

In the Name of God
Islamic Republic of Iran
Ministry of Health and Medical Education
Deputy Ministry for Education

Educational regulations
General Medicine
Degree: Doctor of Medicine (MD)

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Medical Planning, dated 23/July/2017

**Isfahan University of Medical Sciences, Management of
International Education Development**

Revised for Isfahan University of Medical Sciences International
English Language Students

Dated 2020

Definitions:

The following definitions are equally accepted in the regulations of all levels of education, and it is cited according to the relevant educational level, and is an integral part of the regulations, and any alteration or interpretation contrary to it is not permitted.

University of Medical Sciences:

It is an educational, research, and service institution that, in addition to its main task of training human resources in various medical fields, is to provide education, research, and health care services and serve as the ultimate referral center.

Each University of Medical Sciences consists of the Faculty of Medicine and at least two other colleges.

Faculty of Medical Sciences:

The Faculty of Medical Sciences is an independent educational, research and service institute which, in addition to its main task of training human resources in the various disciplines of the medical department, is to conduct education, research and delivery of health services and, it works as a final referral center in these matters.

Faculty:

The faculty is a unit of a university consisting of at least three educational departments. Such as the Faculty of Medicine, Faculty of Dentistry and Faculty of Health.

School in Medical:

The Institute of Higher Education is comprised of a collection of departments at the Associate Degree level of the medical majors and the facilities and equipment required to provide training in the field of study.

Institute:

The Institute of Higher Education is a generic concept that applies to any higher education and research centers that is officially licensed by the Ministry of Science, Research and Technology or the Ministry of Health and Medical Education.

Educational Department:

It is responsible for teaching and researching or providing health care in connection with a field or a branch. Like the health department, the physiology department, and the surgery department.

Experimental Group:

The National Education Assessment, in the nationwide university entrance exams, divides the candidates into specific groups according to their chosen fields, each of which is called the Experimental Group.

Educational Courses (Degree):

The educational course is a coherent, interdependent course in a discipline that is offered to the student within a specific system over a specified period of time, leading to the completion of one of the standard academic degrees. The following degree of courses are offered in the Higher Education System of Iran Medical Sciences:

- Associate Degree (Graduate Diploma)
- Undergraduate (Bachelor) Degree (Integrated or Disintegrated)
- General Doctor
- Ph.D.
- Clinical Specialty
- Subspecialty

Education Office:

The office of education is an administrative unit in a college or university that handles all student-related educational tasks, such as enrollment, credit selection, examinations, gathering scores, and announcement of results.

Professor/Lecturer:

Any faculty member who is responsible for teaching theoretical or practical courses is called a Professor/Lecturer.

Major/Field:

The field is one of the subdivisions of scientific departments (medical sciences, humanities, basic sciences, engineering, agriculture, and the arts), which is quite specific in terms of subject matter and distinct from other subjects and at least achieves a certain efficiency. In two distinct disciplines, the common courses should not exceed 30% of the total units (excluding general courses).

Academic Orientation:

Each branch of a field that specializes in a field is called an orientation. The difference between the two courses in one orientation should not be less than 7% of the total credits and not more than 30% of the total credits (excluding general courses).

Courses:

Academic courses are divided in terms of content into general and specific courses (basic and specialized sciences in the field) and in relation to each other into continuous (prerequisites) and independent lessons, and by necessity or non-necessity into required (core) and selective (non-core) courses and in terms of teaching and training into theoretical, practical, theoretical and practical, theoretical-practical, clerkship, internships and field clerkship.

Note: Courses written in theoretical and practical, are taught independently of each other, each with a separate code and a separate score.

Courses written in theoretical-practical are a course and share a common code and score.

General courses:

They are the courses that designed to develop students' general information and their cultural growth and insights based on Islamic culture, knowledge, and beliefs, as well as familiarity with scientific methods. These courses are mandatory for all students of medical sciences in associate degree, bachelor's degree, and general doctoral degrees.

Specialized courses:

These courses are divided into the following basic and specialized sciences courses:

A- Basic sciences courses: A course designed to prepare a student with information and to enhance his / her academic insight and better understanding of specialized courses.

B. Specialized courses: A course that is taught solely to enhance and create the scientific and practical efficiency of a course.

Makeup courses:

In case the student has not passed the previous course, he / she is obliged to take the courses as compensatory courses in addition to the required courses in recognition of the department and in accordance with the relevant curriculum.

Required/Core courses:

Courses that the student is required to pass them for graduation, and cannot be replaced by other courses.

Selective/Non-core courses:

A course that can be selected from a set of courses according to the rules and curricula.

Continuous courses (Prerequisites):

This is a course that needed to take in order to take another course

Compulsory or core courses can be prerequisites. The selective courses cannot be prerequisites

Independent courses:

This is a course whose choosing is not dependent to choose or pass other courses.

Blended education:

Blended learning is an instructional strategy utilizing face-to-face (in-person) and e-learning (non-face) teaching methods.

Theoretical courses:

This is a course that presents in the classroom.

Practical courses:

This is a course offered in a workshop, laboratory and clinical skills center or department or college-related department.

Clerkship courses:

It is a course offered in the actual work environment (hospital, clinic, health care centers) or in a simulated environment (clinical skills center) to teach practical skills.

Internship courses:

It is a course that is taught in the real workplace to master practical skills.

Field clerkship courses:

It is a course designed to teach Practical skills in the field of health care delivery.

Chapter one

Registration and entrance prerequisites

Article 1) Prerequisites for entering the MD course are as follows:

1-1- Having high school diploma approved by the Islamic Republic of Iran (IRI).

1-2- Being allowed to continue education according to the current rules of IRI.

1-3- Having mental and physical health according to the approved criteria of great council of scheduling medical sciences.

Note 1: If a student does not embed mental and physical health for the MD course, s/he will not be allowed to continue studying in this course based on the viewpoint of medical council of university's international campus.

Note 2: Handing high school diploma (old system or pre-university degree for new system) at the time of registration is obligatory by the end of first semester and handing the original diploma of high school or original diploma of pre-university degree is obligatory maximum by one year after the registration.

Article 2) Admitted students are bound to refer to the related university or college for registration at certain times assigned by the international campus of the university. Not referring for registration by the first semester after admission will be considered as withdrawal from studying.

Article 3) A student is bound to refer to the department of education for continuing studies and taking credits in every semester at assigned times by university. Not doing so for one semester without excused reason will be considered as withdrawal from studying and the student will be excluded.

Note: In exceptional cases which the student considers his/her withdrawal excused, the written reasons of that should be delivered to the department of education maximum by one month before the end of that very semester. If the educational council of international campus accepts

the genuineness of the provided excuses, that semester will be accounted as the allowed period of studying and an academic leave will be issued for that semester.

Chapter two

Educational system

Article 4) The MD course is based on credit-selecting system.

Article 5) In credit -selecting system the scale of a course will be based on the number of credits in that course and passing or failing in a course will be limited to that very course.

Article 6) Every course credit is a scale for that course the terms of which are respectively 17 hours for theoretical credits, 34 hours for scientific (laboratory) credits, 51 hours for clerkship and 68 hours for internship in one semester (or summer term). All of these will be taught according to the approved program of great council of scheduling.

Article 7) The program for the MD course is as follows:

Stage 1: General and basics sciences

Stage 2: Clinical Basics (semiotics and physiopathology)

Stage 3: Clinical clerkship

Stage 4: Clinical internship

Article 8) In first and second stages of MD course, each educational year is made up of two semesters and one summer term if bearing the necessary prerequisites. Each semester is made up of 17 educational weeks and summer term is made up of 6 educational weeks based on the terms mentioned in article 6.

Note 1: Duration of final examination of each semester or summer term will not be counted among those 17 and 6 weeks respectively.

Note 2: In critical and exceptional cases, such as natural disasters or when the professor is sick and so on, the students of that course(s) are allowed to take the course in less than 17 weeks and the syllabus will be taught in shorter period according to the related college's suggestion. This will happen only if the sum of instruction time does not decrease the terms mentioned in Article

6 of this piece of regulations and participating in all the classes according to the timing is also obligatory.

Article 9) In clinical period (third and fourth stages), each semester includes some clinical parts and theoretical courses. Number of sections in clinical periods in each semester will be determined by the educational council of the university's international campus based on the needed time period for education.

Article 10) All Medical Universities and Colleges are bound to execute the educational plan and syllabus assigned by the great council of scheduling.

Note: order of courses considering the prerequisites, scheduling the studying program of students during the semester, teaching methodology and changing terms and introducing new course contents and selecting references are all included as the obligations of the universities and colleges of medical sciences. Obviously, the references for comprehensive basic sciences and Comprehensive pre-internship exams and clinical competency practical exam are determined by the relevant ministry.

Article 11) At the end of stage one, comprehensive examination of basic sciences will be held and passing this comprehensive examination will be a prerequisite for entering the next stage.

Note 1: Requirement to take the Comprehensive Examination of Basic Sciences, is passing at least 46.5 credits of basic science courses (including all basic sciences courses with the exception of floating courses between basic sciences and clinical basics) and at least 8 credits of general courses and obtain a total average of 12 of the above courses (46.5 Basic Sciences + 8 General Courses).

Note 2: If scores obtained in some courses passed by the student are not announced by the time of Comprehensive Examination of Basic Sciences, the student will participate in the comprehensive examination under conditions. If the student fails the course after announcing the grade or, despite being accepted, does not meet the requirements of the exam (in accordance with the provisions of note 1), the result of Comprehensive Examination of Basic Sciences will be considered null and void. The participated exam will not be considered as one of the allowed

times in which a student can take the comprehensive examination but the student will not be allowed to participate in the next comprehensive examination even under conditions unless s/he passes the failed course and obtain the necessary average score.

Article 12: Participation in the Comprehensive Examination of Basic Sciences is allowed up to three times. If the student does not obtain passing score in this examination s/he will be excluded from continuing the MD course.

Note 1: Unexcused absence in the Comprehensive Examination of Basic Sciences will be considered as one of the allowed times for participating in this exam.

Note 2: The student who is excluded from continuing studies in the medicine course due to failure in the comprehensive examination of basic sciences can change his/her course of study into integrated or disintegrated B.A. and Associate level, according to the guidelines for changing major of medical, pharmacy and dentistry students who are excluded from continuing a doctorate degree. This bill was approved in the 22th session of great council of scheduling medical sciences dated at July 19/July/2003.

Article 13) Passing at least 29 credits of specialized courses of second stage and the completion of floating field courses between basic sciences and clinical practice, and obtaining average of 12 in this stage are the prerequisites of entering stage three (29 credits of specialized courses of second stage + 15 credits of basic floating courses).

Article 14) Clinical clerkship includes outpatient health and medical care education in hospital clinics and health care centers, inpatient clinical education, and theoretical courses.

Note: Passing 21 months for clerkship is necessary for all the students during this period according to the approved program.

Article 15) At the end of stage three, comprehensive examination of pre-internship will be held and passing this examination will be a prerequisite for entering the internship.

Note 1: Passing all the courses and sections of clinical clerkship and obtaining a total average of 14 and setting the dissertation subject are all prerequisites of participating in Comprehensive examination of pre-internship.

Note 2: If the score of some courses or sections that the student has passed and participated in their exams are not announced by the set time, the student will participate in that Comprehensive examination of pre-internship under conditions. If the student fails in those courses or passes but the average of stage three does not reach 14, the result of the examination will be considered null and void. However, the aforementioned examination will not be considered as one of the allowed times in which a student can take the examination. But the student will not be permitted to participate in the next examination even under conditions, unless s/he passes the failed course and obtain the necessary average score.

Note 3: Admitted students in the Comprehensive examination of pre-internship are prioritized to select the existing sections according to the rank they obtain based on the following formula:

[Average score of pre-internship test based on mean + (mean of first three stages * 1)]/3

*For example: if the average of the first three stages of a student is 15 and the obtained score in the pre-internship examination is 180 out of 200 (the pre-internship scale will be 18 according to the average) based on the abovementioned formula the student's rank will be calculated as follows: $[(15*2)+18]/3=16$*

Article 16) Participation in the Comprehensive examination of pre-internship is allowed up to three times.

Note: students who are excluded from continuing studies in the medicine course due to failure in the comprehensive examination of pre-internship can change their course of study to one of Integrated or Disintegrated B.A. levels, or Associate level according to the guidelines set out in Note 2 to Article 12.

Article 17:

The internship period is 18 months and the internship period of 17 months is mandatory for interns. The student must take a month off during the internship period. Passing of the practical

examination of clinical competencies is one of the conditions for graduation, so students during the internship or at the end of the internship must attend the exam and receive a pass mark.

Note: The minimum average of the whole internship stage is 14.

Chapter three

Course credits and education period

Article 18) Minimum number of passed credits for graduation from the MD course of medicine is in accordance with the approved program of that course in the great council of scheduling of the university's campus.

Article 19) In the pre-clinical period of the MD course, each student should take minimum of 12 and maximum of 20 credits per semester.

Note 1: Students can disobey the condition of “minimum 12 credits” in the last semester of each of the pre-clinical sections.

Note 2: If the total average score of a student is at least 17 in a semester s/he can take up to 24 credits with the suggestion of the advisor and agreement of the college.

Note 3: If the student has been left with maximum 24 credits to pass a section, s/he can take all those credits provided that s/he was not conditional in the previous semester. This should all be done with the agreement of the college.

Note 4: The student is not permitted to take more than 6 credits in summer term.

Article 20) In necessary situations the department of education and international campus of medical college can offer some prerequisite courses to better the readiness of student to continue studies.

Note 1: The admitted international students that didn't pass the related credits to medical courses such as biology, chemistry, etc. during high school and before university or low grades of specialized courses at the above levels, and have been required to pass the prerequisite credit according to recognize of the Foreign Student Admissions Interview Committee, will be required to pay \$ 200 per prerequisite credit. If the number of student prerequisite credits reaches 12 or higher, a semester tuition in accordance with the approved tuition will be charged. It should be noted that prerequisite credits will not include discounts.

Note 2: Determining the type of course, number of credits, materials, how to present and teach academic prerequisites is the responsibility of the teaching council of the accepting university, based on the recommendation of the teaching departments.

Note 3: Providing academic prerequisite courses and how they are implemented in universities in all respects, including grades on the student record, counting at the end of the semester and conditional, and averaging the total student scores, such as college courses, are subject to higher education regulations.

Note 4: One semester will be added to the allotted time of education for those students who have passed at least 8 credits of the prerequisite courses.

Article 21) The maximum allotted time for educating in the MD course is 9.5 years, 4.5 years of which is given to pass the first and the second stages of medical education and the 5 remaining years will be allocated to passing the third and fourth stages.

Note 1: Students who cannot pass the comprehensive examination of basic sciences in the first 3.5 years of medical education or finish the first and second stages of medical education within the first 4.5 years are to be excluded from continuing studies. If the average score of the passed credits is at least 10, the student can change the course of study based on the instructions of Note 2 of Article 12.

Note 2: The duration of education can be extended to maximum 12 more months for those students who could not finish the clerkship courses in 3 years from the beginning of clinical course or could not finish the third and fourth stages within 5 years, or failed in practical examination of clinical competency. This is possible only when the allowed time of education is not finished for students and the great education council of university's campus approves the situation.

Chapter four

Presence and absence

Article 22) Presence of the student is obligatory in all the sessions related to the courses, clerkship and internship periods. Not being present in every session will be considered as absence.

Article 23) The absence hours of a student should not exceed 4/17 in theoretical, 2/17 in practical and laboratorial and 1/17 in clerkship and internship sessions. Otherwise, the score for that course or section will be considered as zero.

Note 1: Allowed absences in Article 23 are accepted provided that students bring in documents for that and the related professor approves it. Acting against absences (either excused or not) will be the decision of the professor and agreement of the college.

Note 2: If the number absences exceed the determined number in Article 23 but the educational council of university's campus considers them excused, that course will be dropped. In this situation following "the minimum 12 credits" for each semester will not be obligatory but that very semester will be considered as a whole semester in the educational history of the student.

Article 24) Unexcused absences in examination of each course or section will be considered as zero and excused absences will be a cause for that course or section to be dropped. Determining the genuineness of excused absences in the final examinations will be upon the educational council of the university.

Chapter five

Adding and dropping

Article 25) A student can drop or add maximum two courses in every semester of first and second stages until two weeks after the beginning of the semester. A student can either change two of the added courses with two other ones provided that the number of taken credits does not exceed the amount mentioned in article 19.

Note 1: Absences during the first two weeks due to adding and dropping period or any other reasons are not permitted and if committed will be considered as the allowed number of absences mentioned in Article 23 and the terms of that article will be executed.

Note 2: Adding and dropping will not be possible in summer term.

Article 26) In the event of an emergency, a student in the first and second stages of medical education may only drop one of his or her theoretical or practical courses up to five weeks before the end of the semester, with the approval of the relevant department. Provided, first, that the student is absent from that course in excess of the amount specified in Article 23 and, secondly, that the number of credits remaining is not less than 12 credits.

Article 27) Dropping all the taken courses in a semester is possible before the beginning of final examinations only if the educational council of university's campus determines that the student is not able to continue education in that semester. In this case, an academic leave will be issued for that student. Counting this academic leave among the allowed time of education for that student will be upon the educational council of the university's campus.

Note: Dropping all the taken courses of summer term is only possible maximum by the beginning of the final examinations of that course and this is followed by the approval of the educational department of the university's campus.

Article 28) Dropping or changing the section in each of the clinical clerkship and internship stages is only possible within the set time by the educational department of college and that should be followed by the approval of the educational department of college.

Chapter six

Assessing the student's educational development

Article 29) The educational assessment of every student is done based on the class participation and activities, doing well in the educational activities. Besides, final examination results will also be involved. Moreover, the related professor will also be a source of assessment for every student.

Article 30) Assessing the educational development of students in clinical courses will be done by observing the following terms:

30-1- Obeying Islamic and professional ethics and providing appropriate relations with the patients, visitors and employees

30-2- Participating regularly in all the classes and related sections and staying the set shifts based on the scheduled programs of the section

30-3- Paying attention to the given tasks and having sense of conscientiousness according to the set rules including providing and completing the patients' medical records, book log, portfolios, etc.

30-4- Expanding skills and benefiting from the clinical clerkship and internship courses

30-5- Participating in the final examination and obtaining necessary score

Article 31) Final examination of theoretical courses will be written and should be taken at the end of each semester of pre-clinical courses.

Note: Clinical examinations will be given at the end of each clerkship and internship courses.

Article 32) The result of educational assessments which is based on terms of Articles 29 and 30 will be announced by scores. Score of each student in each course or section will range between zero to twenty.

Note: The result of evaluation of medical practice courses is qualitatively determined and is not calculated on average.

Article 33) Minimum pass mark in Basic sciences and General Courses is 10 and Minimum Pass in each of the specialized courses and sections relating to the third and fourth stages of medical education is 12. The student who fails to achieve the pass mark in each course or section is required to re-take that course or section at the earliest opportunity. However, the grades of all courses, both pass and fail, are recorded in the student's record and are included in the average calculation.

Note: If a student scores 16 or higher in the first opportunity after taking a course or rejected section again, his / her grade will be omitted and will not be calculated in the semester average and total student average. The number of times allowed to use the provisions of this note is four times the entire duration of a general medical doctorate. If the student fails again after taking the course or rejected section at the earliest opportunity, and he or she scores 16 or higher at the later opportunity, it is not subject to the provisions of this Note, and none of its missed marks shall be deleted.

Article 34) Professors are bound to announce the final score of students in a course or section maximum by 10 days after the final examination day and that should be declared to the college's department of education.

Note: After the announcement of final scores by the department of education each student can submit his/her written objection to the same department for further inspection maximum by 3 days after the announcement.

Article 35) Department of education in the medical college or related organ in the international campus are bound to officially hand in the final scores, maximum by two weeks after the examination day of each semester and after objections have been reconsidered and possible lapses have been overcoming.

Note: Scores will not be changed after they have been handed in to the department of education office.

Article 36) At the end of each semester of first and second stages, total average score in that semester and the total average score of the whole course up to that semester will be calculated and at the end of each of the MD courses the total average score of the student will be put in the score record.

Note 1: To calculate the average score, the number of credits in that course or section will be multiplied by that course's index and the sum of multiplied results will be divided into total credit numbers that the student has achieved passing or failing score.

Note 2: Summer term will not be accounted as a semester since the scores obtained in the summer term will only affect the total average of the whole related stage.

Article 37) Average scores of students should not grow less than 12 in any of the first and second stages of medical education. Otherwise, registration for the next semester will be under conditions.

Note 1: In cases which the number of credits offered by the university is less than 12, that semester will not be accounted as the educational years of the student. But if the average grows below the stated amount that semester will be accounted as a conditional one. In cases which the number of credits grows less than 12 due to students' problems in any of the educational medicine stages, that semester will be accounted as educational years of that student and if the average grows low that semester will be a conditional one.

Note 2: University is bound to inform the student and his/her parents about the conditional status of the student in written form and one copy of that should be kept in the student's records. This way no default will be on the warning from the university and nothing would impede the process of law execution.

Article 38) A student who registers under conditions, even in the last semester of each of first and second stages, is not allowed to take more than 14 credits in that semester.

Note: In special cases, deciding on whether or not to provide the conditional student with more than 14 credits in the last semester of each of the pre-clinical stages of medical education will be

upon the educational council of the university's campus. In either scenario, this number should never exceed 20 credits.

Article 39) A student with probation in the first and second stages of medical education for 3 consecutive semesters or 4 alternative semesters shall be deprived of further education. If the total average of the credits passed is at least 10, the student can change the course of study based on the instructions of Note 2 of Article 12.

Article 40) A student who fails to obtain the required grade at the end of each MD course in accordance with the provisions of Chapter Two of the Educational regulation, if he / she has not completed his / her studies, he / she can repeat courses or sections in which he / she scored below 12 or 14 to compensate for the average shortage. Otherwise, he will not have the right to enter the next stage or graduation. It is obvious that the grades of the repetitive courses in addition to the previous grades will be recorded in the student record and will be included in the calculation of the total score.

Note 1: If the student repeats courses or sections in which the grade is lower than 12 or 14, to compensate for the average shortage of each of the stages of the General Medical Doctorate and achieves score above 12 (Basic sciences courses) and 14 (specialized courses and sections), his previous grade will not be calculated on the average of the relevant stage, but will be calculated on the total average. It is noteworthy that this resolution does not include grades that are rejected.

Note 2: If the student retakes the courses whose scores were lower than 14 to compensate the average score of each of the third or fourth stages of the MD course and obtains higher scores than 14 but still the average score is not compensated, that student can again retake those course (although they were higher than 14) to compensate the average in the related stage. This should be done by observing other rules of the education system. Obviously, the newly added scores will be put in the score record of the student and will be calculate in the total average of each semester.

Note 3: If the scores of a student in any of the courses or sections grow less than 12 or 14 and tries to compensate those scores by retaking the course or section but again fails, all the obtained scores including passed, failed or repetitive ones will be calculated and if the total average of that

stage reaches the passing limit, that passing score which was achieved formerly will be accounted and the student will be allowed to proceed to the next stage. If the total average of a stage does not reach the passing limit the student is failed and should retake the course or section even though it has been passed formerly.

Note 4: If a student does not want or like to use the aforementioned opportunity or uses the opportunity but fails in compensating his/her total average can changes his/her major of study to other major of education regarding Associates level and integrated or disintegrated B.A. based on terms of Note 2 of Article 12 of this instruction.

Article 41) The student who is excluded from continuing education due to the abundance of conditional semesters can submit to start studying in all fields of study except the previous one and can register in his/her interested major if admitted. The new university can accept the already-passed credits and adapt them to the program of that university.

Chapter seven

Educational leave and withdrawal from study

Article 42) The student can benefit from educational leave after passing one semester during the first and second stages up to two consecutive or alternative educational semesters and maximum 6 consecutive or alternative months during each clinical clerkship and internship stages, which will, of course, be considered as educational years.

Note 1: Accepting the educational leave request in the first semester will be upon educational council of the university's campus.

Note 2: The period for educational leave will be considered among the maximum allotted time of every student's education.

Note 3: The student can benefit from one month off in the internship stage.

Article 43) The request for educational leave should be in written and it should be handed at least two weeks before the beginning of registration for each semester. The written request, therefore, should be delivered to the department of education at least two weeks before the beginning of each section.

Note 1: If the aforementioned request is delivered out of the set time, making decisions will be upon the education council of the international university's campus.

Note 2: The education department of international campus is bound to announce its approval or disapproval about the leave request of the student in written before the end of registration period and after investigating the related university.

Note 3: The aftermath brought after the educational leave is upon the student.

Article 44) Female pregnant students can benefit from one semester off without being accounted as their educational years by observing other regulations and laws.

Article 45) Students whose excused medical reasons have been approved by the council of medicine and council of education can benefit from maximum one semester without being accounted as their educational years.

Article 46) Students who are eager to withdraw from study should hand in their withdrawal request to the department of education of international campus in person. In this situation such students are allowed to retake their request only once and up to maximum one month before the end of that semester. After the expiration date, the mandate for his/her withdrawal from study will be issued and the student will not be permitted to continue studies in that field thereafter.

Note 1: If the student withdraws before classes start, he / she will be refunded 100% of the registration fee.

Note 2: If the student withdraws within one month of the start of the class, 50% of the first-year registration fee will be refunded.

Note 3: If the student withdraws after one month of the start of the class, no registration fee will be refunded.

Chapter eight

Changing major

Article 47) Foreign students if admitted and enrolled in International Education Management, after completing at least one academic year in the accepted major, they can apply for admission to another major at the same or higher degrees.

Note 1: Changing major for fields in which have been put special criteria should be progressed by executing those special criteria

Note 2: A student can change his/her major only one time during his/her educational period.

Article 48) Request for changing the major of foreign students, if having the conditions, will be sent to the destination college for evaluation and after receiving an answer, it comes up in the International Education Coordination Council, and if approved, will be introduced to the interview.

Note 1: The student's average score of an academic year for changing major to the same degrees is at least 15 and to higher degrees (B.Sc. to General Doctorate) is 17.

Note 2: The number of credits passed by the student in the academic year shall be at least 30 credits.

Note 3: The number of non-general credits passed by the student in the academic year shall be at least 22 credits.

Article 49) Foreign students applying for a change of major must re-enter the admission and interview process for international students, and pay a \$ 100 tuition fee to enroll in the re-admission process for general majors for re-interviewing.

Article 50) The admitted students in the readmission interview, when registering in person must give a pledge not to change the major again.

Article 51) If the request for changing major is approved the student should register and take credits for the new major in the first semester. After the registration the student will not be permitted to return to the previous major.

Note 1: The student should obey the rules of the previous major until s/he registers in the new course.

Note 2: Not proceeding to register in the new major in the set time will be accounted as withdrawal from changing major and s/he will not be allowed to change major until the end of that semester.

Article 52) Credits which have been passed in the previous major will be equalized in the department of education of the new major. The only credits that will be accepted are those which have at least 80% of content equation and the score for them should not grow less than 12.

Note 1: Approved credits will be put in the score record of the student and will be calculated in the total average but score of the unapproved credits will be left in the score record without affecting the average. In this case, if the total average of unapproved credits is below 12 then the educational council of the university will decide to consider one conditional semester in the student's score record for the new major.

Article 53) The applicant for major change should hand his/her request along with the necessary documents to the department of education of international campus minimum by 6 weeks before the beginning of the semester.

Article 54) If the student faces an accident or some illness that the medical council of university and educational development approve that the student cannot continue in the MD major or cannot use the result of that, then the student will not be permitted to continue the MD major and can change to another major.

Note: In cases which the student faces psychological and behavioral disorders or physical illnesses and maimed organs in a way that s/he will no longer be able to continue studying in any of the related majors then that student can change to another major after the agreement of the target university and the medical and educational department of university.

Chapter nine

Accepting credits

Article 55) Equalizing and accepting the courses which have been passed by the admitted in other universities or educational levels will be allowed with the following conditions:

55-1-The student is allowed to participate in the entrance examination of the new major according to his / her educational background.

55-2- The former university and its degrees should be confirmed by the Ministry of Health and Medical Education or Ministry of Science and Research

55-3- The content of the passed credits should share at least 80% of the credits of the new major. The score for each course should not grow less than 12.

55-4- The educational process which the student had gone through should be in accordance with the appointed schedule of great council of Ministry of Health and Medical Education or the Ministry of Sciences and Research.

Note 1: Equalizing the specialized courses will be possible in equal levels or from higher levels to lower levels.

Note 2: Equalizing and accepting courses will be progressed by the educational department of the acceptor university.

Article 56) The approved credits' score will not be calculated in the average of the semester but they will be calculated in the total average of that student.

Note: One semester will be decreased from the student's maximum allotted time of education for every 20 approved credits.

Chapter ten

Dissertation

Article 57) Dissertation is one of the sections of the MD course medicine in which the student is obliged to do research about a related subject to the course under the directions of supervisor.

Article 58) The students of MD should choose and submit their dissertation subject from their clerkship period until the time before taking the comprehensive examination of pre-internship course.

Note: The MD students will not be permitted to participate in the comprehensive examination of pre-internship course if they do not submit the subject of their dissertation in set time.

Article 59) The professor will be determined by the suggestion of student, approval of supervisor and the related department of education and the research council of the related college.

Note 1: The minimum academic rank for a supervisor is assistant professor. In special cases, with the approval of research council of the college, lecturer faculty members can also be used as supervisor.

Note 2: In special cases, to perform intersectional researches a student can have more than one supervisor following the approval of research council of the college.

Article 60) One of the faculty members or specialists and noted researchers will be determined as the advisor with the supervisor's suggestion after the approval of the research council of the university, if necessary.

Note: The maximum number of MD dissertations which are led simultaneously by each of the supervisors will be calculated by dividing the total number of entry students in each academic year into the total number of faculty members of the related college multiplied by 2. Colleges in which the number of faculty members is high and the number of ascribed dissertations to the faculty members is low with the aforementioned formula, each of the faculty members can lead

maximum 3 dissertations of students with the same entry year simultaneously following the approval of the research council of the college.

Article 61) Choosing the subject of dissertation must be done by the guidance of the supervisor.

Article 62) The dissertation's subject must not be repetitive. This means that there should be no dissertation in the related university with similar or different topic but similar content within the past 5 years.

Note: In special cases and with the supervision of research council, choosing an identical topic will be of no problem in subjects which may need more research within less than the aforementioned time.

Article 63) Each student should choose one subject for dissertation.

Note: Choosing the subject of dissertation by a group of students (maximum 3) will be permitted after the approval of supervisor and research council of the related college. To do so, following steps should be accomplished:

A: Size and importance of research subject should be proportionate to the number of students.

B: Segmenting the subject of dissertation should be in a way that each of the related students be able to do a separate part of that.

Article 64) To submit the subject of dissertation the following steps should be taken:

A: Choosing the dissertation's subject with the guidance of supervisor

B: Inspecting whether or not the dissertation's subject is repetitive is upon the research administration of the college

C: The suggested plan for the subject of the dissertation should be approved by the related department of education.

D: Giving the suggested plan of dissertation from the department to the research administration of the college to be approved in the research council of the college.

E: Providing the supervisor with the approved notification of the research council to start the dissertation

Note: The time between submitting the dissertation's subject and defending that should not grow less than one year.

Article 65) Each dissertation should have the following parts:

A: Abstract in Persian and English (significance and background, method and instrumentation, results, and conclusion)

B: Introduction (reasons of significance, general information about research and goals of research)

C: Literature review

D: Methodology (type of research, environment and instruments of research, size and sample and sampling technique, data collection technique, data analysis method, and types of statistical tests and process)

E: Results (using statistical tests, tables, diagrams and result interpretation)

F: Discussion and conclusion (investigating the results, comparing the results with those of other studies, analyzing the reason of different result with those of other studies, investigating the defects and delimitations of research, final conclusion and recommendations for further studies)

G: References

Article 66) Composing the dissertation in English is of no boundaries but it is necessary to have abstract not just in English but also in Farsi.

Article 67) The jury who is responsible for making the final decision about dissertations is made of the following members:

1- Supervisor

- 2- Advisor (if included)
- 3- Representative of the research council of college
- 4- Representative of the department of education related to the dissertation
- 5- A member of faculty members or specialists and noted researchers chosen by the related department of education

Note: Academic rank of supervisor and faculty members should be at least assistant professor. In special cases after the approval of research council of college, the rank can be lecturer. About specialists, researches, and noted experts bearing PhD is obligatory.

Article 68) The jury's evaluation of the dissertation is in a numerical scale from zero to twenty. According to the obtained scores they will be categorized into four ranks as follows:

- Excellent Dissertation with scores from 19 to 20
- Very good Dissertation with scores from 17 to 18.99
- Good Dissertation with scores from 14 to 16.99
- Unacceptable Dissertation with scores less than 14

Note: Only those dissertations can obtain “excellent” which were research project or either publish an article in one of the prestigious Iranian or foreign scientific journals or obtain acceptance for publication in these journals. Obviously, providing the jury with article or privilege of being copied in a journal should be before defending the dissertation and scoring session.

Article 69) All the students are bound to defend their dissertation in the last semester and if a student could not defend his/her dissertation within the set schedule of educational year or could not obtain passing score that student will be expelled even though s/he had passed all the educational courses.

Article 70) Credits of dissertation and its score will be calculated in the final semester and students are free to disobey the “maximum allowed credit's number” rule in the final semester.

Article 71) The student's graduation time is when he / she has passed all of his / her educational credits including the dissertation and is admitted to the practical examination of clinical competence (whichever is later).

Article 72) All the rights gained from dissertations belong to university.

Chapter eleven

Graduation

Article 73) Students who have successfully completed all educational courses and stages of the General Medical Doctorate and dissertation in accordance with the program approved in accordance with the rules of this regulation and is admitted to the practical examination of clinical competence shall be recognized as a graduate of the General Medical Doctorate.

Article 74) This educational regulation was approved in 11 chapters, 74 articles and 76 notes in the Isfahan University of Medical Sciences Educational Council for non-Iranian English language students, dated 2020. It is noteworthy that all the provisions of these educational regulations are in accordance with the approved regulation at the sixty-seventh meeting of the Supreme Council for Medical Planning, dated 23/July/2017.