



Tehran University of Medical Sciences
International Quality Assurance & Accreditation Network
(TUMS - IQAAN)



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Office of Vice Chancellor for Global Strategies and International Affairs (GSIA)

Directorate of International Relations, Accreditation and Ranking (DIRAR)

<http://gsia.tums.ac.ir/dira>

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Message from the Steering Committee Secretary

Thanks to a history of more than 162 years, and taking pride in its reputable predecessor, Dar-ol-Fonoon, TUMS stands as one of the most prestigious universities of medical sciences in Iran, and in the region. TUMS brings together an extraordinary community of faculty; students and staff who provide state-of-the-art education, conduct groundbreaking research, and take the lead in public service initiatives in Iran. Here in TUMS, we firmly believe that our performance, educational services, and goals can no longer be measured by most local criteria, and it is for this reason that we have entered the international landscape of higher education. To achieve this goal, TUMS has undergone the accreditation process by the Accreditation Services for International Schools, Colleges and Universities (ASIC) on February 1, 2013 thru January 2017. Accredited as a premier university, TUMS seeks to further qualify education, and other services it presents to students, faculty, staff and the public. To address this, TUMS International Quality Assurance and Accreditation Network (IQAAN) was formed. As part of the accreditation process, IQAAN was asked to complete data forms demonstrating explicit assessment efforts and student success. Results of the analysis are elaborated on in the following chapters.

This document describes the mechanism of International Institutional Accreditation. The formation of an international accreditation system in higher education is also investigated.

Ali Arabkheradmand, M.D
Vice Chancellor for Global Strategies & International Affairs,
Steering committee Secretary

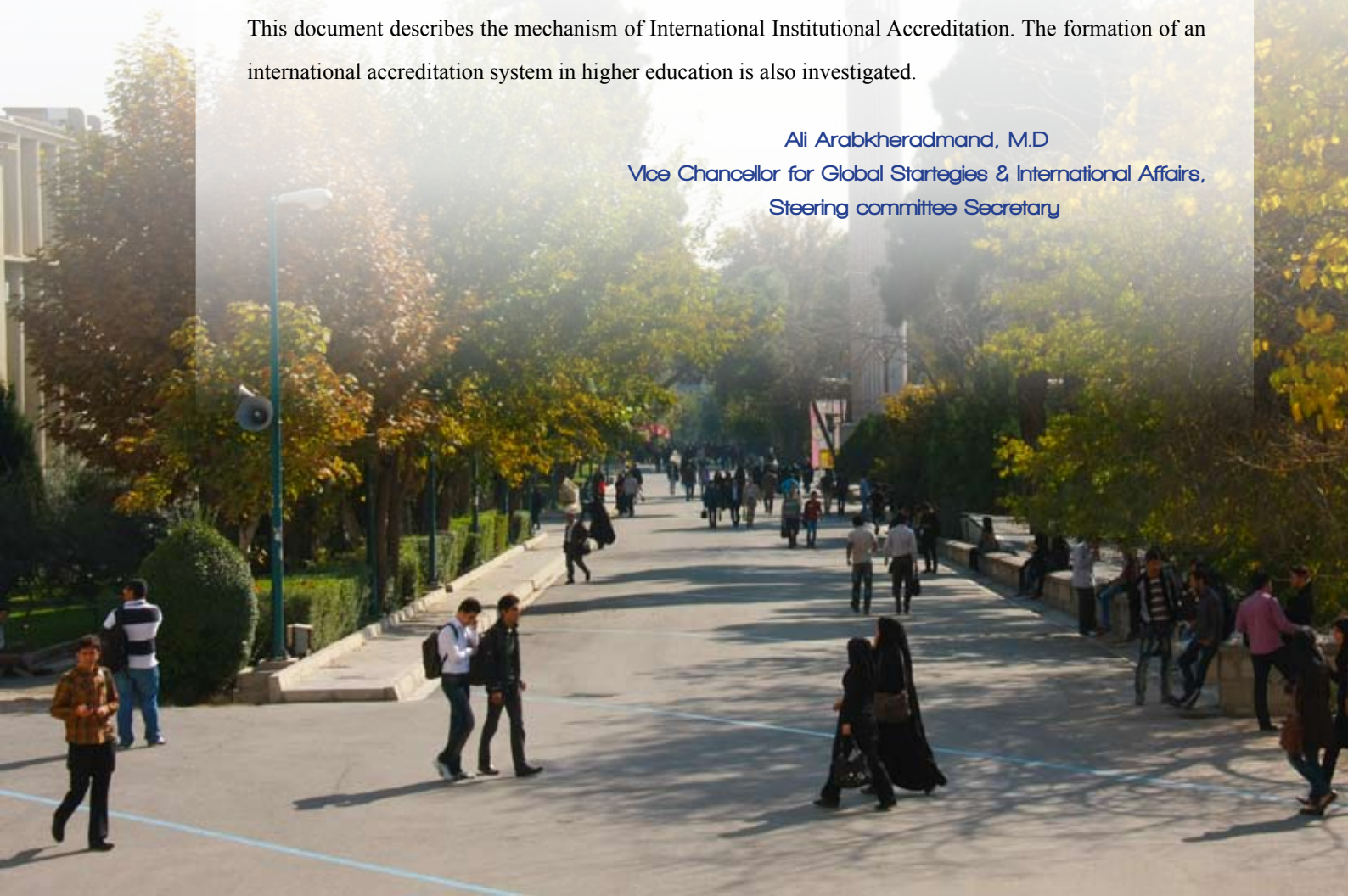


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Chapter 1

Introduction



TUMS Historical Background

In 1851, the predecessor of TUMS, Dar-ol-Fonoon School was established and medicine was considered as one of its main subjects. The first group of the schools' graduates started practicing medicine in 1856. Dar-ol-Fonoon School of Medicine can be considered as the first modern college of higher education in Iran.

In 1918, medicine was deleted from the syllabus of Dar-ol-Fonoon and started to be taught in a separate independent college named "College of Medicine" and in the same year, the first women's hospital was officially inaugurated.

In 1934, the National Consultative Assembly ratified establishment of the University of Tehran to bring together the institutions of higher education, and the government purchased a 200,000 square meter tract in Tehran. The University of Tehran actually started its operation with the six Schools of Medicine, Law, Political Sciences, Science, Letters, Engineering, and Theology. At the same time, main chairs of the School of Medicine including medicine, pharmacy, and dentistry were determined. On February 4, 1934, Department of Anatomy was inaugurated as the first step to establish the School of Medicine in the main campus of University of Tehran.

In 1939, the university started offering doctorate degrees in pharmacy and dentistry. In the following year, all of the hospitals in Tehran were affiliated to the School of Medicine. Finally, in 1956 the Schools of Pharmacy and Dentistry were granted their academic independence.

In 1986, the Islamic Consultative Assembly ratified a bill for the establishment of the Ministry of Health and Medical Education. Since then, education of medicine and related disciplines, which had been performed under the supervision of the Ministry of Science, came under the Ministry of Health and Medical Education.

In line with this policy, universities of medical sciences were established and Tehran University of Medical Sciences, separating from the University of Tehran, came to existence to continue operating independently. After emerging regional health organizations in the universities of medical sciences in 1994, the mentioned universities, including Tehran University of Medical Sciences came to assume the responsibility of rendering health care services while offering medical education.

TUMS Mission Statement

Attitudes and Values

Universities originate all changes, and decide the destiny of a nation. Tums foremost goal is to meet the satisfaction of people receiving its services and to make the multidimensional progress of society everlasting .

To fulfill this wish, TUMS finds itself committed to the people, the ill, the students, the staff, the faculty, other medical universities, the Ministry of Health, Treatment and Medical Education, and the Supreme Council of Cultural Revolution under the following principles.

Firstly, we have faith in the Islamic culture, spirituality, and observance of the moral principles, and we do our best to meet the needs of the staff and to provide for their spiritual growth. Secondly, we have faith in the sublime status of the faculty, the students, the staff, and all walks of life and their satisfaction is the initial step for satisfaction of the whole society. Thirdly, we value our human resources as the most precious asset, and provide for their participation, innovation, and group work. We also try to establish open and bilateral relationships, and a system for rule of meritocracy. Fourthly, we are concerned with applying scientific methods to problem solving, managing affairs, strict planning, and using the fruitful experiences. We believe that individuals should not be blamed for the problems and shortcomings; on the contrary, we should seek to adopt well-planned scientific and systematic measures to solve the problems. Last but not the least, as a public institution, we feel greatly committed in achieving the best results, enhancing productivity at the lowest possible cost, and protecting the environment...

Background

TUMS represents higher education, and symbolizes the nation's scientific life. TUMS is known as a mother university at the national level. Therefore, we wholeheartedly attempt to safeguard this status, and strengthen it in the future. TUMS is the oldest medical university in Iran, and enjoys a unique position from the point of view of number, experience, and educational background of its faculty members. If the three indexes of security, education, and health are considered as the pivotal factors in progress, medical universities have the responsibility of materializing two of them. This has provided them with a unique opportunity even in comparison with other universities in the world.

Mission

As a member of the national health system and in accordance with the general policies made by the Ministry of Health and Medical Education, TUMS renders services to the population covered and is active in the following areas:

1. Rendering educational services within the scope of health sciences to extend the university's expertise to the community locally, nationally, and internationally in order to support health promotion, health maintenance, and the advancement of the health sciences proportion. This is done to serve community by the dissemination of knowledge through teaching and discovery of knowledge through research, to emphasize offering specialized and sub-specialized courses, and PhD programs for training manpower needed by other medical universities and healthcare and research centers.
2. Introducing healthcare oriented science and technology through conducting fundamental, applied and developmental researches for: solving healthcare problems at regional and national levels, acquiring the technology for production of strategic medical and drug supplies to meet local needs and boost exports, designing and promoting new software, and educational methods appropriate for the needs of the society, providing for joint efforts with other organizations, institutions, and universities to identify and meet mutual needs, and render scientific and specialized services, developing appropriate structural and managerial models and procedures within the national health system, participating in publication of renowned scientific resources and contributing to the production of science at the national and international levels.
3. Rendering healthcare services: At all levels (first, second, third, and fourth) to the covered population, in the specialized hospitals to the public, in the areas which comply with the national comprehensive healthcare policies in which the private sector is not inclined to invest.
4. Supervising and inspecting healthcare centers and authorizing the issuance of license on healthcare services in the covered area on behalf of the concerned ministry.

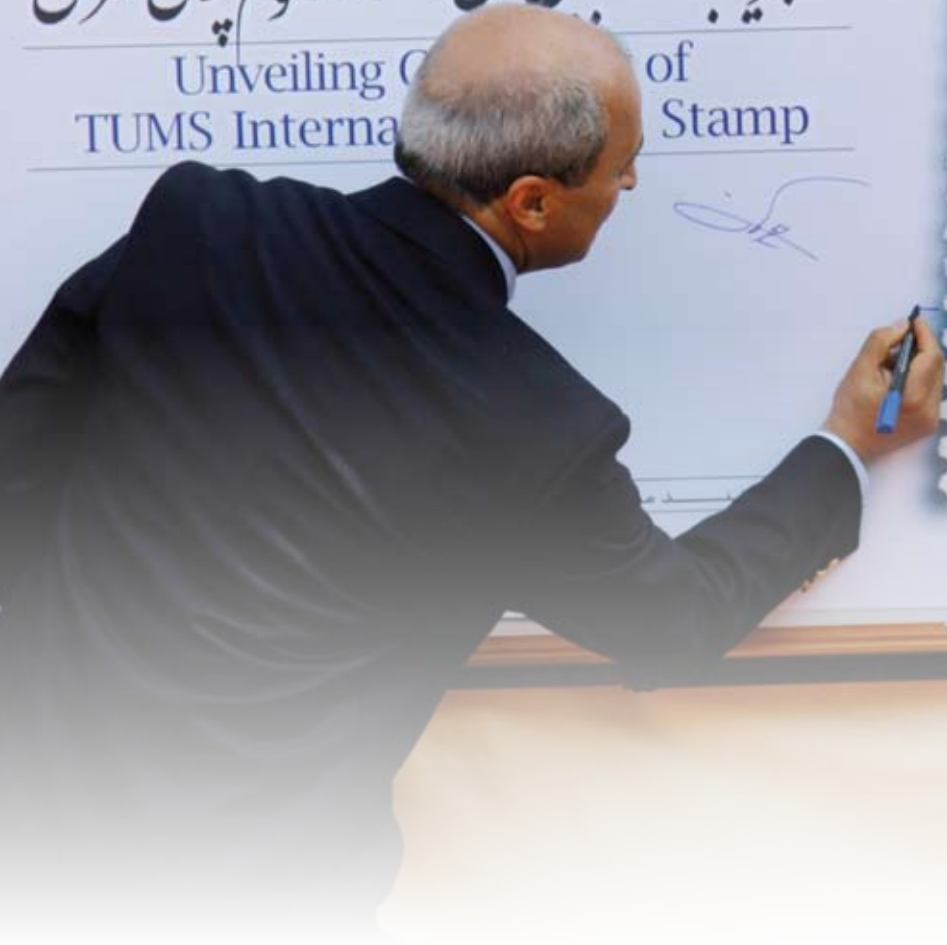
Vision

The gist of the vision of TUMS is summarized as accomplishing the followings in the coming decade: Promoting academic status of the university at the regional as well as the international level through acquiring the required capabilities in rendering higher educational services than those of the countries in the region, Increasing the role of university in production of science, research work, and publication of scientific articles in international journals, and meeting health needs of the society, obtaining the required technology for the production of the strategic medical supplies for the needed of the society, improving the health standards of the covered population, and enhancing the quality and diversity of the sub-specialized healthcare services, and finally, playing effective roles in introducing new methods and comprehensive plans for environmental preservation.

مراسم رونمایی از

تمبر یادبود روز بین المللی دانشگاه علوم پزشکی تهران

Unveiling Ceremony of
TUMS International Day Stamp



Unveiling Ceremony of TUMS International Day Stamp

TUMS International Strategy

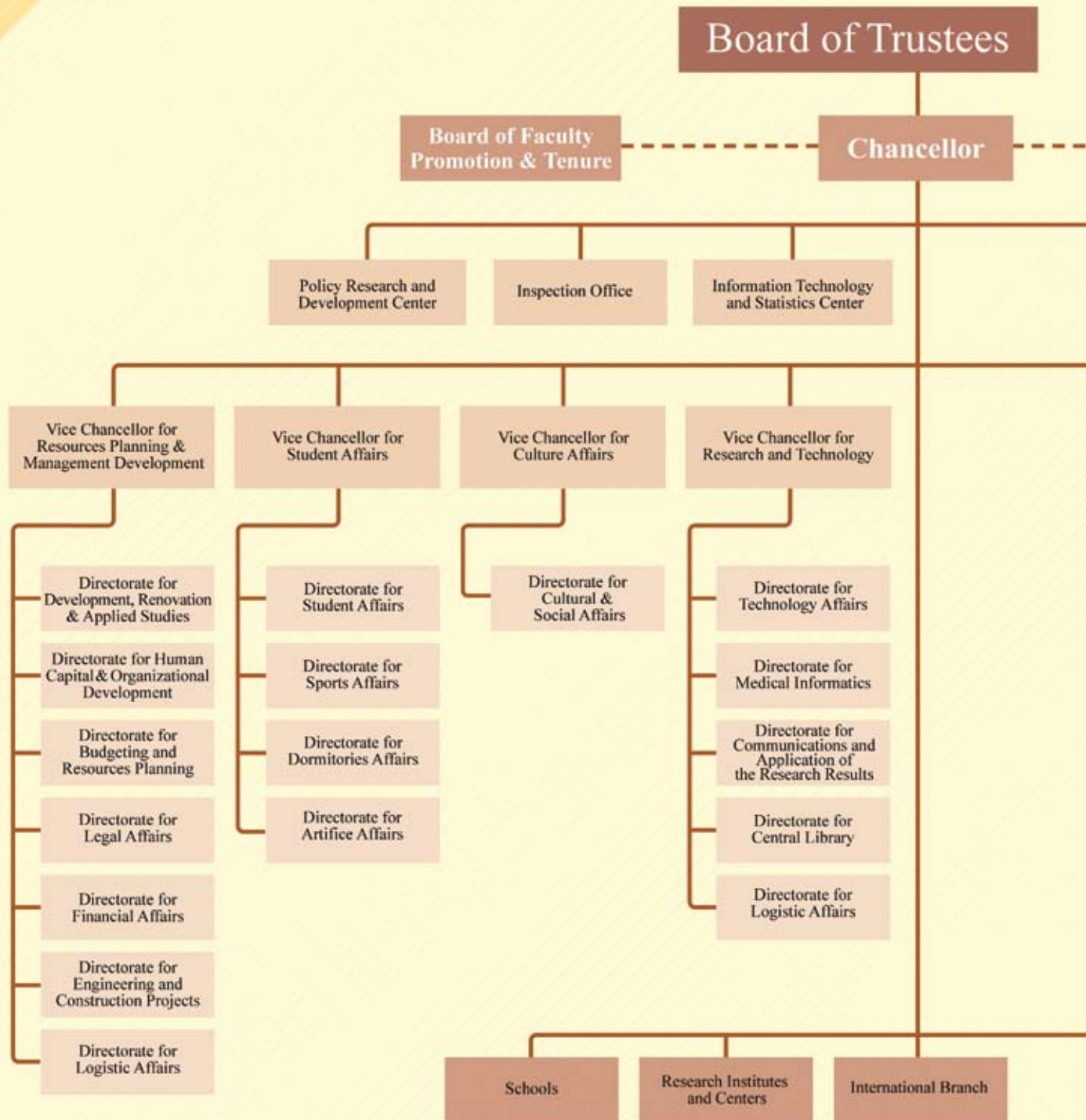
Tehran University of Medical Sciences, as the largest university of medical sciences in Iran, clearly recognizes and comprehends the significance of stepping into international arenas of higher education. Here in TUMS, we firmly believe that our performance, educational services, and goals can no longer be measured by most local criteria, and it is for this reason that we have entered the international landscape of higher education. In line with this mindset, TUMS Office of Vice-Chancellor for Global Strategies and International Affairs (GSIA) has designed several frameworks and various strategies to effectively develop international aspects of TUMS.

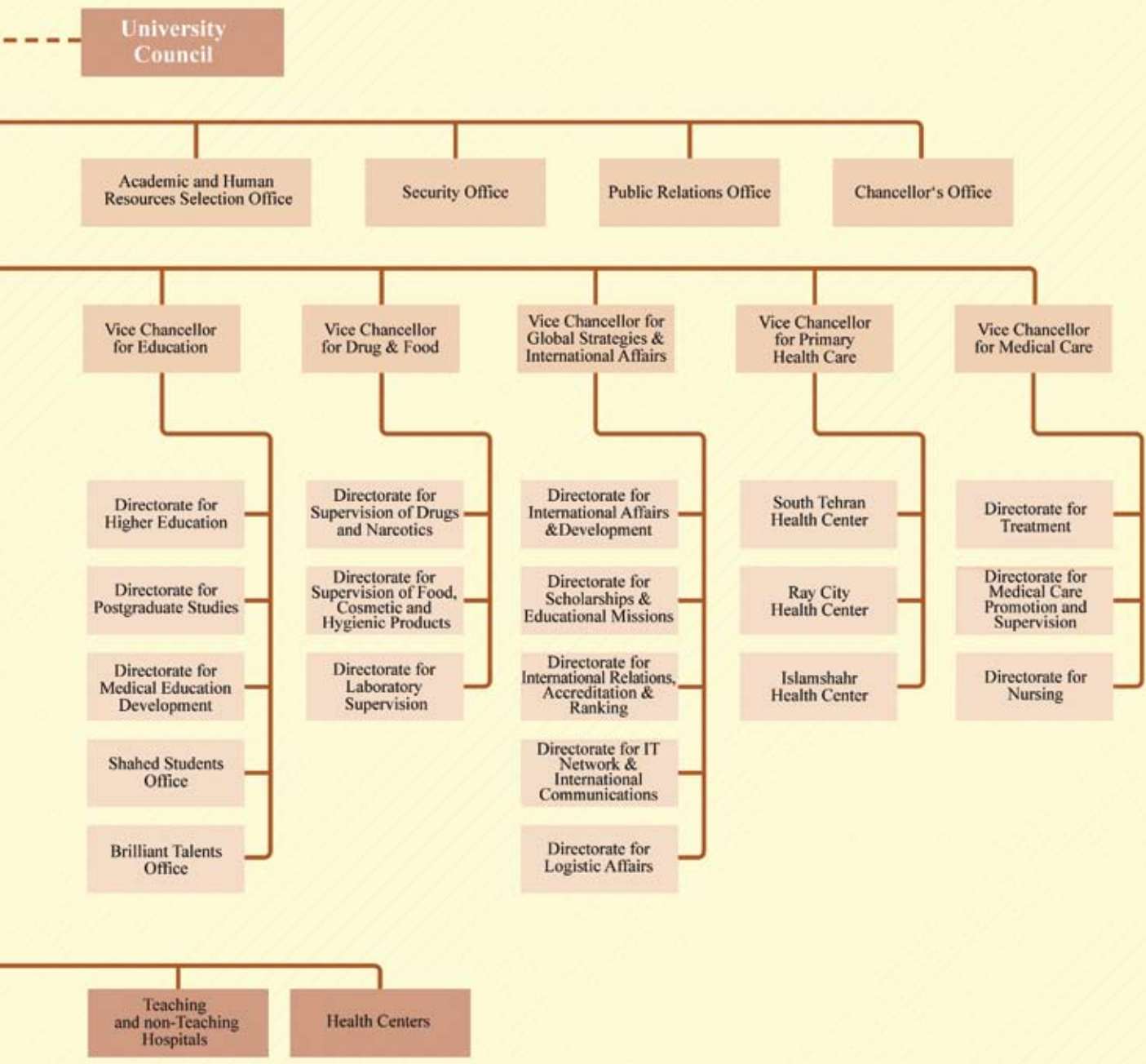
One of the major dimensions of internationalization strategies of TUMS focuses on local, or intra-national (as opposed to international), potential aspects of development. Such aspects include, but are not limited to, faculty/staff training, providing infrastructural requirements, student services, etc. The fulfillment of these needs makes TUMS an effective and resourceful educational organization on its home turf. Another strand in the internationalization of this university, which might carry more value and importance than the former, consists of numerous activities related to international and cross-border interactions. These practices consist of student/faculty mobility (both from and to TUMS), joint educational services with other universities and institutes of higher education, cooperation in shared research ventures, and much more. Such interactions, which are always in some sort of cooperation with other international educational entities, serve as the basis from which we can create and enhance the international identity of TUMS.

Tehran University of Medical Sciences has, for quite a while now, embarked upon an adventurous journey towards becoming a renowned international university. In due time, TUMS approaches, takes up, and tackles any and all challenges with care and accuracy. Until now, it has witnessed significant improvements and advances with regard to international development, and sincerely hopes that the university is able to carry on with this trend in the future ahead.

Organization & Governance

Tehran University of Medical Sciences (TUMS) Organizational Chart





Board of Trustees

The Board of Trustees is actually the legal entity of the University consisting of the Minister of Health and Medical Education, Chancellor of the University, four to six distinguished academic, cultural or social personalities at least two of whom should be faculty members and the Director of the Management and Planning Organization of the country or his representative.

The Minister of Health and Medical Education chairs the Board of Trustees. The Chancellor acts as Secretary of the Board. Members of the Board are appointed by a decree from the president of I.R.IRAN. At the time being, besides a number of faculty members, speaker of the Islamic Consultative Assembly, Head of MOSTAZAFAN (the oppressed) Foundation and the Head of Supreme Council of Cultural Revolution are the members of the Board of Trustees.

Responsibilities and Authorities:

- Ratifying the internal by-laws of the University
- Ratifying the administrative organization
- Ratifying the annual budget
- Ratifying the University's detailed budget
- Ratifying accounts and annual balance sheet
- Ratifying the special revenues and their spending
- Appointing the auditor and treasurer
- Raising financial support from the private sector, and local revenues
- Ratifying financial and transactional by-laws
- Proposing the extra pay for faculty members and non-faculty instructors
- Policy making for management of healthcare centers
- Deciding the pay scales for research work, teaching, authorship, etc
- Verifying the annual report of the University presented by the Chancellor, ratifying employment regulations of faculty members.

The Executive Committee

The Executive Committee consists of the University Chancellor and nine Vice Chancellors for Education, Research, Management Promotion and Resources Planning, Student Affairs, Cultural Affairs, Primary HealthCare, Medical Care, Global Strategies & International Affairs, as well as Food and Drug. At present, in addition to the above-mentioned members, the Directors of Public Relations, the Chancellor Office and the Executive Consultant are the members of this committee.

The candidate for the position of Chancellor is proposed to the Supreme Council of Cultural Revolution by the Minister of Health and Medical Education. Once approved by the Council, he will be appointed by a decree from the Minister for a four-year term. The Vice-Chancellors are appointed by the Chancellor.

Responsibilities and Authorities:

- Implementing ratifications of the Supreme Council of Cultural Revolution, and the directives issued by the Ministry of Health and Medical Education
- Submitting to the Board of Trustees through the Chancellor, the organizational flow-chart, and the administrative improvements for managing internal affairs of the University, investigating implementation of the decisions made by the Executive Committee, and supervising the departments' performances
- Providing for public contributions, and helping the University and its associated departments achieve self-sufficiency
- Coordinating activities of the Vice-Chancellors, studying administrative, financial, and transactional regulations of the university to be discussed by the Board of Trustees, and preparing proposals and plans to be included on the agenda of the Board of Trustees
- Proposing the annual budget to the Board of Trustees through the Chancellor
- Proposing to the Ministry through the Chancellor sabbatical leaves, and short-term educational and research courses in and abroad for qualified faculty members.



The University Council

The council consists of members of the Executive Committee, deans of faculties, two faculty members, and two full or associate faculty member professors. It is chaired by the University Chancellor.

Responsibilities and Authorities:

- Studying and ratifying new courses and fields of study to be proposed to the Ministry of Health, Treatment and Medical Education
- Studying and ratifying proposed short-term educational and research plans,
- Studying ways to cooperate with other public and private institutions, annual study of the University's scientific facilities
- Determining shortages, classifying scientific needs, and taking actions to supply them,
- Planning for students admission regarding to the available facilities of the University capacities
- Studying the educational and research problems of the University, and proposing solutions
- Evaluating the University's general performance
- Studying and ratifying plans proposed by specialized councils
- Preparing and ratifying the internal by-laws of the Council and its subcommittees
- Coordinating administrative and planning affairs and cooperating with the university council and the Executive Committee, every vice chancellor should form a council and chair it.

These are called specialized educational and research councils. Studying issues placed on the agenda of the Council by the Chancellor.



Board of Faculty Promotion and Tenure

This Board is comprised of the University Chancellor, the Vice-Chancellors for Education and Research and professors and associate professors selected as scientific representatives from the associated schools and educational research institutions. The Chancellor chairs the board.

Responsibilities and Authorities:

- Ranking of associate studying academic and passing judgment on the scientific qualifications of applicants for professor, and assistant professor,
- Promoting faculty members to assistant professorship, associate professorship, and professorship,
- Evaluating the educational-research performance of faculty members, dealing with other matters referred to in the recruitment by-laws of faculty members.

Imam Khomeini Hospital Complex



TUMS Scholarship Council

The Scholarship Council of Tehran University of Medical Sciences is comprised of the following members:

- Chancellor
- Vice Chancellor for Research & Technology
- Vice Chancellor for Education
- Vice Chancellor for Student Affairs
- Vice Chancellor for Global Strategies and International Affairs
- Deans of Schools

The Chancellor chairs the Council.

Responsibilities and Authorities:

- Studying, assessing and making decisions on the application for studying in short and long-term programs in foreign countries
- Assessing the performance of students' studying abroad in scholarship for the purpose of making the decision of prolonging their course study
- Passing instructions for education mission

The Council acts based on the provisions of the articles, and passed instructions of Ministry of Health and Medical Education as well as the board of trustees of the University

Vice Chancellors

Vice Chancellor for Education

The Vice Chancellor for Education is responsible for academic policymaking, coordination of all educational activities, provision of support for academic activities, supervision over proper enforcement of the assigned responsibilities of the associated institutions, as well as planning to promote educational quality. The commissioned duties are enforced through the following subordinate Directorates:

- Directorates for Educational Affairs, which renders educational/ administrative services to students of postgraduate levels;
- Educational Development Center, which masterminds planning the university's educational programs and tries to promote the quality of education through developmental projects, faculty development initiatives, as well as evaluation of the faculty and the delivered courses;
- Continuous Medical Education Office, which plans and coordinates CME activities and evaluates them. The Vice Chancellor of Education is also in charge of many administrative and academic affairs pertinent to the faculty members. This includes but is not limited to faculty promotion, tenure, and hiring and allocating new academic staff. All the above-mentioned responsibilities are aligned with TUMS long-term plan and are accomplished in collaboration with associated departments, schools, and institutions.

Educational Development Center (EDC)

The Educational Development Center (EDC) of Tehran University of Medical Sciences not only aims at promoting the teaching quality in both theoretical and applied sciences, but also is concerned with specialized competencies and qualifications of the staff as well as the course contents. Naturally, the advent and development of the teaching-learning processes are primarily geared with the educational needs of the target community rather than technological advancements or institutional policies. These diacritical issues, however, cannot be completely neglected.

This center has proved competent in updating health providers' education and has played an important role in more appropriate and rational utilization of resources. A wide range of activities concerning staff development is rendered by EDC whose details can be detected in its function.

Considering the university study strategies, EDC supports the faculty members and anyone playing a part in the academic society especially through workshops and specific meetings planned to this purpose. Some such special courses are planned to meet the needs of the younger faculty members while others are more concerned with any participants whether a faculty member or ordinary graduates giving them more self-confidence to assert their competencies and to flourish their potentials. Current courses aim at protecting those involved in research in education and encouraging educational research as a sound basis for educational policies. Although research in education consists of several parts and projects, they all share the same principles. Equity is one of such objectives; providing equal opportunities for all those involved in the project. EDC policies are to be adapted to the specific needs of all faculties and departments. This is a justification for the Educational Development Office (EDO) in every faculty and the educational committee in certain departments.

Objectives

As a specialized training center, the institutional objectives of TUMS EDC are as follows:

- 1) Supervising curriculum development
- 2) Promoting quality in-service training meeting the community needs utilizing appropriate media
- 3) Ensuring access to designing appropriate approaches to education and evaluation systems for all departments
- 4) Organizing staff development trainings based on their own priorities
- 5) Launching research and appropriate teaching methods to promote skills, competencies, and the efficient functioning of medical graduates
- 6) Teaching, organizing, supporting, and supervising research in education projects
- 7) Evaluating teaching-learning activities throughout TUMS
- 8) Promoting dynamic development of the faculty in medical education
- 9) Developing and practicing modern educational approaches including electronic education throughout TUMS

Roles and Activities

Aligned with TUMS strategic planning, EDC aims at promoting educational standards and quality teaching.

Therefore, promoting the faculty members' teaching skills and students' learning capabilities are targeted, which requires the following functions for TUMS EDC.

- 1) Promoting Educational standards
- 2) Promoting research in education
- 3) Evaluating teaching-learning methods
- 4) Promoting students' learning capabilities
- 5) Promoting academic research
- 6) Promoting students' consciousness by having access to current knowledge
- 7) Attaining the necessary equipment and resources
- 8) Promoting knowledge, attitude, and competencies of medical care providers under the university coverage through continuing education programs
- 9) Developing electronic and distant education.

Vice Chancellor for Research and Technology

The Vice Chancellor for Research & Technology includes five subordinate Directorates in charge of Research, Medical Statistics and Information Providing, the Central Library, and the Center for Documents, Publications, and Printing House. The Office is responsible for providing the grounds for research work, supplying scientific resources, providing for publication of scientific productions and expansion of scientific ties with other academic institutions. All these activities are designed with the cooperation of all departments, associated schools, and research centers, within the long-term research plan of the University. This Office is also responsible for:

- conducting different research-oriented educational courses and supervision over the cycle of proposed research plans through drawing up the related contracts
- supplying, and distributing scientific resources- both printed and digital
- helping with scientific conferences to be held and facilitating the participation of faculty members in them, and
- establishing scientific relations with foreign centers, and expansion of the University computer network



Vice Chancellor for Student Affairs

The mission of this Vice Chancellor is to protect students' rights, and to provide for nurturing their creativity and dormant intellectual, social, and physical talents. This office is also responsible for the university's fundamental tasks. They aim at preparing the students for their responsibilities in society, workplace, and undertaking a dynamic family life. In line with these goals, the office is responsible for providing welfare services, and facilitating extracurricular athletic and artistic student activities, scientific and sightseeing tours, and student celebrations. The above-mentioned tasks have provided for the establishment of subordinate directorates in charge of Student Affairs, Physical Education, Cultural Affairs and Extracurricular Activities, Health, and Counseling and Guidance extensively managed by the students.

Welfare and student-related affairs are run under the supervision of the Student Council, while cultural activities of the Office are performed under the supervision of the Cultural Council consisting of the managers of the office and students representatives.



Vice Chancellor for Medical Care

TUMS has a leading role in promoting health services. Attempts and responsibilities in order to meet this include providing and facilitating accessible, timely, high-quality, cost effective, innovative, respectful services of medical, nursing and healthcare for our clients by policy making, directing, supervising, accreditation, collecting, classifying and analyzing data needed for health programs and systematic evaluation of such programs, promoting hospital indicators, supplying the needs of all TUMS hospitals and health centers.

In that capacity, we support the mission and operations of 16 academic hospitals with more than 5000 educational beds by providing consultative assistance with policy formulation, strategic planning and implementation, business and capital initiatives undertaken by the University's hospitals and academic medical centers. In our role to provide oversight to the Board of Trustees, we have focused on hospital operations and patient satisfaction through implementation of 7 pillars of Clinical Governance, national commission on accreditation, and reporting on quality improvement programs.

Noteworthy among our accomplishments at TUMS is the development of HELP (Health Education, Life Promotion) which is a system for patient education. Among other duties, our responsibility to reduce Maternal Mortality, hospital length of stay and nosocomial infections led to assuring better quality of care and patient satisfaction, further assisting ongoing coordination and implementation of excellence in academic health services.

The health centers of this Vice Chancellor include: South Tehran Health Center, Rey Health Center and Islamshahr Health Center.

Hospital Accreditation

Hospitals and healthcare services are vital components of any well-ordered and humane society, and will indisputably be the recipients of societal resources. No doubt hospitals should be places of safety, not only for patients but also for the staff and for the public. Quality of hospitals and healthcare services is also of great interest to many other bodies, including governments, NGOs targeting healthcare and social welfare, organization for doctors and health professionals, patient organizations, shareholders of companies providing healthcare services, etc. However, accreditation schemes are not the same thing as government-controlled initiatives set up to assess healthcare providers with just governmental objectives in mind, the functioning and finance of hospital accreditation schemes should be independent of governmental control.

Hospital accreditation has been defined as a self-assessment and external peer assessment process used by healthcare organizations to accurately assess their level of performance in relation to established standards and continuous improvement. Critically, accreditation is not just about standard-setting: there are analytical, counseling and self-improvement dimensions to the process.

One of the applicable purposes of accreditation is development of medical tourism. The special geographic location of Iran, the history of medical sciences, the availability of medical and para-medical teams/faculties, low-cost and high quality healthcare services, have led to high importance of medical tourism in the fields of economy and medicine in Iran. The variety and the low price of medical services and the geographical situation of Iran border lines are effective factors for attracting medical tourism.

Regarding to the above information, international hospital accreditation has significant effect on university credibility as it facilitates international collaborations, medical tourism and admission of foreign medical students.

TUMS Plans for Hospital Accreditation

At the moment the national accreditation is carried out by Iran Ministry of Health. At TUMS, Office of Vice Chancellor for Primary healthcare and Office of Vice Chancellor for Global Strategies and International Affairs cooperatively are responsible to address the international hospital accreditation at the university.

In the current national accreditation, hospitals such as Roozbeh, Farabi, Baharloo , Tehran Heart Center, Shariati and Imam Khomeini have been approved as the first class hospitals having the potential to enter international hospital accreditation process.

In order to achieve these aims, international hospital accreditation ward has started its activities since August 2013 in Tehran University of Medical Sciences, Office of Vice-Chancellor for Global Strategies & International Affairs. Studying and consulting about choosing an international accreditation organization with regard to factors such as accreditation level of the institute, cost benefited, etc., is being pursued so that a contract is finally signed with the selected organization.

Afterwards we are going to select one pilot hospital to perform international accreditation. We will evaluate the feasibility and compliance of standards with our culture by expert panel, then they will be communicated to the selected hospital and the hospital will enter self-assessment process.

With regard to the self assessment results, the hospital's strengths as well as its weaknesses will be recognized. Afterwards it will undergo the external evaluation process implemented by specified agencies for international accreditation.





Vice Chancellor for Drug and Food

The Vice Chancellor for Drug and Food was established in 2005. It consists of three units (Boards of Directory) as the following:

1. Directory of management on drugs and narcotic substances
2. Directory of management on food, hygienic and cosmetic products
3. Directory of management on control laboratory for food and hygienic materials

Major responsibilities include the followings:

- Supplying and providing needed drugs including narcotics and drugs for special diseases
- Supervising methods of drug distribution at all related units of the TUMS
- Issuing certification of establishment and technical liability and products for the described units
- Supervising the activities of all private and governmental drugstores
- Promoting proper use of drugs with attention to the activity of controlled unit
- Issuing certification for importing drugs and preliminary materials for drugs formulation
- Observing the safety and security of foods and cosmetic products, which have brands and health licenses from FDO (Food and Drug Organization)
- Controlling and supervising licenses procedures for food and cosmetic factories
- Exchanging information with local and international scientific and legal agencies relating food and cosmetics
- Conducting researches and applied studies to pinpoint health problems, their causes and identify their effects
- Supervising and inspecting manufacturing factories, storage centers, and distribution centers for food and cosmetic products
- Issuing certification for inauguration of imports and allowance of customs for preliminary materials and processed food and cosmetic products,
- Ensuring the safety of foods for humans and ensuring compliance with the standards.
- Ensuring that food labels are truthful and contain reliable information that consumers can use to choose healthy diet.
- Performing microbial and chemical evaluations on food, cosmetic and hygienic samples at level of marketability and demands to provide the best protection of consumers of these products.
- Supervising and inspecting accredit laboratories under supervision of Tehran University of Medical Sciences.
- Implementation research project in the fields of food and cosmetic products
- Training services and upgrading sessions for technical staff of units under the supervision of the university.

Vice Chancellor for Management and Resource Development

The Vice Chancellor for Resources Planning and Management Development of TUMS is in charge of supplying and distributing university resources in line with the TUMS programs. It also supplies and distributes university resources according to different programs of university sections within the framework of knowledge system and enables managers and evaluates them by new technologies and optimum information management and new management methods that have led to improving productivity in all action levels of sub sections to university to be able to do all its mission perfectly and get the predetermined targets.

Mission

Educating human resources and supplying researching and providing required knowledge offering health services

Vision

To achieve first place in education and research among universities of region, cultural pattern and to offer fairest and most effective health services. Strategies of Vice Chancellor for Resources Planning and Management Development Undersecretary:

- Production and capital creation
- Empowerment and productivity improvement
- Resources allocation
- Outsourcing
- IT development
- Management development
- Knowledge management development
- Supporting entrepreneurs
- University organizational system development

Vice Chancellor for Global Strategies and International Affairs

International cooperation has dramatically increased during the last decades due to the rapid developments in scientific communication. Universities produce knowledge and since knowledge is inherently universal, it transcends country boundaries. Therefore, the very fundamental function of university makes it international. To become more competitive and play a remarkable role globally, to enhance the production of knowledge and scientific excellence, and to develop policy for international cooperative structural programs, every university touches the importance of internationalization. Regarding this undeniable fact, Tehran University of Medical Sciences (TUMS) has recently established Office of Vice-Chancellor for Global Strategies and International Affairs (GSIA) towards the multifaceted and innovative concept of internationalization and to foster the international collaborations. Since maintenance of the sustainable academic status of the University and promotion of its international role in educating knowledgeable medical professionals remain the top priority for TUMS, Vice-Chancellor for GSIA is committed to supporting all international activities of the University, including developing close relationships with outstanding people and organizations across the world, providing suitable and enforceable policy for the expansion of meaningful and effective activities in the scientific community internationally, recruiting talented and qualified international students and providing them with high standard education, internationalizing and accrediting the curriculum, pedagogy and extra-curricular activities of the University, integrating an international and global dimension into the activities of the University, developing agreements and MOUs with international institutions of higher learning. In effect, GSIA was founded as a response to a new strategy, which places attracting international students and scholars at the top of its priorities; this strategy aims at promoting the image of the University to attract international applicants, and to create a recognized network for internationalization. The main mission of GSIA is to expand and strengthen ties with leading universities worldwide, establish exchange programs and joint degrees in strategic fields, develop research partnerships with international higher education institutions, and finally attract international students and scholars.

Vice Chancellor for Primary Healthcare

The Vice Chancellor for Health seeks to meet the healthcare needs of the society through education (training manpower, etc.) and research (identifying the needs to be dealt with). The Office is also responsible for discovering present and future healthcare needs of the population undercover, supervising over the healthcare services rendered at the first and second levels, as well as referring patients to higher-level services, improving the quality of services, and solving health problems of the society. This office is in charge of planning for expansion of healthcare centers, providing easy access to these services, running studies to detect the endemic, epidemiologic and regional diseases, identifying and classifying health problems of the region undercover, developing and performing related applied research, supplying the needs of the affiliated health centers and supervising their functions, collecting, classifying and analyzing data needed for health programs, and systematic evaluation of such programs. The University services cover a great part of Tehran, the City of Ray and the City of Islamshahr.



Vice Chancellor for Cultural Affairs

Inspired by the contents of Islamic Republic of Iran's 1404 Vision Plan, we need to achieve a dynamic and pioneering society in various arenas, a prerequisite to which would be having a sophisticated and pioneering university. A university, which alongside educational and research development, has reached its optimum cultural point. In addition, the students, faculty members, and staff of the university need to be benefited from the cultural solidarity and Iranian-Islamic identity. Based on this, the Vice Chancellor for Cultural Affairs attempts to contribute to the University goals through planning for creating solidarity and unity in cultural programs, intervening in cultural planning, preventing redundancies and building concordance with the macro policies of the university based on Iranian-Islamic sublime values.

Goals:

- Developing and deepening religious culture and ideology in the academicians' lives.
- Recognizing culturally talented and gifted figures, developing and preparing the grounds for the facilitation of elites' noble thinking climate
- Improving the research-oriented spirit among academicians and their cultural needs
- Improving spiritual health, and culture of academicians
- Promoting cultural activities to revitalize and improve the academicians' Iranian-Islamic identity
- Determining the training and moral role of professors and appreciating their sublime position
- Familiarizing faculty members with 'soft war' and how to cope with it based on Islamic power principles.

Plans:

Based on the 13-fold strategies of the University's scientific plan in cultural arenas, a number of plans are conducted in the cultural fields including:

- Developing and determining the most important and highly prioritized aspects in the cultural movement
- Running educational and promotional programs to keep and develop cultural space
- Running and hosting attractive cultural-religious plans and competitions to indirectly convey cultural and religious messages "The Research Center of Watching, Monitoring, and Planning Cultural Issues in Health Arenas" has been established to plan and execute cultural activities for the target groups including faculty members, staff and students and the audience of health system. It also aims to guard the cultural goals of Islamic Republic of Iran based on the comprehensive cultural document, and the comprehensive scientific health plan. This research center intends to permanently watch and monitor the cultural status of medical universities in Iran, and assessing the degree of achievements in cultural aspects. In addition, it strives to train human resources, research in cultural issues related to health, encouraging and recruiting cultural researchers in health issues, and finally collecting, compiling, regulating, and categorizing documents and articles in fields related to cultural issues.

Chapter 2

TUMS International Quality Assurance & Accreditation Network (IQAAN)



Tehran University of Medical Sciences International Quality Assurance & Accreditation Network (TUMS - IQAAN)

An Overview of IQAAN

Introduction

Education, production of science and technology, and providing healthcare services are the most essential organizational missions of Tehran University of Medical Sciences. As an institution of higher education, the university undertakes to continually improve the quality and quantity of educational and remedial services. To achieve these goals, the international accreditation network has been formed.

Mission

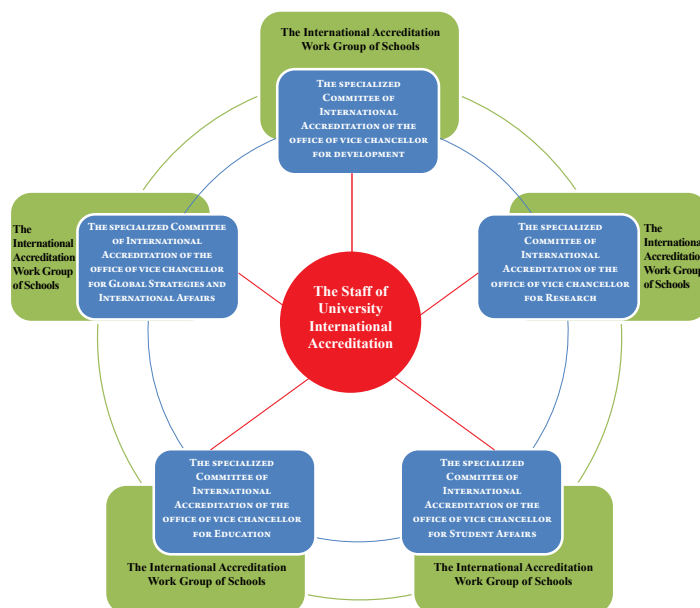
The mission of university International Accreditation Network is utilizing the means of quality assurance such as accreditation in order to assure the quality of services.

Vision

Promoting educational and research services are in accordance with national and international standards.

The University International Accreditation Network

International Accreditation Network of the university is formed for the purpose of standardization and transformation of the processes and activities associated with programs of quality assurance and international accreditation. The network has three main levels. The first level is the steering committee of university international accreditation. The specialized committee of vice chancellor offices in accreditation and the international accreditation workgroups in schools are the second and third levels respectively. The above-mentioned levels are indicated in the figure below.



The University International Accreditation Network

The First Level of Network

Steering Committee for International Accreditation of the University

The first level of network is the steering committee for international accreditation of the university.

Members

Members of the steering committee are as follows:

- Chancellor (Chief of steering committee)
- Vice Chancellor for Global Strategies and International Affairs (Secretary of the steering committee)
- Vice Chancellor for Research
- Vice Chancellor for Education
- Vice Chancellor for Management Development and Resource Planning
- Vice Chancellor for Student Affairs
- Director of International Relations, Accreditation and Ranking
- Three faculty members proposed by Vice Chancellor for Global Strategies and International Affairs and decreed by the chancellor

Tasks

Major duties of the steering committee are as follows:

- Policy making
- Coordinating and integrating activities related to the implementation of standards
- Developing a list of priorities and indicators for quality improvement
- Continuous supervision on implementation of ratifications approved by the steering committee
- Planning and coordination of vice chancellor offices for implementing the proposed accreditation programs
- Investigation of improvement plans
- Pursuing, monitoring and evaluating progress rate of other network levels in the implementation of improvement plans

University Secretariat of International Accreditation

University secretariat of international accreditation, located in the Office of Vice Chancellor for Global Strategies and International Affairs, is responsible for executive management of the international accreditation programs performing the following tasks:

- Studying and scrutinizing quality assurance and international accreditation in line with university missions
- Providing strategies for continuous promotion in quality assurance and international accreditation
- Designing action plans in quality assurance and international accreditation
- Identification of quality assurance and accreditation systems in the world
- Identification of accreditation networks and organizations in the world
- Design and implementation of quality assurance programs and international accreditation
- Knowledge management in quality assurance and international accreditation processes
- Monitoring and supervising the performance of quality assurance and accreditation network and giving the pertaining report to the headquarter
- Empowerment of stakeholders in the field of quality assurance and international accreditation

The Second Level of Network: Specialized Committee of Vice Chancellor Offices for International Accreditation

The specialized committees of international accreditation at vice chancellor offices are the second level of international accreditation network, playing an active role in implementation of international accreditation plans at university.

Members

Members of the specialized committee for international accreditation at vice chancellor offices are as follows.

- Vice chancellor (Chief of the committee)
- Heads of the units
- A responsible expert in the related field
- Faculty members
- Other experts if need be

Also, one of the directors is appointed as the committee's secretary.

Tasks

The main duties of specialized committee for international accreditation at vice chancellor offices are as follows:

- Bilateral cooperation and coordination with the steering committee of international accreditation
- Identifying standards of the international accreditation communicated by university secretariat of international accreditation at the unit in charge
- Implementation of international accreditation processes within the related areas
 - Self-Assessment
 - data collection
 - Qualitative and quantitative Analysis
 - Data analysis
 - Interpretation of information and extraction of the strengths and weaknesses
 - Developing programs for continuous improvement and standardization
 - Monitoring designed improvement plans
- Communicating effectively and consistently with workgroups of the international accreditation in schools
- Forwarding a quarterly report from international accreditation processes to the headquarter of international accreditation
- Coordination, consultation, and supervision on international accreditation workgroups of the schools

The Third Level of Network: Workgroups of the International Accreditation in Schools

Workgroups of International Accreditation in schools are directed by the school dean. Members of the workgroup consist of vice chancellors and experts related to each field, having close relationship with vice chancellor offices and making efforts to implement the international accreditation plans and make the plans operational eventually.



IQAAN Action Plan

Introduction

Quality assurance and accreditation guarantee that educational plans and procedures of a university, the related equipment and facilities, and all its pillars and principles are in accordance with global accepted standards of higher education. Thus, the university presents educational services with internationally accredited quality. Obtaining such a position has numerous advantages for universities. In addition to improving quality of educational services, accreditation helps students choose a university with global standards in higher education, concerning today's competitive environment.

Considering Iran's 20-year vision plan and also the comprehensive scientific plan of Tehran University of Medical Sciences (TUMS), there is a vital need for compiling the accreditation document. Establishment of comprehensive evaluation systems for the purpose of improving services has been taken into consideration in both plans.

Therefore, and in order to achieve the above-mentioned targets, implementing quality assurance and accreditation procedures in university is of great importance.

Institutional Accreditation

According to Council for Higher Education Accreditation, accreditation is a multistage university process which is based on university self assessment and also its assessment by accreditation bodies in accordance with specified standards. This process is implemented primarily for being responsive about the educational services presented and secondarily for the purpose of improving education quality. To this end, quality of educational programs, faculty members and staff will be evaluated. In institutional accreditation, a university or an institution is evaluated in general, with regard to its facilities, management capabilities, and organizational integrity needed for accomplishment of its mission.

Action Plan for Institutional Accreditation

Tehran University of Medical Sciences (TUMS) has a four-year institutional accreditation plan, which is explained below. Two main procedures occur during the first year. At first, self-assessment is carried out and afterwards improvement plans will be set based on the results of self-assessment. During the second and third year, the said improvement plans will be implemented at the university. In the fourth year, self assessment process will be implemented again and the university will get organized for reaccreditation.

TUMS four-year action plan for quality assurance and institutional accreditation

No	Programs	Timing
1	Implementing self-assessment in university sections & preparing quality improvement plans	1st Year
2	Applying policies & Implementing programs	2nd & 3rd Year
3	Carrying out self assessment again before external evaluation	4th Year

Procedures

Self Assessment

Self-assessment is the first step to be taken in institutional accreditation. Self assessment procedures include data collection, data cleaning, data analysis, scrutiny of findings, extracting weaknesses and strengths, and preparing improvement plans based on findings. In the process of self-assessment, TUMS target population consists of the offices of Vice Chancellor for Education, Vice Chancellor for Global Strategies and International Affairs, Vice Chancellor for Management Development and Resource Planning, Vice Chancellor for Research, and Vice Chancellor for Student Affairs at university and the same offices at each school of the university.

Based on the operational plan of accreditation and quality assurance, process of self-assessment was carried out at university in the first year (2013), as the first executive part of the process. Self- assessment in an organization acts as a mirror which shows us the reality. Perhaps, we do not like what we see, however, we always need to know what happens around us, so that we can accept it and plan for its improvement.

Self-assessment is a key solution for improving performance of the organization. Many organizations use self assessment in order to understand their current position, the progress to which they aim to reach and the way they can achieve the progress.

Significance of Self-Assessment

Self-assessment is a method for meticulous examination of organization in a specific period. In fact self-assessment is like a health test in the first stages. A starting point for paying more attention and taking measures! In other words, organizations should preferably have regular periodic assessment processes rather than irregular ones. It has been proved that evaluation based on criteria is a good management practice for organizations. The organization which is willing to carry out the evaluation process, should present evidence based on the assessment model it uses. However, self-assessment mainly aims at identifying strengths of the organization and the sections which need improvement, and also development of future plans so that organizational performance is improved. Therefore, self-assess-

ment and its methods are valuable for comparing the organization's operations, techniques and approaches with valid national and international models. Self-assessment process can be developed simply through checklist or as the main factor in the process of strategic planning. Self-assessment includes thorough evaluation of operational methods and approaches and current management of the organization. Self-assessment presumption is that the organization enjoys an appropriate participatory culture and it is prepared to initiate improvement and upgrading procedures. However, it should be mentioned that self-assessment is not a replacement for proper management operations. Self-assessment helps the organization to discover its weak points and presents successful examples for proper management. This way, self-assessment directs the organization to take amendment measures, through identifying problematic parts. Some operations can be amended during the self-assessment process depending on their essence but some other operations need time and funding in order to be modified.

TUMS self-assessment process has been divided to the following sub-processes:

- Data collection based on specified forms
- Quality and quantity analysis of forms
- Data analysis
- Interpretation of information and extracting strengths and weaknesses

With regard to the above sub-processes, information related to all university sections was collected. Collected information from each section was divided into subject groups of education, research, student affairs, international, and management development and resource planning. It was also in accordance with operational areas announced by ASIC. Thus, 5 self-assessment forms in form of booklets and separated according to the abovementioned subject groups were designed. Secretariate of IQAAN studied the collected forms through holding educational workshops by the specialized committees explained in quality assurance and accreditation network. In addition to studying the self-assessment forms, possible questions were answered in the workshops and the specialized committees were briefed about their duty in data collection. In the next stage, specialized committees in each department carried out self-assessment process through their workgroups in schools and collected required information from schools based on data collection forms.

Self Assessment forms divided into education, research, student affairs, international affairs, and management development section



Preparing Improvement Plans

After data analysis and clarification of findings, improvement plans are prepared according to the findings. Improvement plan is the most important achievement of implementing self-assessment, in which the most vital measures are taken for making reforms. In order to maintain integration of improvement plans content, TUMS secretariat of quality assurance and accreditation will announce the proposed pattern for drafting the document of improvement plan. After preparing the improvement plan, the specialized committee in charge of quality assurance and accreditation at each vice chancellor office has to send a report of self-assessment and the improvement plan derived from the assessment to the quality assurance and accreditation steering committee of the university, for final monitoring and confirmation. The steering committee can visit the specialized committees at offices of vice chancellors and the workgroups for accreditation and quality assurance in school in order to confirm reliability of reports. Specialized committees for accreditation and quality assurance at vice chancellor offices are in charge of preparing improvement plans.



Implementation of Improvement Plan

Improvement plan mainly aims at creating a specific framework for making reforms, developing strengths and removing weaknesses based on priorities, urgencies, capital and resources, so that improvement process occurs at university and waste of time, energy and capital is prevented. Each specialized committee in charge of quality assurance and accreditation at vice chancellor offices has to implement the improvement plan in accordance with the specified timing. Consequently, each specialized committee in vice chancellor offices annually prepares a report from its performance progress and sends it to the quality assurance and accreditation steering committee of university for monitoring and final confirmation. The committee is in charge of monitoring implementation of improvement plans and confirmation of the related reports. Implementation of improvement plans, however, is the responsibility of specialized committees for accreditation and quality assurance in vice chancellor offices.

Supervision & Monitoring

Supervising and monitoring activities of specialized committees for accreditation and quality assurance in vice chancellor offices is up to quality assurance and accreditation steering committee of the University. Supervision and monitoring is carried out at all phases of accreditation and quality assurance and plans are set appropriate to the monitored activity.

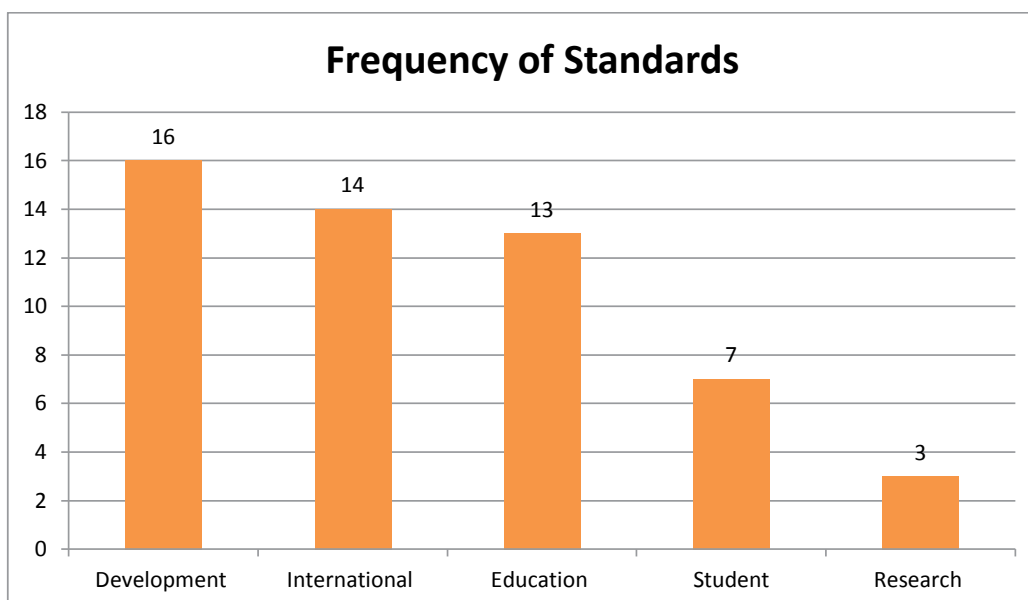
Self Assessment before External Evaluation

Based on the four –year action plan of TUMS, self assessment process is carried out again in the fourth year, so that the changes, reforms and improvements are studied and controlled through self-assessment. Implementing self-assessment procedure along with pertaining sub procedures at this stage is the responsibility of specialized committees in charge of accreditation and quality assurance at vice chancellor offices. In order to help the sections affiliated to the university get ready, and also for approving the validity of information derived from self-assessment, the specialized committee will visit the related places and control documentations in from of an external evaluation, before real evaluation of the accreditation body. This way, all sections of the university will get prepared for reaccreditation, through simulation of accreditation process.

Statistical reports of the first stage derived from information analysis are as follows:

Operational Sections	Frequency of Standards
Development	16
Management and Staff Resources	8
Premises and Health and Safety	8
International	14
Marketing and Recruitment	4
Systems Management and Compliance with UK Border Agency (UKBA) Regulations	10
Education	13
Awards and Qualifications	4
Learning and Teaching: Course Delivery	4
Quality Assurance and Enhancement	5
Student Affairs	7
Student Welfare	7
Research	3
Learning and Teaching: Course Delivery	1
Management and Staff Resources	2
Sum of Standards	53

Frequency of evaluation criteria in the quintet fields of education, research, student affairs, international affairs & development



Frequency of evaluation criteria in the quintet fields of education, research, student affairs, international affairs & development

Chapter 3

TUMS In The Mirror



The Academic Program

Undergraduate Program

An undergraduate or a first-level university student is a student working toward a B.Sc., M.D., D.D.S., or Pharm.D. degree. We consider you an undergraduate applicant if you have graduated from high school and are applying to our university. M.D., D.D.S., and Pharm.D. applicants should note that the language of instruction and patient interaction will be Persian/Farsi, although TUMS professors speak English, power points and books are in English, and exams might be given in English. If you do not have knowledge of Persian/Farsi and you are an M.D., D.D.S., or Pharm.D. student, please be advised that your classes will be held in Persian. Please make arrangements to come at least one semester before the start of your sessions to start your Persian/Farsi instruction classes.

Filling in the online application form and uploading the high-quality scan of the following documents are required for the application:

- A letter of application or motivation in which you clearly specify your major and level of interest found on our website
- A Résumé or C.V.
- High School Diploma with courses in three out of five subjects in biology, chemistry, mathematics, physics, and physiology along with its complete transcript of records (Minimum GPA of 3.00/4.00 or equivalent)
- English proficiency: IELTS or TOEFL (before graduation from TUMS, a certificate of IELTS with a minimum score of 5.5 or equivalent is required). If you do not have an IELTS or TOEFL score, you can complete and upload the Affidavit of English Proficiency Form.
- Two letters of recommendation
- A passport-size photograph
- A copy of passport's main pages

Graduate Program

At Tehran University of Medical Sciences (TUMS), a graduate applicant is an applicant who has already completed and obtained the first-level university degree and wishes to pursue his or her education beyond that.

Filling in the online application form and uploading the high-quality scan of the following documents are required for the application:

- A letter of application or motivation in which you clearly specify your major and level of interest found on our website
- A Résumé or C.V.
- The previous degree(s) in original: Ph.D. candidates should provide both their Bachelor's and Master's (or any other related degree such as M.Phil.). M.Sc. candidates should provide both their B.Sc. and High School Diploma (or any other related degree such as M.B.B.S.) along with the complete transcript of records for all degrees (Minimum GPA of 3.00/4.00 or equivalent).
- English proficiency: IELTS or TOEFL (before graduation from TUMS, a certificate of IELTS with a minimum score of 5.5 or equivalent is required). If you do not have an IELTS or TOEFL score, you can complete and upload the Affidavit of English Proficiency Form.
- Three letters of recommendation
- A passport-size photograph
- A copy of passport's main pages

Notes:

- All your documents need to be original, or else the copies should be proved same as original by the head of Certification Issuance Authority. For the documents which are not issued/written in English (or Persian), the English/Persian translation that is approved by a notary public should also be attached to the original document. Our admissions committee will review your documents and will notify you of the final decision.
- When you are accepted into TUMS, we will assist you in processing your visa application. After you receive your visa and purchase your ticket to Iran, please inform us of your arrival date at least 10 days in advance by forwarding a copy of your ticket to us so that we can pick you up from the airport at Tehran and transfer you to your place of living.
- TUMS offers its admitted international students an accommodation which is furnished with bed, sofa, basic kitchen appliances, microwave oven, refrigerator, washing machine, TV, and wireless Internet.
- At TUMS, the Fall semester starts in September, and the Spring semester starts in January. The academic year is 9 months, and students are usually off in the Summer.
- All Iranian applicants need to take the Nationwide Entrance Exam, also known as "Konkoor" Exam, in order to enter TUMS.



Schools, Hospitals, and Research Institutes

Tehran University of Medical Sciences has 12 schools, 16 hospitals and 87 research institutes. A list of them is provided below:

Schools

- 1- School of Medicine
- 2- School of Dentistry
- 3- School of Pharmacy
- 4- School of Public Health
- 5- School of Nursing and Midwifery
- 6- School of Rehabilitation
- 7- School of Allied Medicine
- 8- School of Traditional Medicine
- 9- School of Nutrition Sciences and Dietetics
- 10- School of Advanced Technologies in Medicine
- 11- Virtual school
- 12- School of Interdisciplinary Sciences
- 13- International Campus

Hospitals

1. Arash Women's Hospital
2. Baharloo Hospital
3. Bahrami Children's Hospital
4. Children Medical Center School
5. Farabi Hospital
6. Imam Khomeini Hospital Complex
7. Imam Khomeini Hospital
8. Cancer Institute
9. Vali-e-Asr Hospital
10. Razi Hospital
11. Roozbeh Hospital
12. Shariati Hospital
13. Sina Hospital
14. Tehran Heart Center
15. Tehran Women's General Hospital
16. Ziaeiian Hospital

Research Institutes

- Endocrinology and Metabolism Research Institute (EMRI)
- Endocrinology and Metabolism Clinical Sciences Research Institute(EMCSRI)
- Osteoporosis Research Centre (ORC)
- Endocrinology and Metabolism Research Centre (EMRC)
- Endocrinology and Metabolism Molecular- Cellular Sciences Research Institute(EMMCSRI)
- Biosensor Research Centre (BRC)
- Metabolic Disorders Research Centre (MDRC)
- Obesity and Eating Habit Research Centre (OEHRC)
- Endocrinology and Metabolism Population Sciences Research Institute(EMPSRI)
- Chronic Disease Research Centre (CDRC)
- Elderly Health Research Centre (EHRC)
- Non-Communicable Diseases Research Centre (NCDRC)
- Institute for Environmental Research(IER)
- Center for Water Quality Research (CWQR)
- Center for Air Pollution Research (CAPR)
- Center for Solid Waste Research (CSWR)
- Etc

TUMS Statistics in 2013

TUMS Item	Number
Schools	12
Hospitals	16
Research Institutes	87
Educational and Health Research Stations	9
Academic Members	1557
Students	14919
Libraries	44
Postgraduate Programs	241

Students

Admission

General and specific conditions for national candidates:

Candidates should bear the general and specific conditions as follows, and male candidates must be devoid of military rules as well.

General conditions:

1. Not having enmity with the Islamic Republic of Iran(IRI)

Note: Enmity is consisted of: 1) armed struggling with the IRI, 2) having relations with combatant groups, 3) paying financial assistance to combatant groups or supporting those groups or being a member of them, 4) advertising materialism and fake religions

2. Not having morality corruptions

Note: Morality corruption is consisted of addiction and prostitution.

Important notice: For qualifying the general situation of candidates the legal procedure is referring to authorities and questioning neighbors is completely illicit.

3. Enjoying physical ability related to the selected major/s

Specific conditions:

1. Holding the diploma that shows your qualifications in the passing of four years in the Old System or certification of your pre university period which should be taken up to September 21st 2011 Or holding post-diploma.

Note1: Those who hold their post-diploma from universities and institutions, having professional and technical degrees from Ministry of Education and also those who will graduate up to September 21st 2011 and receive their post-diploma, are allowed to register in the public entrance exam.

Note : Graduated students of medical education are allowed to participate in the public examination of 1390 only if they complete their appointed legal service up to September 21st 2011 or February 18th 2012. Obviously these candidates should hand out their certification of staff plan.

Note3: Graduate students of non medical education which hold their degree up to September 21st 2011 can participate in the public examination of 2011 if they complete their legal service.

2. The candidate should not study in Daily Educational Period (except those who are included in Notes 2 and 3).

3. Candidates who have canceled their education can only participate if their conditions fit to those which are included in this booklet.

Note: Students who were ousted from university can only participate in the examination just if they follow the rules which were put to students that canceled their education. They should also refer to amendment No.29 and after paying for the expenses of related institution and the General Office of Universities, they can participate in the examination. Male candidates should also be devoid of military issues. Regarding all of this, these candidates can only participate in the majors which are not their previous field of study. It is obvious that these candidates can fulfill these commitments after finishing their education.

3. Those candidates, who have participated in two examinations (Daily Educational Period) from the year 1984-85 in centered or half-centered majors and were admitted, are not allowed to register for the public examination of 2011.

4. The candidate should not be admitted to Daily Educational Period of public examination of 1389. (Neither centered nor half-centered)

5. Students of second turn (Overnight), half participation in classes, cyber periods and international universities and institutions, Payam Nour University and non governmental –non profitable institutions which do not use sabbatical, are allowed to register and participate in the examination of 2011 without canceling their education at the time. Obviously these students should completely cancel their previous studying and hand out the related documents if they succeeded in the examination. Moreover, these students cannot change to their first field of study after registration.

Note: Postgraduate students who use military exemption should announce themselves to the military headquarters if they want to register for the public examination. Obviously these candidates can register and participate in further examinations after doing their military service.

6. As the campus facilities are limited, in order to share the possibilities of registration fairly it is not allowed for candidates who have participated in free periods of education to continue their own time of studying (Daily). These candidates can register for the second turn (overnight periods) but in their own field of study, or if they were admitted they can continue their field of study after paying the tuition like students of overnight periods.

All the Iranian candidates who want to register for the public examination of each academic year should refer to www.sanjesh.org if they bear the required terms and conditions. After entering the website they should fill the forms and enter their information. Following the steps, they will receive an electronic tracking code with 13 digits which shows they are registered.



Welfare Facilities

Since a great number of TUMS students come from the provinces, the University undertakes the responsibility of providing them with proper accommodation through the office of Vice-Chancellor for Student and Cultural Affairs. Most student dormitories are located at Kooy-e-Daneshgah, which is a residential complex to house students of different fields of study and levels.

There are such recreational and welfare facilities as reading chambers, book storage, a mosque, and auditorium, a gym, a movie hall, etc. Student dormitories occupy an area of about 90,000 square meters. Currently, 19 dormitories for boys, 20 dormitories for girls, and one dormitory for married couples house all applicants who make up about 40% of the student population. The total capacity of the girls dormitories is about 3,400 students, and those of the boys about 2,700 students, The married couples' dormitory houses 128 families. Dormitory bus transportation to the central campus, the schools, and different associated hospitals facilitates students' transportation.

Food Services

Meals are prepared under the supervision of the University's health and nutrition experts. Self – Service restaurants at the faculties, and dormitories supply the students with different meals at low prices. The schools' cafeterias also serve the students during the day.

Financial Aid

Most students might need a kind of financial assistance. The Student Welfare – Fund provides the following: student loans, health insurance, housing deposit loans, emergency loans, student part-time jobs, grants for books.

Physical and Mental Health Student Healthcare Center

To provide the students with a healthy environment which is quite essential for proper education, the Student Healthcare Center uses services of treatment at general, dental, and vaccination clinics. In case of any need for more medical care and treatment, students will be sent to the affiliated hospitals. Upon admission to the University, a medical record file indicating health status and problems is made for every student. Using the same files and health cards, students can refer to the University's associated healthcare Centers. General Practitioners and nurses in the emergency clinic of kooy-e-Daneshgah. Emergency Clinic of Kooy-e-Daneshgah: provides students with emergency medical care by using an ambulance.

The Student Councelling Center

The psychologists' counsellors, psychiatrists and social workers are employed in this center to provide various services. The most important activities of them are: Counseling in different areas, for example marriage, education decline, decision making, family and relationship problems. Psychotherapy (cognitive and analytic) for diverse disorders (depression, anxiety, OCD,...) Holding workshops, seminars and speeches in mental health subjects, training courses on learning and study skills, life skills and..., handling financial and educational issues, telephone and electronic counseling, psychometric services for diagnosing disorders and conducting research about student mental health.

Physical Education

Department of university physical education and sport science is following three main goals:

- popularizing physical activities at university among (students, staff and faculty members) and their families
- giving a scientific dimension to physical activities, sportsmanship, and ethic distribution.
- Organizing physical education courses for freshmen is the most important activity of this department.

Among other activities of the division for physical education are organizing employee and student's tournaments at university and national levels. Winning many students and employees competitions by universities athletes at the national level indicates how active the authorities staff and students have been. Measures are taken by the Physical Education Department of the office of Vice-Chancellor for Student Affairs to improve the quality of sports of the staff, students, faculty members, and their families. Some of the University's sports facilities are as follows:

Shahid Tavakoli Swimming Complex

The swimming complex has three indoor pools, a 25 meter pool, a children pool and one Jacuzzi Pool. The longer swimming lanes is suitable for competitive swimming. The smaller pool is shallow enough to be safe for toddlers and small children, and people with physical disabilities. It also has a steam room, sauna and fitness gym .

Physical Education Facilities

Sahid Fathi Sport Complex

This complex is composed of a gymnasium for basketball, volleyball, badminton, futsal, and fitness gym.

Sahid Chamran Sport Complex

This complex is including a gymnasium for basketball, volleyball, futsal, tennis court , fitness gym ,swimming pool Jacuzzi pool , soccer fields ,skate track and shooting hall.

Cultural activities

The Directorate for Cultural and Social Affairs discovers and helps foster hidden talents of the students in order to develop their culture and thoughts. These extracurricular activities aim at helping students become self directed, efficient, and responsible citizens in the society.

Other activities of the office:

- Managing sight-seeing, pilgrimage, and scientific tours
- Setting up art exhibitions of students' talents
- Conducting cultural-art competitions
- Supporting student associations
- Supporting of student journalization activity
- Holding and participating at different cultural exhibitions
- Student cultural societies office at university and dormitories
- Quran activities

International Students

The Office of Vice-Chancellor for Global Strategies and International Affairs (GSIA) of Tehran University of Medical Sciences (TUMS) is the administrative body which governs and regulates the international aspect of all TUMS activities. It is divided into three directorates, namely the Directorate of International Relations, Accreditation and Ranking (DIRAR), the Directorate of Scholarship and Education Mission for Iranian Applicants (DSEM), and the Directorate of International Affairs and Development (DIAD). GSIA's responsibilities include, but are not limited to, observing and improving the ranking of TUMS, locally as well as globally, in various aspects and ranking systems, establishing and maintaining relations and collaborations between TUMS and various academic and non-academic organizations worldwide, monitoring and improving the status of TUMS regarding the matter of accreditation in different dimensions, etc. At Tehran University of Medical Sciences (TUMS), we aim to offer diversity and excellence. Our Mission and Vision is to create a globally recognized community that works to achieve the highest levels of expertise in medical fields in Iran and internationally.

The office of international student admissions at TUMS works to admit international students with the highest standards and training. Our international admission guidelines are designed with the specific goal of selecting the best. We offer a unique experience to mingle and live in a diverse community within our international housing to our students. For easy access, all our admissions procedures are online and a click of a mouse away regardless of where the students are. As a high ranking university in the region we hope to increase diversity and promote globalization and internationalization within TUMS. If you like to join our community of international students please start by registering online and completing our application form. We have provided PDF of all admission procedures for easy download. Students who like to apply for scholarship at TUMS must complete online application form and include their request for scholarship as a part of their motivation letter.



Admission Information

It is free to apply to TUMS. TUMS admits international students who meet the academic admissions criteria. Our rolling admission process allows applications to be reviewed as soon as they are complete. Applications are accepted all year round. Start of the Fall semester is in September, and Spring semester starts in January.

For M.D., D.D.S., and Pharm. D. students the language of instruction and patient interaction will be Persian/Farsi. TUMS professors speak English, power points and books are in English, exams might be given in English. If you do not have knowledge of Persian/Farsi and you are a M.D., D.D.S., or Pharm. D. student please be advised that your classes will be held in Persian, please make arrangements to come at least one semester before the start of your sessions to start your Persian/Farsi instruction classes.

M.D., D.D.S., or Pharm. D. students will complete 2 years pre clinical courses at Kish Island in Iran.

At Tehran University of Medical Sciences (TUMS), regular Fall semester starts late September and Spring semester starts late January. Our M.D., D.D.S. and Pharm. D. students start their sessions in the Spring semester, late January.

Required Documents

Official Transcripts

A transcript is an official copy of your academic record. It is a document that provides information about all of your completed courses, grades, honors you have received, and the year and semester during which courses were taken. Please contact your school in your country and ask them for documents to be sent for international admissions. An official transcript is issued and sent by the school, with an original signature of a school's official seal, signed, approved, and sealed by your country's Department / Ministry of Education and the Department / Ministry of Foreign Affairs.

GPA

GPA stands for Grade Point Average. Since many schools around the world use GPA system in combination with letter grades, we have also adopted the same measurement.

Grade	Percentage	GPA	Description	On scale of 20
A	90 – 100	3.5 - 4.0	Excellent	18 - 20
B	80 – 89	2.5 - 3.49	Great	16 - 18
C	70 – 79	1.5 - 2.49	Good	13 -16
D	60 – 69	1.0 - 1.49	Acceptable	10 - 13
E/F	0 – 59	0.0	Weak	0 - 10

English Language Scores

TUMS accepts both the TOEFL and the IELTS English language scores. Clearly, only one would be enough. The TOEFL test is the most widely accepted English-language test and the IELTS is the International English Language Testing System that measures the ability to communicate in English across language skills(listening, reading, writing, and speaking). Similar to most schools around the world, we interpret the scores as follows:

TOEFL Paper	TOEFL CBT Computer-Based Test	TOEFL IBT Internet-Based Test	IELTS	Level of Proficiency
0 - 310	0 - 30	0 - 8	0 - 1	Beginner
310 - 343	33 - 60	9 - 18	1 - 1.5	Middle Beginner
347 - 393	63 - 90	19 - 29	2 - 2.5	Upper Beginner
397 - 433	93 - 120	30 - 40	3 - 3.5	Low Intermediate
437 - 473	123 - 150	41 - 52	4	Middle Intermediate
477 - 510	153 - 180	53 - 64	4.5 - 5	Intermediate
513 - 547	183 - 210	65 - 78	5.5 - 6	Low Advanced
550 - 587	213 - 240	79 - 95	6.5 - 7	Middle Advanced
590 - 637	243 - 270	96 - 110	7.5 - 8	Upper Advanced
640 - 677	273 - 300	111 - 120	8.5 - 9	Upper Advanced
677	300	120	9	Upper Advanced

An IELTS score of 5.5 or equivalent TOEFL score is required for graduation. Students who have not yet completed the test can use the Affidavit of English Ability form to apply at TUMS.

Letters of Recommendation

A letter of recommendation highlights your academic and/or professional achievements. A well written letter gives the Admissions Committee detailed information about the person you are and the professional person you will grow into. Letters of recommendation are a significant part of your application, and you should put a great deal of effort into them.

Ask deans, former professors, teachers, and/or supervisors to write you a letter of recommendation. Your letter of recommendation must be addressed to TUMS.

The letters of recommendation must be written in English. The letters should describe your learning and research abilities, communication skills, leadership, compassion for others, reliability, work ethics, adaptation skills, and creativity.

Letter of Motivation

It is highly important for us to know what makes you the best candidate for our school. Your letter of motivation is crucial to the members of the Admission Committee.

Please be specific as to what degree and semester you are applying for, if you like to explain a circumstance that should be taken into account, or a need for assistance, this is a recommended place to mention those issues.

RÉSUMÉ or C.V.

Your Résumé or C.V. is a highly important part of your application requirements. It helps us know what makes you the best candidate for our university, and is crucial to the members of the selection committee.

Please make special note of the following while writing your Résumé or C.V.

Content

Include name, postal address, email address, and telephone numbers.

Layout

- Use consistent visual elements to attract attention and emphasize highlights (bold, italics, underlining, font sizes, and bullets)
- Use standard fonts.

Writing Quality

- Be clear and concise
- Be consistent, use similar style throughout
- Be consistent in your use of punctuation
- Use a variety of action verbs which describe situations and actions

Tuition

There are NO APPLICATION FEES at TUMS. The tuition fees listed below will apply to the 2013-2014 academic year and may be subject to revision for subsequent years. The tuition is in U.S. dollar and is for one academic year. Our Scholarships are in a form of a tuition-waiver and may be available to eligible candidates.

Funding 2013-2014

There might be potential funding opportunities for international students who are interested in pursuing their studies at TUMS.

Students who are interested in funding opportunities are encouraged to include their request and the reason they should be awarded a scholarship as a part of their letter of motivation.

Graduate Programs	Level	Tuition/year (US \$)	Duration
	Master's (M.Sc.) Programs	3,000	2-3 yrs
	Ph.D. Programs	5,000	3-5 yrs
	Specialty	5,000	3-5 yrs
	Fellowship	5,000	Determined by Department
	Subspecialty	5,000	2-3 yrs

Undergraduate Programs	Name of the Program	Degree Offered	Tuition/year (US \$)	Duration
	School of Medicine	Doctor of Medicine or M.D.	7,000	7 yrs
	School of Dentistry	Doctor of Dental Surgery or D.D.S.	7,500	5-6 yrs
	School of Pharmacy	Doctor in Pharmacy or Pharm.D.	6,500	6-7 yrs
	Bachelor Programs		3,000	4 yrs



Campus Life

International students may face difficulties adjusting to new places. Here at TUMS we do our best to make this transition easy and enjoyable. TUMS tries to offer services to its international students to help them adjust to their new life.

Support

TUMS admissions representatives are ready to help international students settle into life at TUMS and address any problems or concerns they may have. A friendly, full-time staff member lives at the international dormitories and is responsible to provide support to TUMS international students. The staff members in charge of student affairs at the office of International Affairs and Development are ready to guide students with concerns regarding tuition, registration, and accommodation.

Faith

Whatever your faith, you can find your place of worship around the city. Muslim mosques are abundantly available, and Friday prayer is held at Tehran University's main campus located on Enghelab Avenue. Christian churches are located within walking distance of the international student dormitories on Mirzay-é Shirazi.

Student Housing

Tehran University of Medical Sciences (TUMS), provides international students with fully furnished dormitories.

Accommodation

TUMS international students live at TUMS international residence halls. The dormitories are two - or three- bedroom apartments. Most of the rooms are double occupancy and all rooms are furnished with beds, drawers, closets, desk, sofa set, and chairs consistent with the number of students in each room.

Each room is equipped with a television set, and access to the internet via hard-wired data ports as well as wireless systems. Each apartment is equipped with a full kitchen where students are able to cook, as well as a washing machine and ironing board shared among the student residents of the flat. Cleaning and maintenance is provided by trained personnel. Our international residence hall at Mirzay-e Shirazi, provides opportunities for students to become part of a diverse residential learning community that promotes personal growth and development. Residence hall living is filled with the challenges and excitement of living and learning. The Office of Student and Cultural Affairs is responsible for the social, recreational, cultural, and educational programming, the management of the residence halls, and the enforcement of residential policies and procedures. Student activities are also planned by this office. Please note if you have special requirements including but not limited to need for special soaps, washing products, etc, please think ahead and come prepared. Local shops are in walking distance and students are able to shop for themselves.

NOTE: Most shops in Tehran do not accept foreign currency.

Student Life

Tehran University of Medical Sciences (TUMS) welcomes all international students interested in pursuing their studies in Medical sciences to join us at TUMS.

Tehran University of medical Sciences (TUMS), hopes to create a thriving international student community. We aspire to establish a working relationship with academic institutions to develop teaching as well as research collaborations.

We firmly believe that working together makes us stronger; we attract students from all over the world who are well aware of our international reputation and highly qualified faculty members.

Library and Other Information Resources

The history of libraries at TUMS goes back to 70 years ago. TUMS spends around one million dollars a year providing support to its libraries.

Each school at TUMS is equipped with its own library facilities onsite. TUMS has the most comprehensive networked central online library of digital databases in Iran.

TUMS Digital Library

The history of most of the libraries of TUMS goes back to 75 years ago. Currently, a chain of 36 libraries including the Central Library of TUMS, and libraries of the faculties, the hospitals, and the research centers are inter-connected through a Semi-Centralized Library System, and provide written, visual, audio, and electronic resources. The libraries are run according to their own by-laws for rendering Inter- Library Loan Services.

TUMS Electronic Journals

Tehran University of Medical Sciences (TUMS) publishes scientific journals in various areas of science. Most of these journals are abstracted and indexed in famous international databases. Some of the journals are published in English.

Acta Medica Iranica

ACTA MEDICA IRANICA is the official journal of the Faculty of Medicine, Tehran University of Medical Sciences. The journal is the oldest scientific medical journal of the country, which has been published from 1960 onward in English language. Although since 2004 it had been published bimonthly, the journal has been published monthly from first issue of 2011. Acta Medica Iranica is an international journal with multidisciplinary scope which publishes original research papers, review articles, case reports, and letters to the editor from all over the world. The journal has a wide scope and allows scientists, clinicians, and academic members to publish their original works in this field. The editorial board of the journal hopes that the journal would be welcomed by researchers and academics in universities and related centers in Asia and in the world at large.

Basic & Clinical Cancer Research

“Basic & Clinical Cancer Research” aims to publish the highest quality material, both basic and clinical, on all aspects of cancer. It includes articles related to research findings, technical evaluations, and reviews. In addition, it provides a forum for the exchange of information on all aspects of cancer, including educational issues. “Basic & Clinical Cancer Research” is an official journal of the cancer research center and is published quarterly. Papers submitted to this journal which do not adhere to the Instructions for Authors will be returned for appropriate revision to be in line with the Instructions for Authors. They may then be resubmitted. Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher.

Asian Journal of Sports Medicine

The Asian Journal of Sports Medicine (AsJSM) is an international peer review medical journal; presenting the world-wide new research on sports medicine, with special interest in Asian countries.

Basic and Clinical Neuroscience

BCN is an international multidisciplinary journal that publishes editorials, original full-length research articles, short communications, reviews, methodological papers, commentaries, perspectives and “news and reports” in the broad fields of developmental, molecular, cellular, system, computational, behavioral, cognitive, and clinical neuroscience. No area in the neural related sciences is excluded from consideration, although priority is given to studies that provide applied insights into the functioning of the nervous system. BCN aims to advance our understanding of organization and function of the nervous system in health and disease, thereby improving the diagnosis and treatment of neural-related disorders. Manuscripts submitted to BCN should describe novel results generated by experiments that were guided by clearly defined aims or hypotheses. BCN aims to provide serious ties in interdisciplinary communication, accessibility to a broad readership inside Iran and the region and also in all other international academic sites, effective peer review process, and independence from all possible non scientific interests. BCN also tries to empower national, regional and international collaborative networks in the field of neuroscience in Iran, Middle East, Central Asia and North Africa and to be the voice of the Iranian and regional neuroscience community in the world of neuroscientists. This way, the journal encourages submission of editorials, review papers, commentaries, methodological notes and perspectives that address this scope.

Daru Journal of Pharmaceutical Sciences

DARU Journal of Pharmaceutical Sciences is an open access, peer-reviewed journal, published on behalf of Tehran University of Medical Sciences that encompasses all fields of the science related to pharmacy and drugs. The word DARU is derived from the Persian name for drug and the journal aims to act as a platform for all areas of drug conception, design, manufacture, classification and assessment. As an international journal, DARU Journal of Pharmaceutical Sciences considers outstanding studies from basic research to clinical investigations as original articles, systematic reviews, meta-analyses, general reviews, mini-reviews, short communications, and editorials from the global scientific community. Therefore, the journal welcomes submissions from all over the world.

International Journal of Hematology- Oncology And Stem Cell Research

International Journal of Hematology- Oncology and Stem Cell Research has been published since 2004, in hematology and oncology domains especially as the only journal in all stem cell transplantation domains with wide distribution. The journal is published in English language. The covering topics that the journal would welcome are: Hematology, Oncology, Stem Cell transplantation. In all basic and clinical fields. We would be very delighted to receive your original article, review article, commentaries, case report and letter to editor on the above mentioned research fields.

International Journal of Hospital Research

International Journal of Hospital Research is a healthcare journal that publishes high-impact studies related to key aspects of hospital research. As the first Iranian journal extensively devoted to hospital issues, IJHR provides a forum for healthcare and hospital specialists to debate on contemporary challenges of hospital management and healthcare services delivery and to seek for ideas and solutions to achieve higher performance and effectiveness in healthcare settings.

International Journal of Occupational Hygiene

International Journal of Occupational Hygiene (IJOH) is a biannually Journal published by Iranian Occupational Health Association (IOHA). This journal covers multidisciplinary researches concerning factors influencing quality of life in any environment and workplaces. IJOH publishes original research, field and case reports, review articles, short communications and letters to the editor NOT previously published or submitted for publication elsewhere including national and international journals.

International Journal of Allergy, Asthma And Immunology

Journal of environmental Health Science and Engineering (JEHSE) is an open access, peer-reviewed journal of the Iranian Association of environmental Health (IAEH), published on behalf of Tehran University of Medical Sciences. JEHSE publishes refereed, original research papers and high quality review papers on all aspects of environmental health science, engineering and management.

Iranian Journal of Microbiology

The “Iranian Journal of Microbiology” (IJM) “is the official scientific quarterly publication of the Iranian Society of Microbiology. The areas that are covered by IJM are medical, veterinary, food and water, applied and environmental microbiology. It accepts original papers, review articles, short communications and letters to the editor in the fields of Microbiology.

Iranian Journal of Neurology

The Iranian Journal of Neurology aims to publish manuscripts of a high scientific quality representing original clinical, diagnostic or experimental works or observations in clinical and basic neurological sciences (Neurology, Neurosurgery, Psychiatry).

Iranian Journal of Nuclear Medicine

Iranian Journal of Nuclear Medicine is a peer-reviewed biannually journal of the Research Institute for Nuclear Medicine, Tehran University of Medical Sciences, covering basic and clinical nuclear medicine sciences and relevant application. The journal has been published in Persian (Farsi) from 1993 to 1994, in English and Persian with English abstract from 1994 to 2008 and only in English language form the early of 2008 two times a year. The journal has an international editorial board and accepts manuscripts from scholars working in different countries.

Iranian Journal of Parasitology

The main aims of the journal are: contribution to the field of parasitology, including all aspects of parasites and parasitic diseases (medical and veterinary) and related fields such as entomology which may be submitted by scientists from Iran and all over the world.

Iranian Journal of Pediatrics

Iranian Journal of Pediatrics (Iran J Pediatr) is a peer-reviewed medical publication that is published bimonthly by the Tehran University of Medical Sciences, Department of Pediatrics and Growth & Development Research Center in English. The purpose of the Iran J Pediatr is to increase knowledge, to stimulate research in all fields of pediatrics and to promote better management of pediatric patients.

To achieve this goal, the journal publishes basic, biomedical and clinical investigations on prevalent diseases relevant to pediatrics. Following categories are the main areas of the interest: Clinical management on subspecialties of pediatric fields, nutrition, epidemiology, child health and genetics. The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership.

Iranian Journal of Psychiatry

The aim of the journal is to publish articles in English of high scientific quality related to those domains which are presently of interest to psychiatry including: psychopathology, biological psychiatry, cross-cultural psychiatry, psychopharmacology, social & community psychiatry, epidemiology, child & adolescent psychiatry, psychotherapy, neuropsychiatry, psychology, spiritual therapy, as well as animal studies in psychiatry and psychology.

Iranian Journal of Public Health

The main topics that the Journal would welcome are: Bioethics, Disaster and Health, Entomology, Epidemiology, Health and Environment, Health Economics, Health Services, Immunology, Medical Genetics, Mental Health, Microbiology, Nutrition and Food Safety, Occupational Health, Oral Health

Iranian Journal of Radiology

The Iranian Journal of Radiology (IJR) is published quarterly by the Tehran University of Medical Sciences and Iranian Society of Radiology. IJR is a scientific forum dedicated primarily to the topics relevant to radiology and allied sciences of the developing countries, which have been neglected or have received little attention in the Western medical literature. Manuscripts would be particularly welcome which deal with radiology and imaging from geographic regions wherein problems regarding economical, social, ethnic and cultural parameters affecting prevalence and course of the illness are taken into consideration.

Journal of arthropod borne diseases

(Formerly: Iranian Journal of arthropod borne diseases)

The scope of papers comprises all aspects of arthropod borne diseases including:

Systematics, Vector ecology, Epidemiology, Immunology, Parasitology, Molecular biology, Genetics, Population dynamics, Toxicology, Vector control, Diagnosis and treatment and other related subjects.

Journal of Dentistry of Tehran University of Medical Sciences

The main scope of JDT is to publish original basic and clinical studies in the field of dental science. General dentists, dental specialists, clinicians, students and postgraduate students of dentistry, as well as researchers and academic members who do research in the field of dentistry could be audience of this journal. Editorial board of this journal are specialists in different fields of dentistry and medical sciences selected on the basis of their research background from national and international experts. This journal is regularly listed in bibliographic services of PubMed, PubMed Central, Chemical Abstract, SID, IMEMR, Index Copernicus, and Iran Medex.

Journal of Diabetes & Metabolic Disorders (Formerly: Iranian Journal of Diabetes and Lipid Disorders)

The journal publishes original clinical and translational articles and reviews in the field of endocrinology and topics of interest include, but are not limited to: Diabetes, Lipid disorders, Metabolic disorders, Osteoporosis, Interdisciplinary practices in endocrinology, Cardiovascular and metabolic risk, Aging research, Obesity, Traditional medicine, Psychosomatic research, Behavioral medicine, Ethics, Evidence based practices

Journal of Family and Reproductive Health

The Journal of Family and Reproductive Health (JFRH) is the quarterly official journal of Vali-e-Asr Reproductive Health Research Center. This journal features full-length, peer-reviewed papers reporting original research, clinical case histories, review articles, as well as opinions and debates on topical issues. Papers published cover the scientific and medical aspects of reproductive physiology and pathology including endocrinology, andrology, embryology, fetomaternal medicine, gynecologic urology, genetics, oncology, infectious disease, public health, nutrition, surgery, family planning, menopause, infertility, psychiatry- psychology, demographic modeling, ethics and social issues, perinatology-neonatology and pharmacotherapy. A high scientific and editorial standard is maintained throughout the journal along with a regular rate of publication.

Journal of Medical Bacteriology

The Journal of Medical Bacteriology is published by Tehran University of Medical Science(TUMS).This journal is the official publication of Iranian Society for Medical Bacteriology and was published in summer 2012.The journal will be published quarterly.This journal is peer-reviewed scientific journal and its goal is to provide the high-quality studies regarding Bacteriology. Papers will be published in the following areas:Pathogenicity and virulence,Host response,Diagnostic,Antimicrobial Agents and chemotherapy,Epidemiology and related clinical studies.It will mostly focus on editorials, original research,brief reports and reviews.This journal will work to get certified from EMBASE,Medline, Scopus,Science Citation,...

Journal of Medical Ethics and History of Medicine

The Journal of Medical Ethics and History of Medicine is the official scientific publication of the Medical Ethics and History of Medicine of Tehran University of Medical Sciences. Physicians and health practitioners always deal with ethical issues in treatment and management of diseases. The advent of new biomedical technologies further complicated the moral and societal issues of medical research and practice. Religious and cultural differences more emphasize the need for nationalizing this knowledge.

Journal of Medical Hypotheses and Ideas (Formerly: Iranian Journal of Medical Hypotheses and Ideas)

Journal of Medical Hypotheses and Ideas is an opportunity to express new ideas and hypotheses in the realm of medical sciences. It is impossible to register an idea or hypotheses as an intellectual property, before it has been practically tested and published or patented. This pitfall may render many from expressing their ideas and halt the future resulting ideas and innovations. It is also believed that the pool of ideas is present at the whole society level as “meme pool” and the horizontal level of thinking that is present at the editing processes may prevent the expression of these new ideas. The main purpose of Journal of Medical Hypotheses and Ideas is to remove these obstacles and provide an appropriate environment to share the huge mass of ideas of the whole medical society.

Journal of Pharmaceutical Care

Journal of Pharmaceutical Care (JPC) is an open access journal that focused on experimental and clinical pharmaceutical practices to present researches, hot topics, requirements and regulations of the pharmaceutical practice area. Manuscript in Clinical Pharmaceutical Practice, Pharmaceutical Care Regulations, Pharmaceutical Care in hospital and community pharmacy, pharmacotherapy, pharmacoepidemiology, Pharmacogenomics, Pharmacokinetics, Pharmacoeconomics, clinicalpharmacokinetics, drug utilization evaluation review, medication safety, Drug and Poison Information Services and health services research are welcome.

Journal of Tehran University Heart Center

“The Journal of Tehran University Heart Center” aims to publish the highest quality material, both clinical and scientific, on all aspects of cardiovascular medicine. It includes articles related to research findings, technical evaluations, and reviews. In addition, it provides a forum for the exchange of information on all aspects of cardiovascular Medicine, including educational issues. “Journal of Tehran University Heart Center” is an international, English language, peer reviewed journal concerned with cardiovascular medicine. It is an official journal of the Cardiovascular Research Center of the Tehran University of Medical Sciences (in collaboration with the Iranian Society of Cardiac Surgeons) and is published quarterly. Papers submitted to this journal which do not adhere to the Instructions for Authors will be returned for appropriate revision to be in line with the Instructions for Authors. They may then be resubmitted. Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher.



Journal of Nursing Practice Today

NPT is an international peer-reviewed journal in English that aims to keep nurses and midwives up-to-date with advances in these fields. The journal's prime audience are practicing nurses, midwives and researchers worldwide. The journal attempts to handle the review process and publication as expeditiously as possible. The time from submission to first decision is about 8 weeks. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

Financial Resources

Statement of Policy: Statement of Policy for planning management of financial resources

Directorate of budget management works under supervision of the Department for Management Development and Resource Planning for the purpose of funding and fair allocation and distribution of university financial resources, predicting future needs, identifying, absorption and exploitation of existing resources, giving suggestions about and defending executive policies of the university in regard with budgeting and administrating the budget in the framework of major policies and strategies of the university.

This management presents services based on values of social justice, law abidingness, human dignity, Islamic culture and meritocracy, supporting innovation, and applying scientific methods in order to discover and consume resources, improve the spirit of trustworthiness, teamwork and sponsorship, and respond customers on time and faithfully . The customers include university subsidiary sections; headquarter units and managements, Department for Management Development and Resource Planning consisting of finance management and Renovation and Administrative Reform Center, Management and Planning Organization, governor's office, ministry, budget management staff, and beneficiaries such as members of parliament, Supreme Audit Court and other supervisory organizations.

We try our best to plan for fair, transparent, and disciplinary provision, distribution and allocation of financial resources through scientific and new technologies.

Employing experts, we also endeavor to facilitate access to resources and decrease the expenses, according to the approved plans, so that we become a pioneer at the university in regard with meeting the customers' satisfaction.

Missions

- Provision and suggestion of executive policies and approaches of university in the field of budgeting and administrating the budget in the framework of major policies of the university and in accordance with requirements of time and university sections.
- Planning for fair provision, allocation and distribution of financial resources, through analyzing current conditions and predicting the future.
- Designing appropriate patterns and making efforts to establish operational budgeting system.
- Presenting dissemination services to all management levels of the university on the subject of budget related affairs and giving periodic, documentary and explanatory reports
- Creating and directing joint workgroups with headquarter and executive sections in line with conducting applied studies
- Constant evaluation and review of management performance and improving the performance through renovation of expertise body and reform of procedures and methodologies
- Provision and management of data bank for the budget of health, remedy and education
- Appropriate absorption of public credit and exclusive income and optimization of resource management.
- Mechanization of budget operations and creating dissemination networks
- Applying new management methods and technologies for increasing efficiency

Macro Targets

- Trying to increase university income
- Trying to decrease university expenses
- Improving quality of presented services
- Increasing satisfaction of those receiving services

Approaches

- Organizing management of university financial resources in line with the fourth five-year development plan and university policies
- Design and establishment of operational budgeting system
- Empowering the employees
- Organizing and developing information management
- Improving budget procedures and increasing efficiency
- Attracting attention of senior officials to the position of university
- Conducting applied researches and utilizing their results

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Tehran University of Medical Sciences
International Quality Assurance & Accreditation Network
(TUMS - IQAAN)

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