

## **1<sup>st</sup> Chapter: Generalities**

### **Definition**

1-1. University: refers to all medical sciences universities and higher education institutes having license for admission of non-Iranian students.

1-2. Faculty: refers to a unit of university that are active in specific field of medicine including: Faculty of medicine, pharmacy, nursing, midwifery, etc.

1-3. Educational Department: refers to a unit of university or faculty that is active in specific field that is adapted with field of study including: Department of pediatrics, physiology, anatomy, etc.

1-4. Educational program: refers to all underground programs including: Associate Degree, Bachelor's Degree, General Doctorate Degree of Medicine, Pharmacy (Pharm.D.) Dentistry, MBBS, BDS, Postgraduate, Discrete Master's Degree and Specialty PhD Degree that are covered by this by-law.

1-5. Student: refers to all non-Iranian (international) students.

1-6. Compatibility committee: refers to committee of compatibility of educational program of non-Iranian (international) students of Ministry of Health, Treatment and Medical Education.

## 2<sup>nd</sup> Chapter

### Educational Rules and Regulations

#### Educational System

1- Educational system of Iran is based on credit-semester for all educational programs and field of studies and each student shall enroll for each semester and take separate credits.

2- In this educational system, the value of each course is evaluated with its credit and successful completion or failure of student single course is limited to that course.

3- Each theoretical credit is 17 hours, practical credit is 34 hours, training credit is 51 hours and internship credit is 68 hours that is offered within a semester during year or summer semester.

4- Each educational year consists of 2 semesters and in case of necessity and having enough facilities, a summer semester may be held and each educational semester consists of 17 educational weeks and summer semester consists of 6 educational weeks.

**Note:** Upon confirmation of educational council of university, international students may change their field of study to lower field of studies sub-group of medicine upon application of student and due to deprivation of education.

5- Educational system may be offered based on attending in classes or mixed (E-learning and attending in classes) and universities may offer theoretical educational credits based on E-learning.

**Note:** In case of offering E-learning credits, the university shall prepare suitable facilities according to by-law of E-learning education approved by Ministry of Health, Treatment and Medical Education for international students.

#### Credits and duration of education

1- Students at each educational semester shall complete minimum 12 to 20 credits for undergraduate courses and minimum 8 to 14 credits for postgraduate courses.

2- At undergraduate course if total GPA of student is minimum 16, upon confirmation of supervisor and faculty, the student shall be permissible to take 24 credits in next semester.

3- When student has 24 remained credits and not having conditional previous semesters, upon confirmation of faculty, the student shall be permissible to take related credit in same semester.

4- In summer courses, the student shall only take 8 credits at undergraduate course and 6 credits at postgraduate course.

### **Elimination and addition of credits**

1- Student at each educational semester and until 2 weeks after beginning of semester, shall be permissible to eliminate or take another maximum 2 credits; or substitute 2 credits with another, provided that number of taken credits shall not be more than 20 credits.

2- In case of necessity, the student shall be permissible that until 3 weeks before termination of educational semester, to eliminate 2 credits of theoretical or practical courses upon confirmation of educational department; provided that student shall not have unauthorized absence and remained credits shall not be less than 12.

3- Maximum before beginning examinations and termination of educational semester and upon confirmation of educational council of university that student is unable for continuing education, the student shall be permissible to eliminate related course and that educational semester is regarded as educational leave of absence and the educational council of university shall decided to consider or neglect this educational leave of absence in final transcript of academic records of student.

**Note 1:** Upon confirmation of educational council of faculty, the student shall be permissible to eliminate entire taken courses during summer semester maximum before beginning examinations.

**Note 2:** In order to better offer educational services to international students, the experts of international education affairs have suitable access to educational website for applying related changes minimum one month before access of students to that educational website.

### **Evaluation of academic progress of student**

1- IF student upon failure in a course repeatedly take the same course by obtaining grade more than 15, its failure grade is eliminated and this failure grade is not calculated in average and total GPA of student.

**Note:** The authorized term of using this article for students at Associate Degree is once, at Bachelor's Degree is 2 times and for General Doctorate (Medicine, Dentistry and Pharmacy) is 4 times.

2- For Associate Degree, Bachelor's Degree, General Doctorate Degree (Medicine, Dentistry, Pharmacy) MBBS, BDS, the average GPA of each educational system less than 11, for Master's Degree and Specialty PhD Degree the average GPA of each educational semester less than 14 is regarded as conditional semester.

3- If a student has conditional semester either successively or alternately for 3 semesters at Associate Degree; 4 successive semesters or 5 alternate semesters at Bachelor's Degree, General Doctorate Degree (Medicine, Dentistry, Pharmacy), the student is deprived for continuing education and if total taken credits is minimum 10, according to instructions the student shall change his field of study to lower level.

### **Time of holding examinations**

1-The examinations shall hold exactly to same language announced in website of university.

2- The comprehensive examinations held by Ministry of Health, Treatment and Medical Education or 10 university centers of Iran will be held in English language and in this way the student is able to select language of examination.

**Note:** Secretariat holding examinations shall offer suitable information to students before holding examination in relation to language of examination.

3- Non-Persian students at each educational semester that attend at Persian language examination, shall benefit from additional 25% time for examination.

4- If one or several courses are not taught to international students according to recommended curriculum of university, the questions of that comprehensive examination will be eliminated and the quorum for successful completion of that course is determined by related secretariat of Ministry of Health, Treatment and Medical Education based on number of questions and toughed courses.

5- Non-Iranian students shall be permissible to attend at comprehensive examination of basic sciences and training for 4 times and for specialty PhD Degree for 3 times.

6- The quorum for successful completion of comprehensive examinations that is held centrally for international students is 5% less than decided quorum for Iranian students.

### **Guest student**

1- In case of observing all related consular rules and upon confirmation of origin and Destination University inside of Iran, the student may select another university to study as guest student temporarily for determined term.

2- Accepting a guest student in a university shall be depending on minimum completion of one educational semester in Origin University.

3- All costs of guest student in Destination University are by the student; meanwhile, the origin university in order to maintain its status, shall receive part of annual tuition fee from student.

4- Guest student before referring to destination university, shall pay all financial costs to origin university.

5- Accepting guest student in a university for completing one or several courses upon supervision of origin university and confirmation of destination university shall be permissible.

6- Number of courses that may be selected by guest student (either full-time basis or single course) shall not be more than 40% total completed courses.

**Note:** Taking credits by student either for single course or full-time basis, shall be informed and confirmed by related educational department of origin university and conditions of destination university.

7- Submitting request and confirmation of accepting guest student in educational council of faculty is enough; meanwhile, educational deputy of university shall supervise over process of selecting guest student and it is not required for confirmation of superior authorities.

8- University branches accepting guest student shall exactly register this issue in transcript of academic records of student and their grades shall be observed in calculating semester and total GPA.

9- Minimum grade for successful completion of guest student shall be equal to minimum grade for non-guest student at the same course.

10- Guest student applicant shall inform this issue with name of field of study, destination university to head of educational department of origin university minimum one month before beginning educational semester and the university upon confirmation of guest student shall inform this issue to Ministry of Health, Treatment and Medical Education for performing consular affairs.

11- Graduation certificate of guest student is issued by origin university.

### **Changing field of study**

1- Student during his education in case of having following terms and conditions and confirmation of university shall change his field of study:

1-1. Continuing education of applicant in previous field of study from educational rules shall be permissible.

1-2. Conditions of continuing education in new field of study is determined by educational syllabus.

1-3. Student shall complete minimum one educational semester and maximum one third of total credits.

1-4. University shall have capacity of admission of desired field of study.

1-5. Student shall not have financial debit or ethical problems while education in previous university.

2. Student during education shall only change his field of study for once.

3. Student for changing field of study shall submit required documents to international campus or education department of university minimum 8 weeks before beginning educational semester.

4. In case of confirmation of changing field of study, the student in the first educational semester shall enroll in new field of study and take credits and upon enrolment in new field of study, it is prohibited for returning to previous field of study.

**Note:** The student before enrollment in new field of study, shall behave according to educational rules of previous field of study.

5. The courses that are completed in previous field of study are examined and equivalence in educational department of new field of study.

### **3<sup>rd</sup> Chapter**

#### **Termination of education**

1- Termination of education: refers to graduation, quitting education, dismissal of student (due to educational or disciplinary issues); meanwhile, while termination of education, in case of financial settlement the student may request for issuing official transcript of academic records.

**Note:** Granting transcript of academic records to student shall be depending on financial settlement with university and if student due to financial problems is unable for settlement with university based on amount of paid educational cost, a verification of completion of educational credits may be issued for student.

#### **Graduation**

1- Students that complete all educational credits in compliance with syllabus confirmed by Higher Council of Medical Sciences Planning and compatibility committee, are recognized as graduate students.

2. While graduation, the name and title of field of study is exactly written in certificate as registered in confirmed field of study of Higher Council of Medical Sciences Planning and compatibility committee while admission.

3. Using similar titles that are applied in different countries only in case of writing within bracket next to original title shall be permissible.

**Note:** For field of studies that are their common English equivalence is different with title mentioned in field of study, universities upon confirmation of Educational Council of University may write equivalent title within bracket next to original title.

4. Educational certificates are issued in Persian and English language and shall be confirmed by Center of Educational Services of Educational Deputy of Ministry of Health, Treatment and Medical Education.

5. University while submitting certificate of student shall receive undertaking from student that "using from benefits of this certificate for performing professional activity in Iran shall be depending on receiving required licenses" and this issue shall be informed to students while their admission.

### **Quitting education**

1. Students prefer to quit education shall personally submit their application to international education department of university campus and in this way the student shall be permissible to revoke his decision of quitting education only for one time and maximum one month before termination of that semester and related semester is regarded as leave of absence and student shall not be permissible to continue education in that semester.

2. If student upon quitting education decides for revoking his decision and continue education in previous field of study, this task shall be performed for one time depending on observing following conditions:

2-1. Maximum one year shall pass from quitting education.

2-2. Offering financial settlement of previous educational program.

2-3. Paying tuition fee for one year at beginning of returning to education.

2-4. Non-Iranian student receiving scholarship in case of quitting education shall not be permissible to repeatedly continue education as student benefiting from scholarship and shall pay tuition fee of university.

2-5. In case of lack of paying tuition fee of previous program, it is necessary for submitting required documents for affording to pay tuition fee of university until termination of education.

2-6. Having confirmation of education council of university.

### **Dismissal of university**

1. Application for returning to education due to dismissal of university in case of confirmation of education council of university and raising this issue at commission of specific conditions of university only for one time is permissible.

2. Investigating to specific educational conditions of university according to executive by-law of commission of specific case of university/ faculty of medical sciences and health and treatment services approved in the 28<sup>th</sup> Session of Higher Council of Medical Sciences Planning on July 16, 2005 nevertheless while investigating the file of students at specific commission, the head of international university campus or his agent (in universities lack of having this position, it shall be performed by highest authority of international university campus) is invited to commission as member by having right of vote.

### **Miscellaneous rules**

#### **Continue education of quitted or dismissal student in other universities of Iran**

1. Quitted student shall be permissible to continue education in other universities of Iran as new applicant; provided that to fulfill consular stages of admission of student in new university and issuing new student visa.

2. Admission of dismissal student from a university in the same university and program is prohibited; nevertheless, admission of student in another field of study and another university by observing consular rules shall be permissible.

3. The student while submitting application to new university shall announce his new educational status to previous university; otherwise, in case of finding out that there is quitted or dismissal student studying in Iranian university, the university shall prevent from continuing education of student.

4. Admission of dismissal student due to disciplinary issues in another Iranian university is prohibited.

5. The university while admission of quitted or dismissal student of another university, shall inquiry from educational status of student from previous university and in case of having financial debit to previous university and lack of observing educational rules of university to prevent from his enrollment only depending on paying previous debits and obtaining satisfaction of previous university.



### **Disciplinary rules**

Disciplinary violations of foreign students are investigated according to 354<sup>th</sup> session of Higher Council of Cultural Revolution on July 11, 1995 and in the session of investigating disciplinary violations of foreign students the following persons shall have the right of vote:

A) In elementary committee, by presence of Deputy of students' and cultural affair of international university campus (in universities lack of having this position by presence of agent of students' and cultural affair of international university campus).

B) In revision disciplinary committee by presence of Deputy of international affairs of university (In universities without international deputy by presence of highest authority of international campus of university).

### **Changing nationality of student during study**

The criterion for nationality of student is based on status of nationality while admission and if student due to any reason change his nationality (like marriage of girl students with Iranian national) the student shall be permissible to continue education until termination of field of study by remaining the previous nationality; nevertheless, his admission in another program or field of studies shall be according to rules of Iranian students.

All educational items that are not mentioned in this by-law and all related issues that are approved upon enacting this by-law, shall be according to educational rules of Iranian students and it is referred to related by-laws.

The present by-law was confirmed in the 80<sup>th</sup> session of Higher Council of Medical Sciences Planning on Aug 1, 2021 for non-Iranian (international) students that are going to begin their education in Oct 2021-2022 in universities of medical sciences of Iran shall be binding and all contradictory rules are null and void. Educational council of university may adapt educational status of students admitted for academic years before 2021-2022 with contents of present by-law.