

## **Basic information about Hamadan University of Medical Sciences, School of Medicine, The City of Hamadan**

Hamedan province is located in an area of 19493 square kilometers in the west of Iran. The center of this province is the ancient city of Hamedan, where Herodotus commemorates its construction in the 8th century BC during the Medes. The Medes called the city Hegmataneh, and Hamedan is a new Hegmataneh face. Today Hamedan is known as the capital of Iranian and civilization. Hamedan province is the 24th largest province in terms of its population. Hamedan is one of the centers of the tourism and artistic industry of the country, both in terms of cultural heritage and history as well as in the field of tourism.

Hamadan University of Medical Sciences was founded in March 1972 as a joint program between Iran and France under the name of the Bouali Sina University. In 1986, the present university was established under the supervision of the ministry of Health. In 1993, Health and Treatment Organization joined to the Medical University and covered all health, treatment, education, research, development and human resource affairs under a same authority and make this university the main provider of health services in the province. The main mission of this university is to train the healthcare specialists and human resources, and to establish and equip health provider services at various levels, including health houses, urban and rural health centers, hospitals, clinics and research centers. Hamedan University of Medical Sciences currently has 6339 students in more than seventy undergraduate and graduate programs, including Associate degrees, Bachelor of Sciences, Masters, PhD and the Specialties programs. There are 445 academic members. This university is established in an educational area of 44241 square meters with a standard campus in the beautiful hillside of Alvand Mountain and the honored city of Avicenna.

School of Medicine was founded in Hamadan by establishing a health education complex under the name of the University of Bu-Ali Sina in 1972. After establishing the Ministry of Health, Treatment and Medical Education in 1986, the faculty of medicine continued to work by integrating a number of educational and therapeutic sections as Hamedan University of

Medical Sciences and Health Services. Nowadays this School, is among the first class schools in the country and beside general medicine, it has 9 postgraduate courses (MSc in Clinical Biochemistry, Microbiology, Parasitology, Medical Biotechnology, Anatomy, Physiology, Medical entomology, immunology, health and food safety) and 6 Ph.D. degrees (Clinical Biochemistry, Molecular Medicine, Bacteriology, Parasitology, Biotechnology, and Neuroscience). Also in the field of clinical specialities and fellowship, this faculty has succeeded in obtaining the license in two fellowships of neonatal and adult intensive care and 18 specialties of pathology, anesthesiology, dermatology, general surgery, neurosurgery, bone and joints surgery, Renal and urinary tracts surgery, internal medicine, radiology, radiotherapy, psychiatry, gynecology, infectious diseases, emergency medicine, cardiology, pediatrics, ENT, and neurological diseases. At the present time, there are 1576 students in the general medicine, 273 MBBS students and a total of 196 students at different levels of postgraduate education.

# Hamadan University of Medical Sciences

*Rector:*

***Assoc.Prof. MD. Mohhamad Mahdi Majzobi, Spec.ID***

*Vice-Rectors:*

***Assoc. Prof.MD. Hossein Emad Momtaz,*** (education)

***Spec.PD. NEP.***

***Prof. Reza Shokoohi, PhD*** (research & technology)

***Asst. Prof. Mahdi Ramezani, PhD*** (international relations)

***Asst.Prof.MD.Ali reza Fazaeli,Spec. RHU.*** (Student affairs)

***Dr. Babak Yousefi, MD.*** (development)

*Director of University Education:*

***Asst. Prof. Seyed Mohammad Sadegh Hosseini, PhD***

*Vice chancellor of international Branch:*

***Assoc. Prof. PharmDr. Davoud Ahmadimoghaddam, Ph.D***

## **Office of International Affairs**

Hamadan University of Medical Sciences

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## **SCHOOL OF MEDICINE**

*Dean:*

***Asst. Prof. MD. Mohsen Alemi***

*Vice chancellor for education:*

***Asst. Prof. MD. Seyed Saman Talebi***

*Vice chancellor for education of basic sciences and  
postgraduate:*

***Prof. Jamshid Karimi, Ph.D***

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# **Outline of the structure of the School of Medicine**

School Educational Council and School Research Council (the  
Dean, Vice-Deans, Head of Departments)

## **Departments and Other Sections of the School:**

### **Basic Sciences**

Department of Parasitology and Mycology  
Department of Immunology  
Department of Clinical Biochemistry  
Department of Molecular Medicine and Human Genetics  
Department of Nutrition  
Department of Medical Entomology  
Department of English and Persian literature  
Department of Clinical Psychology  
Department of Anatomical Sciences  
Department of Medical Physics  
Department of Physiology  
Department of Islamic Education  
Department of Microbiology  
Department of Virology  
Department of Iranian Medicines  
Scientific Information Center  
Computer Center  
Section of Physical Education and Sports

### **Clinical**

Department of Orthopedics  
Department of Urology  
Department of Pediatrics  
Department of Anesthesiology  
Department of Pathology  
Department of Social Medicine  
Department of Forensic Medicine  
Department of Dermatology  
Department of Surgery  
Department of Neurosurgery  
Department of Ophthalmology  
Department of Internal Medicine  
Department of Radio Oncology  
Department of Radiology  
Department of Psychiatry  
Department of Obstetrics and Gynecology  
Department of Emergency Medicine  
Department of Physical Medicine and Rehabilitation  
Department of Nuclear Medicine  
Department of Infectious Disease  
Department of Cardiology  
Department of Otorhinolaryngology  
Department of Neurology

## **Schedule of the Academic Year 2022/2023**

- The academic year 2022/2023 begins on 10<sup>th</sup> September 2022 and ends on 4<sup>th</sup> January 2023.
- The enrolment of the 1<sup>st</sup> year students involving basic information (introduction to studies) take place on 3<sup>rd</sup> and 4<sup>th</sup> September 2022.
- The enrolment of the 2<sup>nd</sup> and to 5<sup>th</sup> year students take place on 3<sup>rd</sup> to 8<sup>th</sup> September 2022.

### **Winter Semester**

The classes: begin on 10<sup>th</sup> September 2022

Finish on 4<sup>th</sup> January 2023

Examination Period: from 7<sup>th</sup> January to 21<sup>st</sup> January 2023

### **Summer Semester**

The classes: begin on 19<sup>th</sup> January 2023

Finish on 28<sup>th</sup> June 2023

Examination Period: from 7<sup>th</sup> June to 21<sup>st</sup> July 2023

**Study Program MBBS**  
**Recommended Study Plan for the academic year 2021/2022**  
**COMPULSORY SUBJECTS**

1<sup>st</sup> section of study; Basic Sciences (1<sup>st</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Cellular and Molecular Biochemistry	11330100	1.88	0.5	2.3	-
2	Cell Physiology	11330200	0.8	-----	0.8	-
3	Introduction to Anatomy	11330300	2.25	0.25	2.5	-
4	Medical Professionalism I	11330400	-----	0.5	0.5	-
5	Physical Education I	11330600 Boy 82,83 Girl 92,93	-----	1	1	-
6	Biophysics	11330700	1.76	0.24	2	-
7	Health Psychology	11330800	2	-----	2	-
8	Medical Terminology I	11330900	3	-----	3	-
9	Life Skills (Applied Ethics)	10005030	2	-	2	
<b>Total Credit</b>						16.1

1<sup>st</sup> section of study; Basic Sciences (2<sup>nd</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Musculoskeletal Anatomy	11331000	1.8	0.6	2.4	Introduction to Anatomy, Cell Physiology
2	Cardiovascular System Anatomy	11331100	1	0.5	1.5	Introduction to Anatomy, Cell Physiology
3	Heart Physiology	11331200	0.45	0.05	0.5	Introduction to Anatomy, Cell Physiology
4	Blood Circulation Physiology	11331300	1.1	0.1	1.2	Introduction to Anatomy, Cell Physiology
5	Respiratory System Anatomy	11331400	0.47	0.23	0.7	Introduction to Anatomy, Cell Physiology
6	Respiratory Physiology	11331500	0.58	0.12	0.7	Introduction to Anatomy, Cell Physiology
7	Physical Education II	11331600 Boy 81 Girl 91	-	1	1	Physical Education I
8	Principles of Health Services	11331700	1.5	-	1.5	-
9	Discipline Biochemistry	11331800	1.26	0.44	1.7	Cellular and Molecular Biochemistry
10	Principles of Epidemiology	11332900	2	-	2	-
11	Medical Terminology II	11333200	2.4	0.6	3	Cellular and Molecular Biochemistry, Cell Physiology
12	Medical Professionalism II	11332000	-	0.5	0.5	Medical Professionalism I
13	General Principles of Nutrition	11332100	2	-	2	Cellular and Molecular Biochemistry
14	Islamic Thought I	10001030	2	-	2	
15	Islamic Revolution of Iran	10007010	2	-	2	
<b>Total Credit</b>						<b>22.7</b>



2<sup>nd</sup> section of study; Basic Sciences (1<sup>st</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Medical Immunology	1133200	1.76	0.24	2	Cellular and Molecular Biochemistry, Cell Physiology
2	Blood Physiology	11332300	0.33	0.07	0.4	Cellular and Molecular Biochemistry, Cell Physiology
3	Head and Neck Anatomy	11332400	1.2	0.5	1.7	Introduction to Anatomy, Cell Physiology
4	Special Senses System Anatomy	11332600	0.8	0.1	0.9	Introduction to Anatomy, Cell Physiology
5	Nerves & Special Senses Physiology	11332700	1.4	0.1	1.5	Introduction to Anatomy, Cell Physiology
6	Genetics	11332800	2	-	2	Cellular and Molecular Biochemistry, Cell Physiology
7	Medical Bacteriology	11331900	2.4	0.6	3	Cellular and Molecular Biochemistry, Cell Physiology
8	Persian Literature	11333100	3	0	3	
9	Gastrointestinal System Physiology	11333300	0.59	0.11	0.7	Introduction to Anatomy, Cell Physiology
10	Gastrointestinal System Anatomy	11333400	1.5	0.5	2	Introduction to Anatomy, Cell Physiology
11	Medical Professionalism III	11333000	-	0.5	0.5	Medical Professionalism II
12	Islamic Thought II	10001040	2	-	2	Islamic Thought I
13	Culture and civilization of Islam and Iran	10006040	2	-	2	-
<b>Total Credit</b>						<b>21.7</b>

2<sup>nd</sup> section of study; Basic Sciences (2<sup>nd</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Kidney Physiology	11333500	0.7	0.1	0.8	Introduction to Anatomy, Cell Physiology
2	Genitourinary System Anatomy	11333600	0.85	0.25	1.1	Introduction to Anatomy, Cell Physiology
3	Glands & Reproduction Physiology	11333700	1.18	0.12	1.3	Introduction to Anatomy, Cell Physiology
4	Endocrine Glands Anatomy	11333800	0.23	0.17	0.4	Introduction to Anatomy, Cell Physiology
5	Kidney Biochemistry	11333900	0.2	-	0.2	Physical Education I
6	Hormones Biochemistry	11334000	0.7	-	0.7	-
7	Medical Virology	11334100	1	-	1	Cellular and Molecular Biochemistry
8	Medical Mycology	11334300	0.88	0.12	1	Medical Ethics 3
9	Parasitology	11334400	1.65	0.35	2	
10	General and Practical Pathology	11334500	3	1	4	
11	Medical Professionalism IV	11334200	-	0.5	0.5	
12	Nervous System Anatomy	11332500	1.49	0.41	1.9	
13	Nerves & Special Senses Physiology	11332700	1.4	0.1	1.5	Introduction to Anatomy, Cell Physiology
<b>Total Credit</b>						<b>16.4</b>

3<sup>rd</sup> section of study; Physiopathology (1<sup>st</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Introduction to Pediatrics Diseases	11335900	1	---	1	---
2	Introduction to surgical diseases	11336000	0.80	0.20	1	---
3	Basic Principles of Medical Pharmacology	11335400	1	---	1	Biochemistry, Physiology, Nervous System Anatomy
4	Introduction to Infectious disease	11337700	1	---	1	---
5	Antimicrobial Drugs Pharmacology	11337200	0.6	---	0.6	Basic Principles of Medical Pharmacology
6	Introduction to Nervous Diseases	11337900	0.5	---	0.5	---
7	Neurology Drugs Pharmacology	11337300	0.7	---	0.7	Basic Principles of Medical Pharmacology
8	Introduction to Psychiatric Diseases	11337800	0.5	---	0.5	---
9	General and Peripheral Nervous System Pathology	11337100	0.3	0.2	0.5	---
10	Biostatistics	11338100	1	---	1	Principles of Epidemiology
11	Genetics	11332800	2	---	2	Cellular and Molecular Biochemistry, Cell Physiology
12	General Principles of Nutrition	11332100	2	---	2	---
13	Quran Exegesis	10008010	2	---	2	---
14	Clinical Immunology	11338300	1	---	1	---
<b>Total</b>						<b>14.3</b>

3<sup>rd</sup> section of study; Physiopathology (2<sup>nd</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Introduction to Hematology	11334600	1.88	0.12	2	---
2	Introduction to Endocrinology	11334700	1.88	0.12	2	---
3	Hematology and Endocrinology Pathology	11335300	0.55	0.05	0.6	General and Practical Pathology
4	Endocrine Drugs Pharmacology	11335600	0.5	---	0.5	Basic Principles of Medical Pharmacology
5	Introduction to Gastrointestinal System and Hepatology	11334900	2	0.1	2.1	----
6	Gastrointestinal System Pathology	11335100	0.48	0.12	0.6	General and Practical Pathology
7	Liver and Bile Tracts Pathology	11335200	0.35	0.05	0.4	General and Practical Pathology
8	Introduction to Rheumatology	11334800	1.49	0.11	1.6	---
9	Skin, Bones, Soft Tissues and Joints Pathology	11335000	0.48	0.12	0.6	General and Practical Pathology
10	Pharmacology of Gastrointestinal, Blood and Rheumatology Medications	11338500	0.6	---	0.6	
11	Medical History and Physical Examination I	11335700	1	---	1	
12	Medical History and Physical Examination Clerkship I	11335800	---	1	1	
13	Population and Family Planning	10000910	2	---	2	
14	Common Contagious Diseases Epidemiology in Country	11338400	1	---	1	Principles of Epidemiology
<b>Total</b>						<b>16</b>

4<sup>th</sup> section of study; Physiopathology (1<sup>st</sup> semester)

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Introduction to Cardiovascular Diseases	11336400	1.88	0.12	2	---
2	Cardiovascular System Pathology	11336700	0.35	0.05	0.4	General and Practical Pathology
3	Introduction to Respiratory system	11336600	1.88	0.12	2	---
4	Respiratory System Pathology	11337000	0.35	0.05	0.4	General and Practical Pathology
5	Cardiovascular & Pulmonary Drugs Pharmacology	11335500	0.6	---	0.6	Basic Principles of Medical Pharmacology
6	Introduction to Nephrology	11336500	1.5	0.1	1.6	---
7	Kidney & Upper Urinary Tracts Pathology	11336800	0.35	0.05	0.4	General and Practical Pathology
8	Genital System, Lower Urinary Tracts and Breast Pathology	11336900	0.6	0.14	0.74	General and Practical Pathology
9	Medical History and Physical Examination II	11337500	1	---	1	---
10	Medical History and Physical Examination Clerkship II	11337600	---	1	1	---
11	Clinical Reasoning of Common Signs and Symptoms Approach	11336100	0.25	0.25	0.5	---
12	Evidence-Based Medicine and Clinical Research	11338500	0.4	0.6	1	---
13	Clinical Pathology	11338000	0.94	0.06	1	General and Practical Pathology
<b>Total</b>						<b>12.64</b>

**Clerkship Syllabus**  
**Recommended Study Plan for the Academic Year 2022-2023**  
**COMPULSORY SUBJECTS**

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Traditional Medicine		2	-	2	
2	Internal Medicine Clerkship I and II		-	9	9	
3	Cardiovascular Diseases Clerkship		-	3	3	
4	Pediatrics Clerkship I and II		-	9	9	
5	Theoretical Pediatrics I		4	-	4	
6	Theoretical Pediatrics II		1	-	1	
7	General Surgery Clerkship I and II		-	6	6	
8	Theoretical Surgical Diseases		5	-	5	
9	Orthopedics Clerkship		-	3	3	
10	Orthopedics		3	-	3	
11	Urology Clerkship		-	1.5	1.5	
12	Genitourinary Tract Diseases (Urology)		1	-	1	
13	Anesthesiology Clerkship		-	1.5	1.5	
14	Gynecology and Obstetrics Clerkship I and II		-	6	6	
15	Gynecology and Obstetrics		4	-	4	
16	Community and Family Medicine Clerkship		-	3	3	
17	Psychiatric Clerkship		-	3	3	

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
18	Psychiatric Diseases		1.5	-	1.5	
19	Emergency Medicine Clerkship		-	1.5	1.5	
20	Radiology Clerkship		-	3	3	
21	Infectious Diseases Clerkship		-	3	3	
22	Infectious Diseases		2	-	2	
23	Neurology Clerkship		-	3	3	
24	Neurology		1.5	-	1.5	
25	Dermatology Clerkship		-	3	3	
26	Ophthalmology Clerkship		-	1.5	1.5	
27	ENT Clerkship		-	3	3	
28	Medical Ethics		2	-	2	
29	Forensic Medicine and Poisonings		2	-	2	
30	Research Methodology and Evidence-Based Medicine		0.4	0.6	1	Principles of Epidemiology, Biostatistics
31	Principles of Demography and Family Health		2	-	2	Principles of Health Services
Total						<b>95</b>

**Clerkship Syllabus**  
**Recommended Study Plan for the Academic Year 2022-2023**  
**Elective SUBJECTS**

No.	Course	Course Code	Credit		Total Credit	Prerequisite
			Theo.	Prac.		
1	Surgery Anatomy		-	1	1	-
2	Health Management of disasters(social medicine)		2	-	2	-
3	Rational Prescription of Drugs (Pharmacology)		1	-	1	-
<b>Total Credit</b>						4



**Islamic Republic of Iran**  
**Ministry of Health, Treatment and Medical Education**  
**Higher Council of Medical Sciences Planning**  
**Non-Iranian (International) Students Educational By-Law**  
**Approved In The 80<sup>th</sup> Session of Higher Council of Medical**  
**Sciences Planning on**  
**Aug 1, 2021**

Non-Iranian (International) Students Educational By-Law was approved in the 80<sup>th</sup> Session of Higher Council of Medical Sciences Planning on Aug 1, 2021 for international students who were admitted in the Academic Year 2021-2022 in medical universities and faculties inside of Iran and shall be binding and all previous by-laws and regulations were null and void. Educational council of university may adapt educational status of students admitted in previous years for this new by-law.

It is confirmed by Dr. Seyed Hassan Imami Razavi, Secretary of Higher Council of Medical Sciences Planning

It is confirmed by Dr. Ali Akbar Haghdoost, Educational Deputy

Order issued in The 80th Session of Higher Council of Medical Sciences Planning on Aug 1, 2021 is confirmed and is notified to all executing universities and units.

Signed by Dr. Saeid Namaki, Minister of Health, Treatment and Medical Education and Head of Higher Council of Medical Sciences Planning

## **Introduction**

In the way of executing general policies of Higher Council of Cultural Revolution in relation to admission of international students and evolution in medical sciences education for internationalization of medical sciences, it's been more than one decade that medical sciences universities have been admitting international students and each university according to its conditions has enacted specific rules and regulations for admission of international students and in most cases, it is referred to this by-law;

nevertheless, diversity of international students by-law is not enough to meet requirements and conditions of international students and on the other hand, using integrated, similar and comprehensive educational by-law in addition to improving educational status and validity of Iranian universities at international level, has led to optimum application of available potentials for improving qualitative level of education and research for non-Iranian (international) students at different educational programs (Associate Degree, Bachelor's Degree, Master's Degree, Specialty PhD Degree) of general medicine, pharmacy Pharm.D. and dentistry.

The purpose of preparing this by-law is regulating educational affairs of non-Iranian students who are studying medicine in Iran so that through required legal framework, to enact and execute arranged and integrated educational program among all medical universities of Iran. This by-law consists of educational rules and regulations governing over admission, education, graduation or quit studying of non-Iranian students in all educational programs with the goal of making arrangement among educational activities of medical sciences of Iran with approach of facilitating and accelerating educational courses of non-Iranian students (with respect to this fact that presence of foreign student in Iran has expensive costs for our government) and improving quality of education.

### **Consider following points:**

1. This by-law consists of all field of studies and programs for international students except specialty, sub-specialty and clinical fellowship
2. In the way of preparing this by-law, it is benefit from regulations of Ministry of Health, Treatment and Medical Education, educational regulations of non-Iranian students for progressive universities in the field of international education
3. In this by-law, it is only referred to main principles and other educational regulations of non-Iranian students are prepared by educational council of universities and in this by-law, the final decision shall be made by educational council of university; nevertheless, it is not permissible to change principles or having

contradictory interpretation of the present by-law and other miscellaneous issues that are not mentioned in the present by-law shall be according to educational by-law of Iranian students studying in Iran.

4. All medical sciences universities of Iran that have admitted international students shall inform and submit this by-law to their international students during their enrollment, at the beginning of each educational semester.

## **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 68hours 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 underground 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 decide 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 completely 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.