the first author of corresponding author of the article.

- 4- The date of defense is assigned by the *school's vice dean for Specialty Training/vice dean for Postgraduate Studies*.
- 5- The candidate must provide each member of the jury with an unbound copy of the thesis at least one week prior to the defense.
- 6- Jury Members:

Jury (Thesis Committee) Members:

- Supervisor(s),
- Advisor(s),
- School's Vice Dean for Specialty Training
- Representative from the *related department*
- Representative of the school's Vice Dean for Educational Affairs
- Representative of the school's Vice Dean for Research Affairs
- Representative from the Office of the IC-TUMS VD for Research Affairs.

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

VII- THESIS EVALUATION AND MARKING GUIDELINES:

- The jury members will confidentially put the marks on the ***Thesis Evaluation Form*** and submit them to ***the Office of the IC-TUMS VD for Research Affairs***.
- *If the jury decides that the thesis needs **corrections/modifications**, the mark will be released to the student only when the necessary corrections /modifications have been done.*

Marking Method:

Mark	Rank
19 - 20	Excellent
17 - 18.99	Very good
15 - 16.99	Good
Less than 15	Unsatisfactory

- The candidate may acquire excellent mark only if his/her article is accepted or published by the journals that are cited in **PubMed, ISI** and **Scopus**, with [IC-TUMS affiliation](#).

VIII- POST-DEFENSE PROCEDURES:

The students must submit the following items to the Office of the IC-TUMS Vice Dean for Research Affairs:

- One **HARD-BOUND** copy of their thesis ,
- A CD of their thesis in Word & PDF formats ,
- Articles resulted from their thesis (*IC-TUMS must be the first affiliation*).

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