



Tehran University of Medical Sciences  
Vice-Chancellor for Global Strategies & International Affairs  
Directorate of International Relations & Accreditation

# *A Guide to International Collaboration*



The Bridge Towards Internationalization

*2013*

**D**irectorate of  
**I**nternational **R**elations  
& **A**ccreditation

***A GUIDE TO  
INTERNATIONAL COLLABORATION***



**Tehran University of Medical Sciences**  
**Office of Vice-Chancellor for Global Strategies & International Affairs**  
*Directorate of International Relations & Accreditation (DIRA)*

**2013**



Tehran University of Medical Sciences is accredited with Premier status by the Accreditation Service for International Colleges (ASIC). ASIC is recognized by the United Kingdom Department for Education and Skills (DfES), the United Kingdom Department for Universities, Innovation and Skills (DUIS), the United Kingdom Border and Immigration Agency (Home Office), and the United Kingdom Office for Standards in Education (Ofsted). ASIC is a member of Council for Higher Education Accreditation (CHEA) International Quality Group (CIQG).



## TABLE OF CONTENT

<b>TEHRAN UNIVERSITY OF MEDICAL SCIENCES (TUMS)</b> .....	<b>3</b>
<b>THE INTERNATIONAL CAMPUS (IC)</b> .....	<b>4</b>
<b>OFFICE OF VICE-CHANCELLOR FOR GLOBAL STRATEGIES AND INTERNATIONAL AFFAIRS (GSIA)</b> .....	<b>5</b>
<b>INTERNATIONALIZATION</b> .....	<b>6</b>
<b>MEMORANDUM OF UNDERSTANDING VS CONTRACT</b> .....	<b>7</b>
<b>INTERNATIONAL COLLABORATION PROCEDURE</b> .....	<b>8</b>
<b>INTERNATIONAL AGREEMENT APPLICATION FORM</b> .....	<b>10</b>
<b>AGREEMENT TEMPLATES</b> .....	<b>12</b>
<b>I. MEMORANDUM OF UNDERSTANDING</b> .....	<b>13</b>
<b>II. RESEARCH AGREEMENT</b> .....	<b>16</b>
<b>III. FACULTY EXCHANGE AGREEMENT</b> .....	<b>19</b>
<b>IV. STUDENT EXCHANGE AGREEMENT</b> .....	<b>21</b>
<b>V. INDIVIDUAL AGREEMENT OF COOPERATION</b> .....	<b>24</b>
<b>APPENDIX A: TUMS-IC CURRENT AGREEMENTS</b> .....	<b>26</b>
<b>APPENDIX B: TUMS-IC SCHOOLS</b> .....	<b>28</b>



## TEHRAN UNIVERSITY OF MEDICAL SCIENCES

Before the establishment of Dar-ol-Fonon, there was no systematic approach to medical education in Iran. In 1851, Dar-ol-Fonon 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. The Dar-ol-Fonon 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-Fonon 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 University of Tehran established the School of Medicine as its first school, followed by the School of Law, the School of Political Sciences, the School of Sciences, the School of Theology, and the School of Engineering. In 1985, the management of medical education and related disciplines were transferred from the Ministry of Science, Research, and Technology to the Ministry of Health and Medical Education. Finally in 2010, Iran University of Medical Sciences was integrated with Tehran University of Medical Sciences.

Tehran University of Medical Sciences offers a perfect fusion of academic excellence, a top reputation for research, flexible study options, a supportive environment, and great employment prospects. TUMS is currently Iran's most prestigious medical school with 2161 faculty members, over 17700 students, 16 schools, 26 teaching hospitals, 4 research institutes, over 100 research centers, 8 research stations in 8 cities of the country and 16 national scientific pivots, stands as the first preferred choice or option for the top students to study while taking part at the National Entrance Exams held nationwide.

TUMS accepts applications from the most qualified Iranian high school graduates who have already passed the National Entrance Exam and very top students from abroad; it has the most number of students in medical based courses than any other higher education institutions or universities in Iran.



## THE INTERNATIONAL CAMPUS

The international Campus was founded in 2006, as the international division of Tehran University of Medical Sciences. TUMS provides support to all aspects and from different directions; providing structure to teaching, leadership to technology in classrooms, and budgeting management to name a few. IC faculty members are mainly Iranians who have graduated from Iranian or International Universities. Their educational back grounds are rich and their practical experiences are outstanding.

Through sabbatical and international exchange programs, IC' faculty members and students have the opportunity to spend time in related programs in a foreign country in which we have educational and scientific agreements.



*Tehran University of Medical Sciences*



## **OFFICE OF 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 in order 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.



## INTERNATIONALIZATION

Internationalization of higher education and research has become a priority for many universities worldwide. It provides universities with educational and research models so they can respond effectively to various worldwide challenges.

In the arena of internationalization, we need to:

- Recognize the obstacles;
- Enhance the abilities;
- Develop information and communication infrastructure; and
- Create an enabling environment for information and knowledge sharing.

An institutional agreement is the requisite of constructing a dynamic environment for sharing information and knowledge. It articulates and clarifies the working terms agreed upon by both parties to undertake a number of activities on a cooperative manner. A clear agreement that covers the crucial elements of cooperation is a great benefit both to the university and to the individuals who are responsible for implementing the terms of the agreement.

TUMS currently has many MoUs and bilateral collaboration agreements in education, research, staff and student exchange programs with outstanding universities in Europe, Africa, Asia, Australia and the United States (See appendix B).

Under the supervision of Vice-Chancellor for GSIA, the Directorate of International Relations and Accreditation (DIRA) facilitates the establishment of cooperative relationships, exchange of professors and students, development of joint research projects and fosters opportunities for international delegations to visit Tehran University of Medical Sciences (TUMS).

This booklet provides you with all the forms and templates required for initiating or expanding international collaboration within or beyond the region.

For more information about TUMS International Collaboration you may contact:

**Tehran University of Medical Sciences**  
**Office of Vice-Chancellor for Global Strategies and International Affairs**  
**Directorate of International Relations and Accreditation**  
**No. 21, Dameshgh St., Tehran 14167-53955, Iran**  
**Telephone: (+98 21) 88 80 03 32 | Fax: (+98 21) 88 85 26 54**  
[dira\\_gsia@tums.ac.ir](mailto:dira_gsia@tums.ac.ir) | [www.gsia.tums.ac.ir/dira](http://www.gsia.tums.ac.ir/dira)



## MEMORANDUM OF UNDERSTANDING VS CONTRACT

### MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MoU) is an agreement that documents the common purposes of two or more parties when they do not wish to presume legally binding obligations. An MoU is usually less complicated and less detailed than a contract, though it still provides a framework and set of rules to guide the parties in carrying a project or working arrangement.

#### CONTENT AND TERMS

- Purpose
- Areas of Cooperation
  1. Joint Degree Programs
  2. Exchange of Students
  3. Exchange of Academic Staff (research scholars, faculty)
  4. Exchange of Scientific, Educational and Scholarly Materials
  5. Exchange of Information
  6. Special Project
  7. Faculty Members Visits
- Funding
- Program Planning
- Effective Date & Termination
- Partnership Coordinators
- Signatures

### CONTRACT

A contract is a binding written negotiated agreement between two or more parties, particularly one which is enforceable by law. It puts an obligation on each party to do or not do something, and it also gives each party the legal right to request the performance of whatever the other parties promised to them. In order to be valid, all parties must be legally competent to enter a contract, the mutuality of the agreement and of its obligations must exist, and there must be meticulous consideration.





## INTERNATIONAL COLLABORATION PROCEDURE

DIRA assists schools and departments with their international agreements by providing professional guidance from start to the end by tracking status throughout the review, approval and signature process. DIRA also provides templates or creates custom-made agreements for your schools or departments should need be. Approved templates are also available from DIRA at [www.gsia.tums.ac.ir/dira](http://www.gsia.tums.ac.ir/dira).

Provided that you appeal to the support and guidance from DIRA, the following guidelines should be followed when entering an MoU with Tehran University of Medical Sciences.

1. Designate a department contact as the coordinator for guiding the proposed agreement through the draft and approval phases to completion.
2. Gain approvals from your dean.
3. Fill out the International Agreement Application Form, and send it to the Directorate of International Relations and Accreditation (DIRA) to see if any agreements already exist with the international institution. If an agreement is already in place, work with DIRA to decide whether to create a new agreement or add an addendum to the existing agreement or implement the existing agreement.
4. Prepare an initial draft of the agreement using the university MoU templates. The information required in the form should be written in consultation with the international institution and you should arrive at a mutually agreeable document.
5. Make all changes and send the final draft of the agreement to DIRA for final analysis. DIRA will return the analyzed agreement to the initiating department, for obtaining signatures from the international institution. The agreement is not final until both sides have signed the agreement.



6. Keep one copy of the signed agreement and send one copy of the original document to DIRA.
7. Observe the progress of the agreement with the international institution and send a report of the process of its implementation to DIRA.
8. Within five months of the agreement expiring, contact the coordinator of the international institution to specify their interest in continuing or renewing the collaboration.



*"Individually, we are one drop. Together, we are an ocean."  
Ryunosuke Satoro*



## INTERNATIONAL AGREEMENT APPLICATION FORM

### TEHRAN UNIVERSITY OF MEDICAL SCIENCES SCHOOL/DEPARTMENT COORDINATOR

Please provide the information requested below for the administrator in the school/department who will be responsible for the relationship with the international institution. DIRA will also use this contact info for further activities.

Date	
Name	
Position/Title	School/ Department
Email	Phone

### INTERNATIONAL INSTITUTION COORDINATOR

Please provide information of the international institution, including the administrative contact who is responsible for facilitating the agreement.

Institution Name	
Name/title (MoU coordinator)	
Country	Email
Phone	Fax
Address	
Institution Website	



**AGREEMENT GENERAL INFORMATION**

Please provide information of the Memorandum of Understanding (MoU)

Scope	
University-wide <input type="checkbox"/>	School/department specific <input type="checkbox"/>
Program Type	
Student Exchange <input type="checkbox"/>	Special Project <input type="checkbox"/>
Faculty Exchange <input type="checkbox"/>	
Other(Please specify)	
Duration of program	
MoU signee	

Please do not write below this line \_\_\_\_\_

DIRA Receipt Date	Date MoU signed
About the International Institution	University Ranking <input type="checkbox"/> top 10% <input type="checkbox"/> 25% <input type="checkbox"/> 50% Year Founded _____ Research active <input type="checkbox"/> Non-research <input type="checkbox"/> # of Students _____ # of faculty _____ Tuition in US\$ _____/year Main campus: _____ other campuses: _____



## AGREEMENT TEMPLATES

Standard TUMS templates are given below. These templates can also be modified and customized as required:

- I. Memorandum of Understanding Template
- II. Research Agreement Template
- III. Faculty Exchange Agreement Template
- IV. Student Exchange Agreement Template
- V. Individual Agreement of Cooperation Template

If you require a template which is not available, please contact DIRA who can assist in putting one together.

Note that the "Memorandum of Understanding" is a comprehensive agreement used for general purposes. Other agreements are used for specific purposes such as Research Projects, Faculty Exchanges, Student Exchanges, and Individual Cooperation.



*Collaboration with University of Ghent, Belgium*



## **MEMORANDUM OF UNDERSTANDING**

*between*

.....; *city, country*

*and*

**Tehran University of Medical Sciences (TUMS); Tehran, Iran**

.....and Tehran University of Medical Sciences (TUMS), hereby agree upon the following terms and conditions as set forth in this Memorandum of Understanding on.....

### **PURPOSE**

The aim of this Memorandum of Understanding is to establish and expand academic cooperation between .....and TUMS.

### **AREAS OF COOPERATION**

#### **A. Joint Degree Programs**

Training Courses are established by the two parties and certifications are issued and verified by both parties.

#### **B. Exchange of Students**

Both parties shall make reasonable efforts to support development of an exchange of undergraduate and graduate students for short-term, long-term studies and formal degree programs. Exchange students shall be subject to the admissions criteria and requirements of the host institution. The details of the institutional and student rights and responsibilities for such exchanges shall be set forth in writing and agreed upon by both parties before a particular exchange is initiated.

#### **C. Exchange of Academic Staff**

Both parties shall make reasonable efforts to facilitate visits of their researchers or faculty to one another's campuses for periods of time for research and teaching in accordance with the objectives of this agreement. The details of institutional and individual responsibilities involved in such researcher or faculty exchanges shall be set forth in writing and agreed upon by both parties before a particular visit is initiated.

#### **D. Exchange of Scientific, Educational and Scholarly Materials**

Both parties shall seek agreement upon a list of their respective scientific, educational and scholarly materials to be exchanged. To the extent practicable, Tehran University of Medical Sciences and .....set forth in writing their mutually agreed upon protocols and guidelines governing this exchange and distribution of information.



#### **E. Exchange of Information**

The two parties will provide information on substantive educational and research programs, conferences, and seminars on topics of mutual interest and will encourage and strengthen communication and cooperation between members of the two institutions especially in the fields of mutual concerns and benefits.

#### **F. Special Projects**

The parties shall make reasonable efforts to collaborate from time to time in the development of special projects, including joint research, training activities, organization of events such as seminar, workshop, congress and conference, aimed at furthering their academic objectives. The details of institutional and individual responsibilities necessary for accomplishment of these special projects shall be set forth in writing and agreed upon by both parties before a particular project is initiated.

#### **G. Faculty Members Visits**

The two parties will make reasonable efforts to establish joint visit programs between the two institutions which shall serve as a framework for further cooperation. Arrangement for such visits will be supported by both parties.

### **FUNDING OF COOPERATIVE PROJECTS AND RESEARCH PROGRAMS**

Before any particular cooperative project or program is initiated, all financial details should be negotiated and agreed upon by both institutions.

### **PROGRAM PLANNING**

In order to facilitate program planning, attempts will be made to hold annual meeting between representatives of the two institutions. The purpose of such meeting will be to develop close contacts and understanding of the needs and priorities of the two institutions and to establish the framework of cooperative programming, for the following years as much as possible.

### **TERMS OF AGREEMENT, VALUATION AND TERMINATION**

The present Memorandum of Understanding becomes effective upon its execution by both parties and shall remain in effect for .....years from said date of execution, at which time the parties may negotiate to extend the agreement a further term. This Memorandum of Understanding may be terminated by either party upon .....days written notice, and may be amended by mutual consent of the parties, formalized in written communications that specify the date which such amendments are to take effect.



### COORDINATORS

Both parties will appoint a coordinator to facilitate the communication between them.

Name	School/department
Email	Telephone
Address	Fax

Name	School/department
Email	Telephone
Address	Fax

**INSTITUTION NAME** .....

**NAME**.....

**POSITION**.....

**DATE**.....

**SIGNATURE**

**TEHRAN UNIVERSITY OF MEDICAL SCIENCES**

**NAME**.....

**POSITION**.....

**DATE**.....

**SIGNATURE**





## RESEARCH AGREEMENT

*between*

.....; *city, country*

*and*

***Tehran University of Medical Sciences (TUMS); Tehran, Iran***

.....*and Tehran University of Medical Sciences (TUMS), hereby agree upon the following terms and conditions as set forth in this Memorandum of Understanding on.....*

### PURPOSE

.....and Tehran University of Medical Sciences (TUMS) (hereinafter referred to as "the Parties"), realizing the great potential brought forth by the development of science and technology in addressing health and medical issues in two countries; guided by the willingness to strengthen existing cooperation and collaboration between their respective countries in the field of health and medical sciences; with the aim of enhancing and promoting research and development in this field; have agreed upon the followings:

### ARTICLE I

The Parties intend to enhance and expand cooperative efforts in health and medical sciences according to the following general principles:

- a) The Parties intend to conduct all activities in the spirit of partnership, mutual cooperation, and scientific excellence.
- b) The cooperation provided for in this MoU does not affect relations currently established between institutions or individuals of ..... and Tehran University of Medical Sciences rather the Parties intend to identify new areas for joint activities.

### ARTICLE II

The Parties plan to provide for an expansion of cooperation across a broad range of mutual interests. Initial efforts are to be directed at developing joint activities, addressing common research interests in:

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....



Other specific areas may be identified from time to time by mutual consent of the Parties.

### **ARTICLE III**

The methods of cooperation provided for in this MoU include, but are not limited to:

- 1) Coordinating scientific programs and research projects
- 2) Exchanging and training of scientists and delegations
- 3) Sharing of information and technology in support of research activities
- 4) Exchanging information and academics concerning the sharing of best practices;
- 5) Holding meetings, workshops, and scientific conferences.
- 6) .....
- 7) .....

### **ARTICLE IV**

For each area of cooperation, and initially for those areas identified in Article II, the Parties or their designees intend to identify an appropriate coordinator to take the lead in overseeing the practical implementation of activities. The appropriate coordinator of the two Parties shall be responsible for coordinating communications and activities with their counterparts and should be responsible for fulfilling mutually decided responsibilities.

### **ARTICLE V**

All activities undertaken, pursuant to this MoU, are to be conducted in accordance with the laws and regulations of ..... and Iran and are subject to the availability of personnel, resources, and appropriated funds. The expenses arising from cooperative activities under this MoU will be covered by both Parties.

Projects under this MoU are to be implemented based on consultations between the Parties and project arrangements signed by relevant participants.

### **ARTICLE VI**

This MoU should come into force upon signature by the designated representatives of both Parties and shall remain in force for a period of ..... years. It may be extended for additional ..... periods by the mutual written consent of the Parties. This MoU may be amended by mutual written consent of the Parties.



### COORDINATORS

Both parties will appoint a coordinator to facilitate the communication between them.

Name	School/department
Email	Telephone
Address	Fax

Name	School/department
Email	Telephone
Address	Fax

**INSTITUTION NAME** .....

**NAME**.....

**POSITION**.....

**DATE**.....

**SIGNATURE**

**TEHRAN UNIVERSITY OF MEDICAL SCIENCES**

**NAME**.....

**POSITION**.....

**DATE**.....

**SIGNATURE**



## **FACULTY EXCHANGE AGREEMENT**

*between*

.....; *city, country*

*and*

***Tehran University of Medical Sciences (TUMS); Tehran, Iran***

.....*and Tehran University of Medical Sciences (TUMS), hereby agree to promote Faculty Exchange between .....and TUMS on.....*

### **PURPOSE**

The purpose of this agreement is to further mutual understanding between ..... and Tehran University of Medical Sciences (TUMS), and to enhance each institution's research, teaching, and internationalization objectives. This agreement provides for exchange opportunities for full-time faculty members, and the Parties agree to institute this exchange program under the following terms:

### **DURATION OF STAY**

The maximum duration of stay for faculty members participating in this exchange program is up to .....academic year.

### **APPLICATION PROCEDURES**

Faculty members interested in participating in the exchange program must receive approval from the applicable department at the host institution. Specific details of the exchange activity for the period of the exchange will be agreed by the home and host institutions at least .....months prior to the planned visit.

### **ACCOMMODATION AND FACILITIES**

The host institution shall use reasonable efforts to assist the exchange scholar in finding appropriate housing. The host institution will enable the exchange scholar to utilize campus facilities such as libraries, computer labs, and gymnasium at no cost. Additional items may be agreed upon by mutual consent and will be provided on a reciprocal basis.

### **FINANCIAL RESPONSIBILITIES**

The faculty member participating in the exchange is responsible for ..... arising out of the visit.



**GOVERNMENT REQUIREMENTS**

Faculty members participating in this exchange program will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents.

**COMMENCEMENT AND DURATION OF THE AGREEMENT**

This Agreement may be modified solely through the mutual discussion and written consent of the two universities, and shall remain in effect from the date of signature for an initial period of .....years. Thereafter it shall be automatically renewed each year; however, after the initial period either university may terminate the agreement by giving six months prior written notice. In the event that either party terminates the Agreement, the host institution shall honor the terms of the Agreement for faculty members whose exchange has been approved prior to termination, as if the Agreement remained in force for the period of exchange.

**COORDINATORS**

Both parties will appoint a coordinator to facilitate the communication between them.

Name	School/department
Email	Telephone
Address	Fax

Name	School/department
Email	Telephone
Address	Fax

**INSTITUTION NAME** .....

**NAME**.....

**POSITION**.....

**DATE**.....

**SIGNATURE**

**TEHRAN UNIVERSITY OF MEDICAL SCIENCES**

**NAME**.....

**POSITION**.....

**DATE**.....

**SIGNATURE**



## **STUDENT EXCHANGE AGREEMENT**

*between*

.....; *city, country*

*and*

***Tehran University of Medical Sciences (TUMS); Tehran, Iran***

.....*and Tehran University of Medical Sciences (TUMS), hereby agree to promote Student Exchange between .....and TUMS on.....*

### **PURPOSE**

The purpose of this agreement is to further mutual understanding between .....and TUMS and to enhance each institution's teaching, learning, and internationalization objectives. This agreement provides for exchange opportunities for both undergraduate and graduate students, and the Parties agree to institute this exchange program under the following terms:

### **DURATION OF STAY**

The duration of stay for exchange students at the host institution shall normally be for up to a period of one semester or one academic year subject to the agreement of the host institution.

### **NUMBERS OF EXCHANGE STUDENTS**

Each institution may send and accept under this program not more than .....students each year. The institutions undertake to balance the numbers of students from each institution over the term of the Agreement. With the agreement of the host institution the number of student exchanges in a particular year may exceed ..... where it is necessary to "balance" the numbers of exchange students.

### **STATUS OF EXCHANGE STUDENTS**

Each institution shall normally accept incoming exchange students as non-regular students (i.e., students who do not aim at obtaining a degree or other formal qualification from the host university).

### **ACCEPTANCE PROCEDURES**

The students participating in the exchange program under the terms of this Agreement shall be selected initially by the home institution, and the host institution shall make the final admission decision in each case. The following selection criteria will generally apply but may be varied in appropriate cases:



Students will have completed at least .....year of university work prior to participation in the exchange; Good academic standing, as reflected by a minimum .....% average or GPA of .....in previous academic work at the home university.

### **STUDY PROGRAM**

Each exchange student shall determine the study program at the host institution in consultation with academic advisors of both the home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed in accordance with the regulations of the host institution. Exchange students will normally be permitted to enter programs unless these programs are subject to limited enrollments.

### **ACADEMIC RECORD AND ACCREDITATION**

The host institution shall evaluate the academic performance of each exchange student according to its rules and shall send the home institution the academic record/transcript of each exchange student. The home institution may give credit to each student according to its regulations.

### **TUITION, FEES, AND EXPENSES**

Provided they have paid the appropriate tuition and fees to their home institution, exchange students shall not be required to pay tuition or standard student fees at the host institution. Other costs, including course-specific fees, international travel, books, supplies, meals, health insurance, and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student.

### **GOVERNMENT REQUIREMENTS**

Exchange students will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents. Exchange students shall ensure that they keep their host institution fully informed of their movements and their contact details during the period of their exchange. The host institution will act as the point of contact with the student.

### **COMMENCEMENT AND DURATION OF THE AGREEMENT**

This Agreement may be modified solely through the mutual discussion and written consent of the two universities, and shall remain in effect from the date of signature for an initial period of ..... years. Thereafter it shall be automatically renewed each year; however, after the initial period either university may terminate the agreement by giving ..... months written notice of such intent. In the event that either party terminates the Agreement, the host institution shall honor the terms of the Agreement for students



whose exchange has been approved prior to termination, as if the Agreement remained in force for the period of exchange.

### COORDINATORS

Both parties will appoint a coordinator to facilitate the communication between them.

Name	School/department
Email	Telephone
Address	Fax

Name	School/department
Email	Telephone
Address	Fax

**INSTITUTION NAME .....**  
**NAME.....**  
**POSITION.....**  
**DATE.....**  
**SIGNATURE**

**TEHRAN UNIVERSITY OF MEDICAL SCIENCES**  
**NAME.....**  
**POSITION.....**  
**DATE.....**  
**SIGNATURE**





## INDIVIDUAL AGREEMENT OF COOPERATION

*The Parties to this Individual Agreement of Cooperation  
are*

-----

*and*

-----

**Project name:**

**Description:**

-----  
-----  
-----  
-----  
-----  
-----

### TERMS AND CONDITIONS OF APPOINTMENT

#### DATE OF COMMENCEMENT

The scientist's cooperation with TUMS will commence on ---/---/--- and will continue to ---/---/---.

#### UNIVERSITY POLICIES

The scientist is required to comply with the policies of Tehran University of Medical Sciences including the University's Ethical Behavior Policy, and .....

#### CONFIDENTIALITY

During the term of cooperation and at all times thereafter, the Scientist will maintain the confidentiality of the University's business including research information, student and staff information and all other information of a commercially sensitive nature. The Scientist will not make use of any information or documents to which the Scientist has access during their cooperation at any time thereafter, except on behalf of the University.



**TERMINATION**

Either party may terminate this Agreement by giving ..... day's notice in writing to the other party, except the cases the University reserves the right to terminate without notice for serious misconduct of the Scientist. Nothing contained or implied in this agreement shall be read to create an expectation of an ongoing cooperative relationship beyond the end of the specified term.

**DETAILS OF PERSON BEING APPOINTED**

Name: (Dr. / Mr. / Mrs. / Ms.)-----

Address:-----

Phone Number:----- Email:-----

Citizenship:-----

Previously or currently have cooperation with Tehran University of Medical Sciences?

Yes/No:----- Date(s):----- Department(s):-----

Health: Do you have any condition(s) which may affect your ability to perform, or may be aggravated by, the duties of this position?

Yes / No:----- If yes, please give details:-----

**INSTITUTION NAME** .....  
**NAME**.....  
**POSITION**.....  
**DATE**.....  
**SIGNATURE**

**TEHRAN UNIVERSITY OF MEDICAL SCIENCES**  
**NAME**.....  
**POSITION**.....  
**DATE**.....  
**SIGNATURE**



## APPENDIX A

### TUMS CURRENT AGREEMENTS

The universities/colleges listed below collaborate with Tehran University of Medical Sciences:

COUNTRY	UNIVERSITY NAME/ INSTITUTE/ COMPANY
<b>Armenia</b>	Yerevan State Medical University after Mkhitar Heratsi
<b>Australia</b>	University of Sydney & Melbourne Health, Storr Liver Unit
<b>Austria</b>	Medical University of Vienna
<b>Belarus</b>	Belarusian Medical Academy of Post – Graduate Education
	Institute of Bioorganic Chemistry of the National Academy of Sciences of Belarus
<b>Belgium</b>	University of Ghent
<b>Canada</b>	Sleep and Alertness Clinic, Toronto Western Hospital
<b>China</b>	Beijing University of Chinese Medicine
<b>England</b>	Global Kidney Academy
<b>Finland</b>	University of Helsinki
	The Finnish Institute of Occupational Health
<b>France</b>	University of Franche-Comte
	WHO International Agency for Research Cancer
<b>Germany</b>	University of Freiburg
	Hannover Medical School
	Aachen University Medical Faculty
	International Neuroscience Institute (INI) in Hannover
	Christliches Krankenhaus Quakenbruck-Abteilung für Gefäßchirurgie
<b>Greece</b>	Aghia Sophia Children's Hospital
<b>Hungary</b>	Semmelweis University-Faculty of Medicine



<b>Iraq</b>	Kurdistan Regional Government
	University of Sulaimani
<b>Italy</b>	University of Ferrara
	University of Perugia
	Dipartimento ddi Salute Mentale, ASS n.I Trieste
	Universita degli Studi di Napoli Federico II
<b>Netherlands</b>	Radboud University Nijmegen Medical Center
	University of Groningen
<b>Pakistan</b>	King Edward Medical University of Lahore
<b>Poland</b>	The children's Memorial Health Institute
<b>Russia</b>	Daghestan State Medical Academy
<b>Saudi Arabia</b>	Islamic Development Bank
	Eastern Mediterranean Blood and Marrow Transplantation(EMBMT)
<b>South Africa</b>	University of Protoria
<b>Sweden</b>	Karolinsa Institute
<b>Switzerland</b>	University of Geneva
	Drug for Neglected Diseases initiative
	UNAIDS
<b>USA</b>	University of New Mexico
	American Telemedicine Association
	Harvard Medical School
	La Jolla institute for Allergy and Immunology
	The Rockefeller University
	Seattle Children's Hospital Research Foundation
	University of Washington
	American Urological Association (AUA)
	Weill Cornell Medical College
	Harvard Humanitarian Initiative (HHI)



## APPENDIX B

### TUMS SCHOOLS

TUMS offers graduate and undergraduate levels of study in a variety of disciplines. The graduate levels are open to those who have already obtained a degree in a related field and wish to expand their studies and our undergraduate Schools welcome applicants who have finished their high school and obtained a diploma in any field.

#### School of Medicine

In 1934, when the University of Tehran was established, the name of college of medicine was changed to School of Medicine. At the beginning, this School included pharmacy and dentistry courses as well. In 1937, the School of Medicine moved to its present location in the northern wing of Tehran University campus. In 1940, the hospitals in Tehran were affiliated to the school. At present, this School includes 36 educational departments (basic and clinical) with 1327 faculty members. The school trains over 3700 Students (60% of whom are women) in over 100 postgraduate programs. The school operates 26 teaching hospitals with more than 1400 academic staff. The School offers a number of graduate (MD, MSc., & MPH) and postgraduate (specialty, fellowship and subspecialty in clinical medicine and PhD, in basic medical sciences) degrees. Over the last 10 years, the School always has been ranked first among other schools of medicine at national level. At present, the School continues to enhance its curriculum to meet the needs of 21st century medicine by integrating clinical and basic science across the curriculum, developing new models for clinical education and engaging students in an in-depth scholarly experience.

As the nation's first and biggest modern medical school, the School of Medicine of Tehran University of Medical Sciences provides training in more than 100 fields of study at different levels. It has so far played an essential role in training specialized manpower for rendering educational, research, and health care services. The goal of this School for next 10 years is to obtain first ranking in the region and under 200 at international level. To achieve this goal, the faculty members are being selected amongst the best and most experienced academicians to not only provide suitable grounds for training students in theoretical medical lessons, but also to enable the students to acquire the skills necessary to deal with patients and diagnosis, treatment, and research in their field. The School's main mission is to alleviate human suffering caused by diseases. This extends to all members of society and to all corners of the world. Finally, our core commitments are:

- Innovation in education
- Scientific discovery and integrity
- Diversity and professional growth
- Service to humanity



***Educational Departments in Basic Sciences:***

1. Anatomy
2. Biochemistry
3. Medical Genetics
4. Immunology
5. Medical Education
6. Medical Ethics
7. Medical Physics
8. Microbiology
9. Parasitology
10. Pharmacology
11. Virology
12. Islamic Knowledge
13. Biomedical Engineering
14. Community Medicine

***Educational Departments in Clinical Sciences:***

1. Anesthesiology
2. Cardiology
3. Dermatology
4. Emergency Medicine
5. ENT
6. Forensic Medicine
7. Geriatrics Medicine
8. Internal Medicine
9. Infectious Diseases
10. Neurology
11. Neurosurgery
12. Nuclear Medicine
13. Obstetrics and Gynecology
14. Occupational Health
15. Ophthalmology
16. Orthopedics Surgery
17. Pathology
18. Pediatrics
19. Plastic Surgery
20. Psychiatry
21. Radiation Oncology
22. Radiology
23. Sports Medicine
24. Surgery
25. Urology



School of Medicine	Subspecialty	Fellowship	Specialty	Ph.D.	M.Sc.
Anesthesiology			x		
Anatomy				x	x
Bacteriology				x	
Biochemistry				x	x
Biophysics					x
Cancer Surgery		x			
Cardiology	x		x		
Cardiovascular Surgery	x				
Child Psychiatry	x				
Cornea		x			
Dermatology			x		
Dermatopathology		x			
Electrophysiology		x			
Emergency Medicine			x		
Endocrinology	x				
Gastroenterology	x				
General Surgery	x				
Genetics				x	
Glaucoma		x			
Gynecologic-Oncology		x			
Hematology and Oncology	x				
Head and Neck Surgery		x			
Human Genetics					x
ICU Care		x			
Immunology				x	x
Internal Medicine			x		
Interventional Cardiology		x			
In-Vitro Fertilization		x			
Kidney Transplant		x			
Legal Medicine		x			
Medical Education					x
Medical Engineering				x	x
Medical Genetics				x	
Medical Physics				x	
Microbiology					x



Neonatology	x				
Nephrology	x				
Neurology			x		
Neurosurgery			x		
Nuclear Medicine			x		
Obstetrics and Gynecology			x		
Occupational Medicine			x		
Ophthalmology			x		
Orthopedics			x		
Otology and Neuro-Otology	x				
Otorhinolaryngology			x		
Pediatrics			x		
Pediatric Cardiology	x				
Pediatrics Endocrinology	x				
Pediatrics Immunology & Allergy	x				
Pediatrics Infectious Diseases	x				
Pediatrics Nephrology	x				
Pediatrics Neurology	x				
Pediatrics Surgery		x			
Pediatrics Urology		x			
Palliative Care		x			
Pathology			x		
Perinatology		x			
Pharmacology				x	
Physiology				x	x
Plastic Surgery	x				
Psychiatry			x		
Pulmonology	x				
Radiotherapy			x		
Retina and Vitreous Fluid		x			
Rheumatology	x				
Rhinology		x			
Social Medicine			x		
Sport Medicine			x		
Strabismus		x			
Thoracic Surgery	x				
Toxicology					x





Tropical Medicine and Infectious Diseases		x			
Urology			x		
Uro-Oncology		x			
Vascular Surgery		x			

### School of Dentistry

When Dar-al-Fonon School was founded in 1849, dentistry was taught as a sub-branch of medicine at the same school and later on from 1918, at the School of Medicine. The School of Dentistry was founded in 1928. When Tehran University was established in 1934, a 5-year training course was dedicated to teaching dentistry of which 4 year were spent on theoretical and practical education, and one year on preparation of dissertations. In 1956, the School of Dentistry was separated from the School of Medicine and has continued its activities independently ever since. Student admission to specialized courses of dentistry started in 1975. In 2009, School of Dentistry was moved to its newly established building equipped with 112 faculty members (40 Female & 72 Male) and modern educational and research facilities.

The School offers various undergraduate and postgraduate degrees, with the collaboration of experienced faculty members and through proper facilities and the most advanced methods renders education and health care services.

#### **Educational Departments in Clinical Sciences:**

1. Community Oral Health
2. Dental Materials
3. Endodontic
4. Oral and Maxillofacial Pathology
5. Oral and Maxillofacial Radiology
6. Oral and Maxillofacial Surgery
7. Oral Medicine and Oral Diagnosis
8. Orthodontics
9. Pediatric Dentistry
10. Periodontics
11. Prosthodontics
12. Restorative Dentistry
13. Dental Laboratory Technology



School of Dentistry	Specialty	Ph.D.	Fellowship	D.D.S.	BS.c.
Community Dentistry & Oral Health		X			
Dental Materials		X			
Endodontic	X				
Oral and Maxillofacial Pathology	X				
Oral and Maxillofacial Radiology	X				
Oral and Maxillofacial Surgery	X				
Maxillofacial Trauma			X		
Pediatric Dentistry	X				
Periodontics	X				
Prosthodontics	X				
Implant Dentistry			X		
Oral Biology			X		
Dental Laboratory Technology					X
Dentistry				X	
Orthodontics	X				
Operative Dentistry	X				
Oral and Maxillofacial Medicine	X				
Maxillofacial Prosthodontics			X		
Oral and Maxillofacial Oncology			X		
Cosmetic Oral and Maxillofacial Surgery			X		
Craniofacial an Pediatric Oral & Maxillofacial Surgery			X		

### School of Pharmacy

When Tehran University was founded in 1934, The Faculty of Pharmacy was a part of The School of Medicine and Dentistry. In 1988, post-graduate degrees were offered for the first time, and today the school trains more than 50% of all experts in this field in Iran.

The School of Pharmacy is one of the most active and best equipped educational and research centers in Iran. The School offers a Doctor of Pharmacy (Pharm.D.) degree to undergraduate students. The school's curriculum provides the students with the opportunity to develop their skills both in theory and practice.



**Educational Departments:**

1. Clinical Pharmacy
2. Drug and Food Control
3. Pharmaceutical Management and Pharmacoeconomics
4. Medicinal Chemistry Pharmaceutics
5. Pharmaceutical Nanotechnology and Biomaterials
6. Pharmaceutical Biotechnology
7. Pharmacognosy
8. Radiopharmacy
9. Toxicology and Pharmacology

<b>School of Pharmacy</b>	<b>Specialty</b>	<b>Ph.D.</b>	<b>M.Sc.</b>
Drug and Food Control		x	
Medical Chemistry		x	
Pharmaceutics		x	
Pharmacognosy		x	
Toxicology and Pharmacology		x	
Clinical Pharmacy	x		
Pharmaceutical Management and Pharmacoeconomics		x	
Nuclear Pharmacy		x	
Pharmaceutical Biomaterials		x	
Pharmaceutical Biotechnology		x	
Pharmaceutical Nanotechnology		x	
Pharmaceutical Regulatory			x

**School of Advanced Technology in Medicine**

The School of Advance Technologies in Medicine was established in 2008. This school offers 8 novel fields of knowledge including Medical Nanotechnology, Medical Biotechnology, Molecular Medicine, Medical Informatics, Tissue Engineering, Neurosciences and Applied Cell Sciences at two levels of MSc and PhD. This school with 39 faculty members (9 Female& 30 Male) is designed for only post graduate studies. The fields educated here are aimed to fill the gap between university and industry in medical sciences. The school also offers postdoctoral trainings, fellowships and short-term courses for academic members and visiting scientists. In addition, this school is expected to take responsibilities for conducting basic and applied researches at the edges of advanced medical sciences.



**Educational Departments in Basic Sciences:**

1. Medical nanotechnology
2. Medical biotechnology
3. Medical informatics
4. Neurosciences and addiction studies
5. Molecular medicine
6. Applied cell sciences
7. Tissue engineering

<b>School of Advanced Technology in Medicine</b>	<b>Ph.D.</b>	<b>M.Sc.</b>	<b>B.Sc.</b>
Medical Informatics	X	X	
Medical Biotechnology	X		
Medical Nanotechnology	X	X	
Molecular Medicine	X		
Neurosciences	X		
Tissue Engineering and Cell Therapy	X		

**School of Allied Medicine**

As a result of increasing interest and the national needs in health-related services, the School of Allied Medicine was established in 1977. Since then, it has been expanded as a graduate school with several departments. With its 59 faculty members (21 Females & 38 Male), it is assigned to train experts in the following fields at PhD , MSc, and BSc levels.

**Educational Departments in Basic Sciences:**

1. Hematology and Blood Transfusion Department,
2. Medical Biotechnology Department,
3. Radiology and Radiotherapy Department,
4. Health Information Management Department,
5. Health care Management Department,
6. Operating Room Technology Department,
7. Anesthesia Technology Department,
8. Basic Sciences Department,
9. Medical Laboratory
10. Sciences Department,
11. Librarianship & Medical Information.



<b>School of Allied Medicine</b>	<b>Ph.D.</b>	<b>M.Sc.</b>	<b>B.Sc.</b>
Anesthesia Technology			X
Applied Proteomix	X		
Health Care Management			X
Health Information Technology		X	X
Hematology and Blood Transfusion	X	X	
Health Information Management	X		
Librarianship & Medical Information	X	X	
Medical Laboratory Sciences			X
Medical Informatics	X	X	
Medical Biotechnology		X	
Medical Records			X
Nuclear Medicine Technology			X
Operation Room Technology			X
Radiobiological Studies & Radiation Protection		X	
Radiology Technology			X
Radiotherapy Technology			X

### **School of Public Health**

The School of Public Health (SPH) at Tehran University of Medical Sciences was founded in 1966. It is the oldest and biggest school of public health in the region that serves local, national and international communities with its knowledge and expertise. Through our interdisciplinary educational programs, innovative research, policy analysis, communication, consultation services and a variety of other activities we try to protect and improve the health of public, prevent diseases and reduce health disparities across Iran and throughout the world.

Today we face many public health threats. Non-communicable diseases, epidemics of serious communicable diseases, health disparities and environmental risks in the community all highlight the need for discovering and developing comprehensive solutions to such complex and multidimensional issues at national and international levels.

The School of Public Health main objectives are to provide the highest level of education, foster new research and strengthen health capacities and services in order to: prevent illness and injuries, ensure people live in a safe and clean environment, have healthy eating and other lifestyle habits and develop policies and programs to reduce health disparities and improve health and healthcare services.



To achieve these objectives, School of Public Health has a well established management structure with over 160 academic members of staff, 13 educational departments, over 40 academic programs, more than 1200 MSc and PhD students and 600 MPH students in a variety of courses, although the school continues to expand.

#### **Educational Departments:**

1. Disaster Public Health
2. Environmental Health Engineering
3. Epidemiology & Biostatistics
4. Global Health & Public Policy
5. Health Education & Promotion
6. Health Sciences Educational Development
7. Health Management & Economics
8. Human Ecology
9. Medical Entomology & Vector Control
10. Medical Parasitology & Mycology
11. Nutrition & Food Health
12. Occupational Health
13. Pathobiology

<b>MPH Programs</b>	
Addiction Control and Prevention	MD-MPH
Disaster Health	Mental Health
Disease Control	MPH General
Environmental Health	Nutrition and Public Health
Field Epidemiology	Occupational Health
Health Education and Promotion	Primary Healthcare Network
Health of Elderly	Reproductive Health
Health Sector Reform	Social Determinants of Health (SDH)
International MPH	Urban Health

<b>School of Public Health</b>	<b>Ph.D.</b>	<b>M.Sc.</b>	<b>B.Sc.</b>
Biostatistics	x	x	
Environmental Health Engineering	x	x	x
Epidemiology	x	x	
Ergonomics		x	
Food Microbiology		x	
Food Safety		x	
Health Economics	x	x	



Health Education & Promotion	x	x	x
Health in Disaster	x		
Health Management	x	x	
Health Policy	x		
Health Technology Assessment		x	
Immunology	x	x	
Medical Entomology & Vector Control	x	x	x
Medical Parasitology	x	x	
Microbiology	x	x	
Mycology	x	x	
Nutrition	x	x	
Occupational Health	x	x	x
Virology	x	x	

### School of Nursing and Midwifery

School of Nursing and Midwifery is proud of its 70+ year history of education and pioneering position in research. Established in 1936, this school has always been one of the most prominent schools of the University both at national and regional levels. With more than 1471 undergraduate and graduate nursing and midwifery students, 87 faculty members and presenting top alumni at all levels, the influence of this school in virtually all national and regional nursing and midwifery events is undeniable. Nursing education program in this school was initiated as a two-year hospital based Diploma then a three-year Bachelor's degree in nursing. However, it steadily developed over the years and resulted in a wide range of undergraduate and graduate programs we can offer today. History of this gradual improvement is as follows: Bachelor of Science degree in nursing & midwifery (1963), the Master's degree in nursing (1975), MSc in midwifery (1988), MS in anesthesia (1989), PhD in Nursing (1999), Joint program of PhD in Nursing with Karolinska Institute of Sweden (2004), PhD in Reproductive Health (2006), and Continuing Education in Nursing and Midwifery(2007), Critical Care Nursing (Adult) (2008), NICU (2009), Geriatric Nursing (2011). To discover, disseminate and apply new knowledge through undergraduate, graduate and professional programs of excellent quality and within a vibrant and supportive learning and research environment are our main goals.

### **Educational Departments in Basic Sciences:**

1. Medical Surgical Nursing
2. Community Health Nursing
3. Psychiatric Nursing
4. Pediatric Nursing
5. Nursing Management
6. Obstetrics and Gynecology



7. Mother and Child Health
8. Reproductive health
9. NICU
10. Critical Care Nursing (Adult)
11. Geriatric Nursing

**Educational Departments in Clinical Sciences:**

1. Medical Surgical Nursing
2. Community Health Nursing
3. Psychiatric Nursing
4. Pediatric Nursing
5. Nursing Management
6. Obstetrics and Gynecology
7. Mother and Child Health
8. Reproductive health
9. NICU
10. Critical Care Nursing (Adult)
11. Geriatric Nursing

<b>School of Nursing</b>	<b>Ph.D.</b>	<b>M.Sc.</b>
Community Health Nursing		X
Intensive Care Nursing		X
Medical-Surgical Nursing		X
Neonatal Intensive Care Nursing		X
Nursing	X	
Nursing Management		X
Pediatric Nursing		X
Psychiatric Nursing		X
Reproductive Health	X	

<b>School of Midwifery</b>	<b>M.Sc.</b>
Maternal and Child Health	X
Midwifery Education	X





### School of Rehabilitation

This is a 47-year-old School established in 1965. The first group of the students officially started studying at the Department of Physiotherapy of the School of Medicine at Imam Khomeini Hospital in 1965. The Department was approved by the World Health Organization, and in 1990 the Faculty of Rehabilitation continued to function under the present name. At the beginning, the school started with Physiotherapy (in a 4-year full time program). Thereafter, it started teaching Occupational Therapy, Audiology and Speech Therapy. During the 8-year imposed war (1st Persian Gulf War), the school had a unique opportunity for working with various kinds of patients who needed rehabilitation services; therefore, the School with 69 faculty members (19 Females & 50 Male) there is a unique position for training therapists. Furthermore, many researches in different fields of rehabilitation could also be performed in this School.

#### **Educational Departments in Clinical Sciences:**

1. Physiotherapy Department
2. Audiology Department
3. Speech Therapy Department
4. Occupational Therapy Department
5. Orthotics and Prosthetics Department
6. Optometry Department
7. Sport Physical Therapy Department
8. Rehabilitation Management Department

<b>School of Rehabilitation</b>	<b>Ph.D.</b>	<b>M.Sc.</b>	<b>B.Sc.</b>
Audiology	X	X	X
Occupational Therapy	X	X	X
Orthotics & Prosthetics	X	X	X
Optometry	X	X	X
Physical Therapy	X	X	X
Speech Therapy	X	X	X
Sport Physical Therapy		X	
Rehabilitation Management		X	

### Virtual School

Virtual School of TUMS is one of the Iranian's leading institutions specializing in online and distance education. The School was established officially in 2010. However, many of its activities such as establishing the internet-based Continuous Professional Development (CPD) programs, offering online MSc. degree in "Medical Education", integrating e-learning to face to face courses, running the two first national conferences of e-learning



in medical sciences, providing specialized workshops in the field of e-learning and many other activities started earlier in 2007 under the name of "Distance Education Office". The office was recognized as the center of excellence for e-learning in Iran. Currently, using more powerful infrastructure and software, our school offers many services such as online degrees, e-CME and e-CPD, Virtual clinical rounds & workshop and etc., to facilitate and improve the teaching-learning process. The school with 5 faculty members (3 Female & 2 Male) and 7 majors consists of: Family Medicine Residency, Medical Education (MS), E-Learning in Medical Education (MS), Library & Medical Information Science (MS), Food & Drug Supervision (MS), Nursing (BS) and MBA in Pharmaceutical Management plans to offer various undergraduate and postgraduate degree; in addition, we are looking forward to establishing mutual collaborations and joint degrees with other universities.

### **Educational Departments in Basic Sciences:**

1. E-learning in Medical Sciences
2. Electronic Health
3. Virtualization of face to face traditional programs

<b>Virtual School</b>	<b>M.Sc.</b>	<b>B.Sc.</b>
Medical Education	x	
MBA of Pharmaceutical Care	x	
Medical Library and Information Sciences	x	
Nursing		x

### **School of Health Management and Information Sciences**

School of Health Management and Information Sciences (SHMIS) was founded in 1976 initially as the School of Medical Library Sciences and Informatics. Currently, it includes eight academic departments and 40 faculty members (18 Females and 22 Male), providing educational and research services to a wide range of undergraduate and postgraduate students. Building on its interdisciplinary, well-educated and hardworking faculty, the SHMIS aspires to be the flagship public teaching and research school of health management sciences in the country and in the region. As such, it endeavors to train and prepare current and future health professionals for management, policy-making and teaching positions, in a variety of healthcare settings and institutions of higher education and healthcare organizations, by providing them with the latest knowledge and skills necessary to address critical issues in today's complicated and rapidly-changing healthcare environment. Moreover, the school aims to establish and extend a collaboration link with health care organizations over the country to promote applied health services through providing executive education and consultancy. The ultimate goal of the SHMIS is to improve the quality of health services provided to the community through evidence-based research.



**Educational Departments:**

1. Health Services Management
2. Health Information Management
3. Medical Library Sciences
4. Health Information Technology
5. Health Economics
6. Mathematics and Statistics
7. English Language
8. Persian Literature

School of Health Management and Information Sciences	Ph.D.	M.Sc.	B.Sc.	1 Year Program	Short Courses
Accreditation of Healthcare Organizations					X
Biostatistics		X			
Clinical Governance					X
Effective Communication for Health					X
Financing & Outsourcing in Health Care					X
Health Economics	X	X			
Health Information Management	X				
Health Information Technology		X	X		
Health Management in Disaster & Engineering	X				
Health Policy	X				X
Health Services Management	X	X	X		
Health System Management				X	
Health Technology Assessment		X			
Hospital Management				X	
Leadership for Health Managers & Professionals					X
Medical Informatics		X			
Medical Librarianship & Information Science		X	X		
Medical Records		X	X		
Patient Safety					X
Performance Measurement & Management					X
Quality Management & Systems					X
Risk Management in Health Care					X
Strategic Planning & Management					X



### School of Traditional Medicine

School of Traditional Medicine of Tehran University of Medical Sciences was established in 2007 as a result of increasing interest and the national need in traditional, alternative and complementary medicine services. This school as the oldest and most distinguished faculty of Traditional Medicine in Iran, with 12 faculty members, is the postgraduate academic center to educate talented students at PhD level in traditional medicine and pharmacy of traditional medicine. The total number of students is 98 until now and the first group awarded the degree of PhD in 2012.

The goal of The School of traditional medicine is the academic development of traditional Iranian medicine in the country and around the world. For this aim the school's curriculum provides the students with the opportunity to promote their skills both in theory and practice in different fields of clinical traditional medicine as well as nutrition, material medica and pharmacy.

In teaching the specific objectives of this School is for the students to gain an understanding of how combine traditional medicine with current medicine and to become a specialist with broad minded and ethical individual.

This school accepts students with MD or Pharm D. degree in the PhD level. The curriculum also hopes to fill the gap between university and industry in the field of herbal medicine and traditional medicine.

#### **Educational Departments in Basic Sciences:**

1. Pharmacy in Traditional Medicine
2. History of Medical Sciences

#### **Educational Departments in Clinical Sciences:**

Traditional Medicine

<b>School of Traditional Medicine</b>	<b>Ph.D.</b>
Traditional Medicine	x
Traditional Pharmacy	x



### **School of Nutritional Sciences & Dietetics**

The Department of Nutrition and Biochemistry and Department of Health Sciences and Nutrition of the School of Public Health were merged to form Graduate School of Nutritional Sciences and Dietetics (SNSD) in 2010 with three departments, namely, Community Nutrition, Clinical Nutrition, and Cellular and Molecular Nutrition. The Graduate School has 23 full-time faculty members (9 females & 14 males). It follows goals such as capacity building and professional training in various areas of nutrition and dietetics; expanding nutritional knowledge and culture; safeguarding national noble nutrition culture and its spiritual heritage; and providing a forum for scientific collaboration with individuals, as well as with national and international governmental and non-governmental organizations.

#### **Educational Departments in Basic Sciences:**

Cellular and Molecular Nutrition

#### **Educational Departments in Clinical Sciences:**

Clinical Nutrition

#### **Educational Departments in Community Sciences:**

Community Nutrition

### **School of Interdisciplinary Sciences**

The aims of establishing of the School of Interdisciplinary Sciences, as a new established school, at Tehran University of Medical Sciences (TUMS) include the followings:

1. Paying attention to the importance and the need to strengthen links between different areas of science and expanding collaboration between disciplines in order to expand the frontiers of knowledge.
2. Systematic monitoring and integrating activities in the areas of interdisciplinary science at the University.
3. Open communication, education and research with universities and other educational institutions in line with preparing the grounds for launching interdisciplinary courses based on the University's rules and regulations.
4. Conducting research projects and studies in the field of interdisciplinary science-based assessment.

It is noteworthy to mention that the permission to admit PhD students has been earned from the Ministry of Health, Treatment, and Medical Education. Hence, this school, having earned this permission, is planning to admit students and eventually build



interdisciplinary connections between different fields, approaches and disciplines of medical sciences.

### **Department of Evening Courses**

TUMS started the Department for Evening courses in 1991 through the authorization issued by the Ministry of Health and Medical Education, and in order to make use of the educational facilities in the afternoon and evening hours.

The goals of the department include upgrading the academic level of the staff of the Ministry of Health, Treatment, and Medical Education, to take proper action in treating and medical education, and to train specialists based on the needs of the national health-care hierarchy.

#### ***Educational Departments in Basic Sciences:***

1. Radiology
2. Medical Records
3. Occupational Health
4. Environmental Health
5. Public Health
6. Health Care Management
7. Library
8. Operating room

#### ***Educational Departments in Clinical Sciences:***

1. Nursing
2. Medical laboratory sciences
3. Anaesthesia

# DIRA

As a facilitator and liaison office, with the aim of Internationalization, DIRA is following the objective of Tehran University of Medical Sciences (TUMS) which is the promotion of university level in the national, regional, and international levels.

**DIRA assists schools and departments that wish to enter Institutional agreements, by providing templates, tracking status throughout the review, approval, signature process, and financial support.**

No. 21, Dameshgh St., Tehran 1416753955, Iran Tel: (+98 21) 88 80 03 32 Fax: (+98 21) 88 85 26 54 [dira\\_gsia@tums.ac.ir](mailto:dira_gsia@tums.ac.ir)



Tehran University of Medical Sciences  
Vice-Chancellor for Global Strategies & International Affairs  
Directorate of International Relations & Accreditation