



TEHRAN UNIVERSITY OF MEDICAL SCIENCES

INTERNATIONAL CAMPUS

“Office of Vice Dean for Research Affairs”

**Regulations on Education and Research for
M.Sc. Programs**

Developed by:

❖ *office of Vice Dean for Research Affairs*

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

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

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

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

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

I- TO CHOOSE A SUPERVISOR

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

- *A Supervisor:*

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

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

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

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

II- TO CHOOSE ADVISORS:

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

III – TO CHOOSE A THESIS SUBJECT:

The process for choosing the thesis subject is as follows:

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

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

Important Advice:

- o Before preparing the proposal, students must check with the *School Research Deputy Office* to make sure that the subject has not been covered already; and also to ascertain that the supervisory candidate has not reached the maximum number of thesis that can supervise.
- 2- The students must obtain and complete the *proposal submission form* in accordance with the supervisor's and advisors' instructions, and then submit it to the *Research Council of the related department* for review and initial approval.

IV- PROPOSAL APPROVAL

- 1- For final approval, the proposal has to be submitted to the *Postgraduate Council* of the related school.
- 2- Finally, a **copy of the approved proposal** and a **letter of proposal approval** have to be submitted to the *Office of the Vice Dean for Research Affairs*.

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

V- TO CARRY OUT THESIS

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

Monitoring Thesis Progress:

- The School Research Deputy Office and Office of the Vice Dean for Research Affairs monitor the progress of theses and demand progress reports from supervisors and students.
- The Office of Vice Dean for Research Affairs closely and carefully monitors the proposal/thesis stages (from the proposal registration to the defense). This office also stays in regular contact with the **IC-TUMS directors, vice dean for educational affairs, head of the department** and **students** to facilitate thesis progress. This office also informs students of their standing, provides them with guidance they need and warns them about their unsatisfactory progress in case.
- Δ Ignoring these notices and warnings may result in prolongation of the study period and expulsion from the program.

VI- THESIS ASSESSMENT AND DEFENSE PROCESS:

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

- 1- After completion and writing of the **thesis** and the **article** by the student, the **Supervisor** has to approve the thesis as defensible and issue a

defendable thesis statement. In order to do so, the supervisor will review an ***unbound copy of the thesis*** and the article to assess **scientific quality, validity and reliability** of the thesis and to ascertain that the thesis and article are written according to the **Thesis Writing Guidelines**.

2- Then, the supervisor will notify the followings that the thesis is defendable:

□ *Department Head,*

and

□ *Research Deputy Office,*

and

□ *Office of the Vice Dean for Research Affairs.*

3- The **Research Deputy** of the school has to authorize the defense.

4- Students must submit **one *HARD-BOUND copy of their thesis*** to the **Office of the Vice Dean for Research Affairs**.

5-The students must also submit one **journal publication** resulted from the thesis to the **Office of the Vice Dean for Research Affairs** (**Must mention IC-TUMS as the first affiliation on the article**).

6- Selecting jury members upon the supervisor/ department head's suggestion and approval by the School Educational Council.

Jury (Thesis Committee) Members:

- 1- Supervisor(s),
- 2- Advisor(s),
- 3- Head of the related department (or his/her representative),
- 4- Two faculty members from the home university or researchers / experts from other universities/ institutes (upon the *department's suggestion* and *Postgraduate Studies Council's approval*),
- 5- A Representative from the Office of the Vice Dean for Research Affairs.

- 7- To submit a completed **Defense Readiness Form** signed by the Department Head to the Office of the Vice Dean for Research Affairs.
- 8- Then, the related department will arrange a time for the thesis defense and announce it to the Office of the Vice Dean for Research Affairs.
- 9- The *School Postgraduate Council* has to approve the time.
- 10- The student has to submit the *unbound copy of the thesis*

to the jury members at least one week prior to the defense.

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

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

- 13- The students must have a submitted article with IC-TUMS affiliation in order to be able to defend their thesis. (See the following link for more information on IC-TUMS affiliation:
<http://gsia.tums.ac.ir/en/VPRA/page/16687/How-to-Write-IC-TUMS-Affiliation>).
- 12- The student has to hold the defense session in front of the jury.

VII - THESIS EVALUATION AND MARKING GUIDELINES:

- 1- The jury members will confidentially put the mark on the *Thesis Evaluation Form* and submit it to the Office of the Vice Dean for Research Affairs.

Important:

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

2- Marking Method:

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

- Submission of an article with IC-TUMS affiliation is a prerequisite for the defense.**
- 2 marks are allotted for an article which has been accepted/published by the journals that are cited in

- PubMed, ISI and Scopus**, with IC-TUMS affiliation.
- 1 mark is allotted for an article which has been accepted/published by the journals that are **not cited in PubMed, ISI and Scopus**, with IC-TUMS affiliation.
 - The thesis mark will be noted on the student's transcript and ***will be calculated*** into the student's GPA.
 - The thesis mark is **calculated as** the average of marks given by at least 5 of the jury members.

VIII. POST-DEFENSE PROCEDURES:

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

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

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[Home](#)