



**Semnan University of Medical Sciences
and Health Services**

Educational Rules and Regulations

(Student Handbook)



Taking Items into the Exam

Calculators

Basic (i.e. non-programmable) calculators may be used in examinations, unless specifically stated on the examination paper. In some examinations, there may be a restriction on the type of calculator you are allowed to use. Miniature information processors for the storing of information are not permitted and their use will be regarded as cheating. Some schools have an authorization process for calculators which you must follow. It is your responsibility to check whether or not you are allowed to bring a calculator into your examination and to check that the type of calculator you are using is permitted. Spare calculators are not provided.

Textbooks

It is your responsibility to check whether or not you are allowed to bring a textbook into your examination. Unless informed otherwise, textbooks are not permitted. If your school allows textbooks to be used in examinations, check if any annotations are allowed.

Items you will not be permitted to keep with you in the examination room:

- Food or drink
- Coats
- Bags
- Pencil cases (even transparent ones)
- Blanks Papers
- Mobile phones/ tablets/ Bluetooth devices
- Personal music players
- Notes of any kind

If you bring these items with you, invigilators will specify a place where they must be left. In particular, phones must be switched off, with all pre-set alarms disabled. The phone will be confiscated if found on your person or on or near your desk, and its presence may be regarded as cheating.

The University cannot accept responsibility for loss of, or damage to, items brought into the examination room.

Cheating

Cheating in University examinations is an absolute offence. One of two penalties will be applied unless the circumstances are wholly exceptional.

You must withdraw permanently from the University with no award. This is the usual penalty.

You will be required to repeat the examination, some, or all of the examinations in the semester where the incident of cheating has occurred. If you successfully repeat the examination(s), the credits may be awarded but a mark of zero will contribute to your degree classification.



SEMUMS Definition of Cheating

Candidates shall not, intentionally or otherwise:

- introduce unauthorized items into the examination room - e.g. notes (however so recorded), or other unauthorized material (including blank paper), mobile telephones or pagers, portable or laptop computers or other electronic devices (NB - this list is not exhaustive)
- copy from other candidates or from notes
- access or copy from sources of information (except as allowed by the examiners or the head of exams) or annotate or mark this authorized information (except as authorized by the examiners)
- disobey the regulations relating to calculators
- communicate in any way with other candidates or person(s) except the invigilators
- remove script books (blank or otherwise) from the examination room.

If you are suspected of cheating Educational Office for International Student will offer support and guidance.

Exam Regulation Checklist

(Make sure you are fully prepared)

Before Exam

- Timetable - print it out in good time
- Venue - make sure you know where on campus the exam room is
- Lateness - plan your travel and route and aim to arrive 30 minutes before the start time
- ID required - have your Student card with you. It is the only ID accepted
- Equipment - check you have everything you need. You are responsible for what you bring into the exam, so if you borrow equipment you must ensure there are no notes or annotations that may be viewed as potential cheating:

Pens - black or blue only

Pencils, a sharpener and an eraser - especially if doing an MCQ examination

Calculator. Is it allowed? Is it working? Do you need to take a spare?

Dictionary. Is it allowed? Have you checked for annotations?

- Notes - check you have no notes written on your hands, arms or clothing. Any writing observed on you will be investigated as potential cheating
- Sleep - don't be tempted to stay up late to do last-minute revision. Get a good night's sleep and set TWO alarms.

On the Day of Exam

- Mitigating circumstances - if you are too ill to take the exam or your condition may be a danger to others, go to your GP for advice and request a medical certificate stating you were unfit to attend and submit this to your parent school.
- Venue - check whether your exam is held at more than one venue
- Seating - check the seating list outside the exam room. You must sit in your allocated seat
- Mobile phone - turn it off, including any alarms that may be set, and don't keep it on your person - it will be automatic grounds for investigation for cheating. Please check the List of items not allowed in the exam room
- Toilet - go before entering the exam room
- Revision notes - put them in a bag before going into the exam room - never have them on your person or under your desk. . Please check the List of items not allowed in the exam room



**Semnan University of Medical Sciences
and Health Services**

- Talking - As soon as you enter the exam room, you may not speak to anyone other than an invigilator. Speaking to friends, even if just wishing them good luck, will be automatic grounds for investigation for cheating
- Rough work - Use any left-hand page in your script book for rough work. Cross out anything you do not wish to be considered by the examiner. Removing any sheets from the script book will void it and it will not be marked. If you require additional pages, you may ask the invigilator for a supplementary script book.
- Leaving the exam - You must ask permission from the invigilator if you wish to leave the exam. You will not be permitted to leave within the first 60 or the last 10 minutes.



Semnan University of Medical Sciences
and Health Services

Education Regulations (MD)

Chapter one - Registration and entrance prerequisites

Chapter two - Educational system

Chapter three - Course units and education period

Chapter four - Presence and absence

Chapter five - Adding and dropping

Chapter six - Assessing the student's educational development

Chapter seven - Educational leave and withdrawal from study

Chapter eight - Changing course

Chapter nine - Accepting units

Chapter ten - Dissertation

Chapter eleven - Graduation



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 continuing 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 it 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 units 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.

Article 3-1) The students who enrolled in SEMUMS in each term have to obtain their respective credits from educational departments. If the student does not enroll him/her in one term without the approval of the educational office or without appropriate reason, he/she would be expelled from their respective program.

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 a leave of absence will be issued for that semester.

Chapter Two

Educational System

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

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

Article 6) Every course unit is a scale for that course the terms of which are respectively 17 hours for theoretical units, 34 hours for scientific (laboratory) units, 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 courses and basic sciences



Stage 2: Physiopathology

Stage 3: Clinical training

Stage 4: Clinical internship

Pre-clinical and clinical for MD course

Pre-clinical period will be assigned to general courses and basic sciences (stage one), physiopathology (stage two) and clinical period will be assigned to training (stage three) and internship (stage four).

Article 8) In pre-clinical 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 7.

Note 1: Duration of final examination of each semester or summer term will not be counted in 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 7 of this piece of regulations and participating in all the classes according to the timing is also obligatory.

Article 9) In clinical period, each semester bears some theoretical, practical and training 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) The school of medicine of international campus is bound to carry the educational plan and syllabus assigned by the great council of scheduling.

Note 1: 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 sources for formal examination of basic sciences and pre-internship will be determined by archival of educational council of general medicine.

Universities which have less than three rounds of MD graduates should endeavor to modify their curriculum with the supervision of educational council of MD archival.

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

Note 1: Passing all the courses of stage one (basic sciences course and general course) and obtaining the average of 12 in this stage will be a prerequisite for participating in the formal examination of basic sciences. Yet, in the circumstances when the student has only one general course s/he can participate in the formal examination of basic sciences and if s/he is admitted in the formal examination, that left course will be taken in the next stage. Obviously, the score of this course will affect the average of the next stage scores.

Note 2: If scores obtained in some courses passed by the student are not announced by the time of formal examination, the student will participate in the examination under conditions. If the student fails in that course after the announcement of formal examination's score or passes the course but the average does not reach 12, the result of formal examination 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 formal examination but the student will not be allowed to participate in the next formal examination even under conditions unless s/he passes the failed course and obtain the necessary average score.



Article 12) Participation in the formal 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 formal 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 final examination of basic sciences can change his/her course of study into integrated or disintegrated B.Sc. level. This is also for students who are excluded from continuing studies in PhD courses based on the Course Changing Instruction of MD, dental sciences and pharmacy. This bill was approved in the 26th session of great council of scheduling medical sciences dated at July 18th, 2004.

Article 13) Passing all the courses of stage two and obtaining average of 12 in this stage are the prerequisites of entering stage three.

Article 14) Clinical training includes theoretical courses, training at the patient's bed, health care training and outpatient treatment. These will be prepared in the hospitals' clinics and health service centers of the country. Adding clinics to this is only permitted if the rights and conditions of patients are met and also supervision and permission of educational great council of university's international campus is needed.

Note 1: Passing 20 months for internship is necessary for all the students during this period according to the approved program.

Note 2: The maximum time of internship at the patient's bed in the hospitals should not exceed 50% of the internship period.

Article 15) At the end of stage three there will be held a formal examination of pre-internship and passing this examination will be a prerequisite for training period.

Note 1: Passing all the courses and sections of clinical internship and obtaining a total average of 14 and setting the dissertation subject are all prerequisites of participating in the formal 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 examination 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 formal 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 formal examination. But the student will not be permitted to participate in the next formal examination even under conditions unless s/he passes the failed course and obtain the necessary average score.

Article 16) Participation in the formal 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 formal examination of pre-internship can change their course of study to one of Integrated or Disintegrated B.Sc. level according to the instructions mentioned in Note 2 of Article 13.

Article 17) Internship course will take 18 months and passing 17 months of internship is obligatory according to the approved program. Students can benefit from one month time off.

Chapter Three

Course units and educational period

Article 18) Minimum number of passed units 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.



**Semnan University of Medical Sciences
and Health Services**

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

Note 1: Students can disobey the condition of “minimum 12 units” 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 she/he can take up to 24 units with the suggestion of the advisor and agreement of the college.

Note 3: If the student has been left with maximum 24 units to pass a section, she/he can take all those units 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 units 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 4: One semester will be added to the allotted time of education for those students who have passed at least 8 units of the prerequisite courses.

Article 21) The maximum allotted time for educating in the MD course is 10 years, 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 formal examination of basic sciences in the first 4years of medical education or finish the first and second stages of medical education within the first 5years are to be excluded from continuing studies. If the average score of the passed units is at least 10, the student can change the course of study based on the instructions of Note 2 of Article 13.

Note 2: The duration of education can be extended to maximum 12 more months for those students who could not finish the internship course in 3 years from the beginning of clinical course or could not finish the third and fourth stage within 5 years. 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, internship and training 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 internship and training sessions. Otherwise, the score for that course or section will be considered as zero.

Note 1: Allowed absences in Article 24 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 units” 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 pre-clinical stage 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 units does not exceed the amount mentioned in article 20.

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 24 and the terms of that article will be executed.

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

Article 26) In emergency situations the student can drop only one of his/her courses before the related examination in the first stage of medical education with the agreement of department of education. Provided that firstly student's absents do not exceed 4/17 in theoretical and 2/17 in practical and laboratorial courses and secondly the remained units should not be less than 12.

Article 28) 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, a leave of absence will be issued for that student. Counting this leave of absence 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 27) Dropping or changing the section in each of the clinical 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.

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 24 and the terms of that article will be executed.

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

Article 26) In emergency situations the student can drop only one of his/her courses before the related examination in the first stage of medical education with the agreement of department of education. Provided that firstly student's absents do not exceed 4/17 in theoretical and 2/17 in practical and laboratorial courses and secondly the remained units should not be less than 12.

Article 28) 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, a leave of absence will be issued for that student. Counting this leave of absence 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 27) Dropping or changing the section in each of the clinical 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 28) The educational progress 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 progress for every student.

Article 29) progress the educational development of students in clinical courses will be done by observing the following terms:

29-1- Obeying Islamic and professional ethics and providing appropriate relations with the patients, visitors and employees

29-2- Participating regularly in all the classes and related sections and staying the set shifts based on the scheduled programs of the section

29-3- 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.

29-4- Expanding skills and benefiting from the clinical internship and training courses

29-5- Participating in the final examination and obtaining necessary score next to the regular assessment done by the professor in three phases of knowledge, skill, and attitude

Article 30) 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 section.

Article 31) The result of educational progress which is based on terms of Articles 30 and 31 will be announced by scores. Score of each student in each course or section will range between zero to twenty.

Article 32) Minimum passing score for courses of stages one and two will be 10 and the minimum total average of these stages will be 12. Minimum passing score for theoretical courses of clinical internship and sections related to stages three and four is also 12. And the minimum total average of each of these stages will be 14. Students who do not obtain the minimum passing score for either of the courses or section is bound to retake those courses or sections in the earliest set time. However, all scores including passed or failed will be put in the score record and will be calculated in the average score.

Note: Each of theoretical and practical courses have separate scores, but the score for theoretical-practical courses which are considered as one united course will be the average of the two theoretical and practical sections separately based on their course index. If the average of the two theoretical and practical sections does not reach 10 or score of one of them grows less than 8, even the average reaches 10, both the sections must be retaken.

Article 33) 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 3days after the announcement.

Article 34) 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 overcome.

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



**Semnan University of Medical Sciences
and Health Services**

Article 35) At the end of each semester of the pre-clinical course, 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: To calculate the average score, the number of units in that course or section will be multiplied by that course's index and the sum of multiplied results will be divided into total unit 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 36) Average scores of students should not grow less than 12 in any of the pre-clinical semesters of medical education. Otherwise, registration for the next semester will be under conditions.

Note 1: In cases which the number of units 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 units 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 37) A student who registers under conditions, even in the last semester of each of pre-clinical stages, is not allowed to take more than 14 units in that semester.

Note: In special cases, deciding on whether or not to provide the conditional student with more than 14 units 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.

Article 38) The total average of student in the end of each of the first and second stages should not grow less than 12 and the total score average of student in the end of each of the third and fourth stage should not grow less than 14. Students who obtain lower scores than the aforementioned limits can retake those courses which were below 12 or 14 provided that their allowed time of education in that stage is not expired. Otherwise, they will not be allowed to proceed to the next stage or even graduate. Obviously, the scores for the retaken courses will be put in the score record of the student and will be calculated in the total average scores.

Note 1: 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 2: If the scores of a student in any of the courses or sections grow less than 12, 13, 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 3: 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 course of study to other levels of education regarding Associates degree and integrated or disintegrated B.Sc. based on terms of Note 2 of Article 13 of this instruction.

Article 39) A student who fails for three consecutive semesters or four alternate semesters will be excluded from continuing studying. If the average of passed units is at least 10, that student can change the course of study to one of integrated or



disintegrated B.Sc. levels, or Associate degree. 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 units and adapt them to the program of that university.

Chapter Seven

Educational leave and withdrawal from study

Article 40) The student can benefit from educational leave after passing one semester during the pre-clinical stages up to two consecutive educational semesters and maximum 6 months of educational leave 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 41) 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 42) Female pregnant students can benefit from one semester off without being accounted as their educational years by observing other regulations and laws.

Article 43) 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 44) 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.

Chapter Eight

Changing course

Article 45) Student of MD course can change his/her course by observing the following conditions:

45-1- Based on the educational regulations there should be no boundaries for continuing studies

45-2- The student should have passed minimum 1/6 and maximum 1/3 of the whole number of units in that course



45-3- Passing the required units in the new course should be possible regarding the remained allotted time of studying

Note 1: Changing course for students who are excluded from studying in the medicine course will be according to the instructions mentioned in Note 2 of Article 13

Note 2: Changing course for fields in which have been put special criteria should be progressed by executing those special criteria

Note 4: A student can change his/her course only once during his/her educational period except those who are mentioned in Note 1 of this very Article.

Article 46) Changing course must be done in the equal levels of education. Otherwise the student can only descend from higher level to the lower level following terms mentioned in Article 65.

Article 47) If the request for changing course is approved the student should register and take units for the new course in the first semester. After the registration the student will not be permitted to return to the previous course.

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

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

Article 48) Units which have been passed in the previous course will be equalized in the department of education of the new major. The only units 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 units will be put in the score record of the student and will be calculated in the total average but score of the unapproved units will be left in the score record without affecting the average. In this case, if the total average of unapproved units 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 course.

Note 2: If the number of unapproved units of a student is so high that will hinder the possibility of passing the necessary units of the new course in set time then the request for changing course will be rejected.

Article 49) The applicant for course 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 50) If the student faces an accident or some illness that the medical council of university and educational development approve that the student cannot continue the MD course or cannot use the result of that, then the student will not be permitted to continue the MD course and can change to another course. That entrance examination's obtained score of that course should be the closest to that of left course.

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 courses then that student can change to another course after the agreement of the target university and the medical and educational department of university.

Chapter Nine

Accepting units

Article 51) 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:



51-1- The former university and its degrees should be confirmed by the Ministry of Health and Medical Education or Ministry of Science and Research

51-2- The content of the passed units should share at least 80% of the units of the new major. The score for each course should not grow less than 12.

51-3- 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 52) The approved units' 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 units.

Chapter Ten

Dissertation

Article 53) 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 54) The students of MD should choose and submit their dissertation subject from their training period until the time before taking the formal examination of pre-internship course.

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

Article 55) The professor will be determined by the suggestion of the student. The approval of supervisor and the related department of education is determined by 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 56) 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 57) Choosing the subject of dissertation must be done by the guidance of the supervisor.



Article 58) 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 59) Each student should choose one subject for dissertation.

Note: Choosing the topic 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 60) 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 61) Each dissertation should have the following parts:

- a: Abstract in Farsi 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: Context analysis
- 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: Resources

Article 62) 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 63) 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 64) 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 very good good unacceptable

Note: Only those dissertations can obtain "excellent" which were investigative (done by research) or were printed or took the privilege of copy in one of the authentic scientific journals of Iran or foreign countries. Obviously, providing the jury with article or privilege of being copied in a journal should be before defending the dissertation and scoring session.

Article 65) 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 training units.

Article 66) Number of units and score of dissertation in the final semester will be calculated and students are free to disobey the "maximum number of allowed unit" rule in the final semester.

Article 67) A student is considered graduate when all the units are passed including dissertation (any of them earliest)

Article 68) All the rights gained from dissertations belong to university.

Article 69) A copy of every dissertation's summary should be sent to the deputy of research and technology of the related ministry for utilization and informing other centers.

Chapter Eleven

Graduation

Article 70) Students who have passed all the units and training courses of the MD and have successfully defended their dissertation will be considered graduated based on the rules of this piece of regulations.



Semnan University of Medical Sciences
and Health Services

Regulations (D. D. S)

Chapter One

Entrance and Enrollment Conditions

Article 1) Requirements for entering the Doctor of Dental Surgery Program are as follows:

1-1 Having complete physical and mental health.

Amendment: Paying the tuition does not exempt graduate students of the D.D.S. Program from performing other specific legal obligations.

Article 2) Education in the D.D.S. Program is a credit-based system.

Article 3) In a credit-based system, the value of each subject is assessed by its credit hours, and passing or failing in a subject is confined only to that subject.

Article 4) Each credit of a subject is the amount or measure of a subject that consists of 17 hours of theoretical lessons, 51 hours in workshops, 68 hours of internship, 34 hours of practical lessons (or laboratory), and 51 hours of apprenticeship during a semester or a summer course.

Article 5) The D.D.S. Program consists of the stages below:

Stage 1: General subjects, basic sciences and 10 credits from specialized dentistry subjects

Stage2: Specialized dentistry subjects



**Semnan University of Medical Sciences
and Health Services**

Article 6) Each academic year consists of two semesters and, if necessary, a summer course. Observing the substance of Article 4, each semester consists of 17 academic weeks and the summer course is equal to 6 academic weeks.

Amendment: The period of examinations at the end of each semester or summer course is excluded from the mentioned 17 and 6 academic weeks.

Article 7) In the clinical stage, each semester consists of the several clinical education parts. The number of the parts of the clinical stage during each semester, with consideration towards the necessary amount of time for the teaching of each stage, is ascertained by the educational council of the school.

Article 8) All universities and faculties of medical sciences are obliged to carry out the curriculum and lesson titles approved by Medical Sciences High Council of Planning.

Amendment: The order of the academic subjects while observing the prerequisites, teaching methodology, evaluation of students' based on modern educational methods, with regard to the conditions and resources of faculties, reordering of lesson titles, presenting new materials in one subject and choosing new resources, are the responsibility of universities and medical faculties. It is obvious that resources for the Basic Sciences Comprehensive Examination will be ascertained by the corresponding ministry.

Article 9) At the end of the first stage, the Basic Sciences Comprehensive Examination takes place. Passing this exam is the requirement for entering the next stage.

Amendment 1: The requirement for participating in the Basic Sciences Comprehensive Examination is passing all subjects in stage one and acquiring a minimum GPA of 12. However, in cases when a student has, in maximum, 5 credits remaining, (including theoretical or practical, general or specialized, failed subjects or those never taken) he or she can participate in the Basic Sciences Comprehensive Examination and, if passed, he or she can take the remaining credits in the next stage. It is clear that the marks of those remaining credits will be calculated in total average of stage two.

Amendment 2: If at the time of registration for the Basic Sciences Comprehensive Examination, the marks for the subjects the student has taken have not yet been announced, the student can conditionally participate in the examination. If after announcing the marks, the student failed those subjects and did not meet the requirements for sitting the Basic Sciences Comprehensive Examination (as in Amendment 1), the result of that comprehensive examination will be considered null and void, and the aforementioned exam will not be counted in the number of times participation is allowed. The student, until acquiring passing scores in the failed subjects and meeting the requirements for participating in the comprehensive examination, will not be allowed, even conditionally, to sit the next exam.

Article 10) Participation in the Basic Sciences Comprehensive Examination is allowed three times. If the student fails to acquire a passing grade in the exam, he or she will be barred from continuing education in the D.D.S. Program.

Amendment 1: Unjustified absence in the Basic Sciences Comprehensive Examination will be considered as one participation.

Amendment 2: Students barred from continuing education in the program of dentistry due to failing the Basic Sciences Comprehensive Examination, can, according to the instructions of changing majors by students in the M.D., D.D.S. and Pharm.D. programs (approved by 22nd meeting of Medical Sciences High Council of Planning in 2003), change his or her major to a continuous or non-continuous Bachelor's degree or a two-year postgraduate certificate course.

Article 11) The credits of comprehensive dentistry treatment (internship) will be rendered in the last year of the D.D.S. program.

Amendment: The location of internship, in order to due to acquiring skills and a comprehensive viewpoint toward patient, and performing relative treatments, can be educational wards and medical centers under supervision, in a manner that at least one school member from all departments are present in a ward or center at the same time.

Chapter Two

Credits and Academic Duration



**Semnan University of Medical Sciences
and Health Services**

Article 12) The minimum required number of credits for graduating in the D.D.S. Program is according to the academic plan for that program, approved by the Medical Sciences High Council of Planning.

Article 13) Students, in each semester of academic stages of the D.D.S. Program, must take at least 12 and at most 20 credits.

Amendment 1: In the last semester in each academic stage, the student does not necessarily have to observe the 12-credit minimum rule.

Amendment 2: If a student acquires a minimum total average of 17 in a semester, he or she can, with the agreement of the supervisor and the school, take a maximum of 24 credits in the next semester.

Amendment 3: In semesters for which students have a maximum of 24 remaining credits to finish an academic stage, they can take that entire number provided that they have not been in probationary status the previous semester.

Amendment 4: In summer courses, students are not allowed to take more than 6 credits.

Article 14) The maximum duration for the D.D.S. Program is a total of 9 years, the first 3.5 years of which is allocated to the first stage and the next 5.5 years to the second stage.

Amendment 1: If students fail to acquire a passing score in the Basic Sciences Comprehensive Examination during the 3.5 years, they will be barred from continuing education in the program of dentistry, and, according to the directions in Amendment 2 of Article 10, they can change their major to a continuous or non-continuous Bachelor's degree or a two-year certificate course.

Amendment 2: For students who are unable to finish the second academic stage in 5.5 years from beginning of this stage, with the approval of the university's educational council and provided that the allowed time for the students' education is not over, the academic period can be renewed for a maximum of 12 months.

Chapter Three

Attendance

Article 15) The presence of students is necessary in all class sessions and failing to attend a class will be counted absence.

Article 16) Students' hours of absence must not exceed 4/17 of theoretical lessons, 2/17 of practical lesson and laboratory sessions, and 1/10 of training, internship and workshop. Otherwise, the score for those lessons would be zero and the students must retake the subject.

Amendment: The absence limit in Article 16 will be permissible if it is justified by presenting documented evidence and the discernment of the professor. Confronting the absence (justified or not) is the responsibility of the professor and is bound to the confirmation of the school.

Article 17) If the absences of a student in a subject exceed the limits in Article 16 and are recognized as justified, that subject will be deleted. In such cases, observing the minimum of 12 credits limitation in a semester is not necessary, but that semester will be counted as a full semester in the student's academic years.

Article 18) Unjustified absence in a subject's final exam is considered as acquiring a score of zero in that exam. A justified absence leads to the deletion of the subject, and the student must retake that subject. Determining the whether the absence on a final exam session was justified or not is the responsibility of the educational council of the university.

Chapter Four

Addition and Deletion



**Semnan University of Medical Sciences
and Health Services**

Article 19) In each semester of all stages in the D.D.S. Program, in a window of less than two weeks from the beginning of the semester, students can delete two taken subjects, add two new subjects, or substitute two taken ones by two other subjects, provided that their credits do not exceed the limit in Article 13.

Amendment 1: Absence in class sessions of the first two weeks is not allowed for reasons of addition/deletion, and absence during this time will be counted in the maximum absence limit (mentioned in Article 16) and the contents of the mentioned article will be implemented.

Amendment 2: Addition and deletion in summer courses is not allowed.

Article 20) In cases of emergency, upon the recommendation of the department and the confirmation of the school's Vice-Dean for Education, students can delete only a single theoretical subject 5 weeks prior to the end of the semester, provided that firstly, they have not exceeded the absence limit for that subject according to Article 16, and secondly, the number of their remaining credits do not go below 12.

Article 21) The deletion of all credits in a semester prior to the start of the final examinations is allowed if and only if, based on the opinion of the educational council, the student is incapable of continuing the semester. In that case, that semester would count as a semester of academic leave for the student. Counting such a semester in the academic years of a student, or not regarding it as one, is the responsibility of the educational council of the university.

Amendment: Deletion of all subjects in a summer course before the start of the examinations is allowed with the approval of the educational council of the university.

Chapter Five

Assessment of Students' Academic Progress

Article 22) Assessment of students' progress in each subject is based upon class attendance and participation, undertaking educational tasks and the results of mid-term and final exams. Professors are the assessment authority in each subject.

Amendment: Holding final written exams at the end of each semester is obligatory for all theoretical and workshop subjects.

Article 23) Assessment of students' academic progress in clinical stages is done by considering the following items:

23-1 Observing Islamic moral behavior and students' codes of conduct, and appropriate relationship with patients, clients and the staff of the ward

23-2 Regular and full-time attendance in the clinic and related classes

23-3 Attention and sense of responsibility in undertaking assigned tasks in accordance with the clinic's regulations, such as preparing and completing patients' files

23-4 Improving skills and enjoying learning in the clinical stage

23-5 Attending exams of practical subjects and acquiring the required score



**Semnan University of Medical Sciences
and Health Services**

Article 24) The results of the assessment of students' academic progress are determined based on the contents of Articles 22 and 23 and presented in numbers. The score of each student will be provided as a number in the range of 0-20.

Article 25) The minimum passing score is 10 for general subjects and basic sciences and 12 for specialized subjects in the D.D.S. program.

Amendment 1: Students who fail to acquire the minimum passing score in a subject are obliged to retake that subject at the earliest opportunity. However, all the scores including those from passed or failed subjects will be recorded in the students' academic record and are calculated in their final total average.

Amendment 2: Each theoretical, practical, workshop, internship and apprenticeship subject has an independent score, but for a subject that is a mixture of two educational states (such as theoretical-workshop subjects or theoretical-practical ones) and is considered as a single subject, the minimum score of each part is 10 and the overall score of that subject is the average of the two parts with consideration to their multipliers. Failure to acquire the subject's minimum final score based on the contents of Article 25, and failure to acquire the minimum score of 10 in each part of the subject results in repeating both parts of the subject.

Article 26) Professor(s) of each subject or part of a subject are obligated to report the final scores of student within 10 days after the final exam date to the school via their corresponding department.

Amendment: After the announcement of the scores by the school's educational department, students can submit their objections in written form within 3 days after the announcement date for due consideration.

Article 27) Each semester, the educational department of the school is obliged to submit the students' scores to the main educational department of the university within at most 2 weeks following the last final exam day after considering students' objections and rectifying any possible mistakes.

Amendment: Scores cannot be changed after being delivered to the main Educational Department of the university.

Article 28) At the end of each academic semester, the average scores of students in that semester, and the average of all of their scores until the end of that semester, is calculated and, at the end of each stage of the D.D.S. Program, the total average of all the students' scores are calculated and recorded in the academic records.

Amendment 1: For calculating the average of scores, the number of credits of each subject or part of a subject is multiplied by the score of subject or part and the sum is divided by the total number of credits the student has taken, including those passed or failed.

Amendment 2: The summer course is not regarded as a semester. The scores that the students acquire in the summer course are calculated in the total average of the related stages and the total average of the program.

Article 29) Students' average of scores in each of the semesters of the first and second stages of the D.D.S. Program must not be less than 12. Otherwise, the enrolment of student's with such scores will be in a state of probation next semester.

Amendment 1: In cases when the credits delivered by the university are less than 12, that semester will not be counted in academic years of the student. However, in case of acquiring a lower than minimum required GPA, that semester will be regarded to be in a state of probation. In each stage of the D.D.S. Program, in cases when a student's number of credits is below 12 due to the student's own problems or because of the student being in the last semester, that semester will be counted in the student's academic years and, also, a lower than 12 average will put the semester in a state of probation.

Amendment 2: The school is obliged to report, in writing, the probationary enrolment of students to them, and keep a copy of that report in the students' files. Nevertheless, failure on the part of university to warn the student or the student's claim of being unaware of this status does not impede execution of regulations.

Article 30) In each academic stage of the dentistry program, students enrolling in a probationary state are not allowed to choose more than 14 credits, even if they are in their last semester.



**Semnan University of Medical Sciences
and Health Services**

Amendment: In special cases (limitation in the maximum number of academic years), in the last academic semester of each academic stage of the dentistry program, rendering credits more than the allowed limit to students subject to Article 30, considering their remaining credits and academic records, is the responsibility of the of educational council of the university. In any case, this number must not exceed 20.

Article 31) Students who are in a state of probation for 3 consecutive terms or 4 intermittent ones will be barred from continuing education, and, if the average of their total passed credits is at least 10, they can change their major, based on the instructions in Amendment 2, Article 10, into a continuous or non-continuous Bachelor's degree or a two-year postgraduate certificate course.

Article 32) Students' total average must not be below 12 at the end of the first educational stage and below 14 at the end of the second one in the dentistry program. A student who has acquired a lower average in each stage and his or her allowed duration of education has not ended, can retake the subjects or parts of subjects in which he or she has acquired a score below 12 or 14. Otherwise, they will not be allowed to enter the next educational stage or graduate. It is clear that the marks of the repeated subjects, along with those of subjects, are recorded in the students' academic records and are calculated in their total average.

Amendment 1: If students, in order to compensate for their total average in each stage of the D.D.S. Program, repeat subjects or parts of subjects in which they have received a lower than 12 or 14 average, and fail the repeated subject, if their total average for that stage reaches the required passing score after the calculation of all passed, failed, and repeated subjects, their previous pass will be the measure of action, and they continue onto the next stage. If their total average for that stage does not reach the required minimum, they will fail that subject or part of subject, and though they have previously acquired a passing score, they must repeat that subject or the part of the subject.

Amendment 2: A student who is unable to or does not want to use the opportunity in the aforementioned article, or despite using it is unable to compensate his or her total average, can change their major into a continuous or non-continuous Bachelor's degree or a two-year postgraduate certificate course, according to Article 10, Amendment 2.

Amendment 3: Requirements for taking the comprehensive treatment credits include observing the prerequisite regulations of the D.D.S. Program, and acquiring a total average (excluding the scores from the first stage) of 12.

Chapter Six

Academic Leave of Absence and Withdrawal

Article 33) Students, after one academic semester and during the first and second stages of the dentistry education, can take a leave of absence for a maximum of two semesters, consecutive or intermittent, both of which will be counted in their academic years.

Amendment 1: Agreement with the leave of absence of the student in the first semester of education is the responsibility of the educational council of the university.

Amendment 2: The duration of a student's academic leave of absence is calculated in the maximum allowed duration of education in each stage.

Article 34) The request for academic leave of absence, in written form, must be handed in to the Educational Department of the university by the student, at least two weeks before the enrolment of each semester.



**Semnan University of Medical Sciences
and Health Services**

Amendment 1: If the request for academic leave is not submitted in the specified time, the decision will be the responsibility of the educational council of the university.

Amendment 2: After receiving the decision of the corresponding school, the Educational Department of the university must announce its agreement or disagreement to the student's request in written form, before the end of the enrolment period.

Amendment 3: Consequences of academic leave are the responsibility of the student.

Article 35) Students, whose medical certifications and justified medical reasons have been approved by the medical council and the educational council of the university, can take a leave of absence for a maximum of one semester which will not be calculated in their academic years.

Article 36) If a student wants to resign from continuing education, he or she must submit a request, in person, to the Educational Department of the university. In that case, the student is allowed to withdraw his or her demand only once and at least a month before the end of that current semester. After the end of this period, the order of resignation will be issued and the student is not allowed to continue education in that major.

Amendment: If students who have withdrawn from education want to receive their academic records, they must comply with all legal obligations of their academic period.

Chapter Seven

Change of Major

Article 37) Students, provided that they have the following conditions and the corresponding universities' agreements, can change their major into another:

37-Clause 1 The education of the student in the previous major must not be barred in terms of academic regulations.

37-Clause 2 The student must have passed a minimum of 1/6 and a maximum of 1/3 of all credits of the program.

37-Clause 3 Considering the maximum allowed time of education, the student must be able to pass subject credits of the new major in due time.

Amendment 1: Change of major for students who have been barred from continuing education in the D.D.S. program will be based on the directions in Article 10, Amendment 2.

Amendment 2: With the exception of those to whom Amendment 1 of this Article applies, students can change their major only once during their studies.

Article 38) Changing majors is only possible in the same educational level. Otherwise, by observing the regulations of Article 37, changing majors is only possible from a higher educational level to a lower one.

Article 39) If an agreement to a request of change of major is issued, students have to register and take credits in their new major. After enrolment, they cannot return to their previous major.

Amendment: Failure to register in the new major in due time will be considered as a withdrawal from change of major, and the student will not be allowed to change majors until the end of the program.

Article 40) Students are bound to the educational regulations of the previous major prior to enrolment in the new one.



Article 41) Passed subjects in the previous major will be checked, by the department, and replaced by equivalent subjects. Only those subjects that have at least an 80% content similarity, and in which the student has acquired a score of at least 12, will be accepted.

Amendment 1: Accepted subjects will be recorded in the academic records of students, and these scores will be calculated in their total average. However, scores of rejected subjects will remain in the students' academic records without being calculated in their total average. If the total average of rejected subjects are below 12, based on the decision of the educational council of the university, they will altogether be considered as a semester with the state of probation and will be recorded in the students' academic records in his or her new major.

Amendment 2: If the number of rejected subjects does not let students pass the required credits in the new major in the allowed educational duration, their request of change of major will be denied.

Article 42) A student who wants to change his or her major must submit his or her documents at least 6 weeks prior to the beginning of the semester to the Educational Department of the university.

Article 43) If during their education, students encounter a health problem or have an accident, and the medical council of the university decides that they cannot continue education in general dentistry or are unable to benefit from its usages in the future, they do not have permission to continue education in the D.D.S. Program, and, by observing other related regulations, they can change their major to another major with the closest similarity in terms of the required entrance exam score. In this case, students are exempt from observing the regulations of Article 37 (with the exception of Article 37, Clause 1).

Amendment: In cases when students encounter mental and behavior disorders or deficiency in health or mutilation, in a way that they are unable to continue education in any of the majors of the elated department, they can change their major to a major in another exam group which, in terms of the required entrance exam score, has the closest similarity to that of their previous exam group. This is only possible with the decision of the medical council and confirmation of the educational council of the university, and the agreement of the target university.

Chapter Eight

Thesis

Article 44) The thesis is a part of D.D.S. Program in which students are obliged to carry out research in a field related to their major under the supervision of supervisors.

Article 45) Students of the D.D.S. Program, after passing 120 subject credits of the D.D.S. Program, must choose the credit of Thesis 1 and register the topic of their thesis within a year.

Article 46) Supervisors are chosen based upon students' suggestions and the approval of the corresponding department and the research council of the school.

Amendment 1: The academic position of supervisors must at least be assistant professor. In special cases, with the approval of the research council of the university, instructors can be chosen from school members.

Amendment 2: In special cases and with the approval of the research council of the school, in order to carry out interdisciplinary research, students can have more than one supervisor.

Article 47) If necessary, with the suggestion of the supervisor and after the approval of the research council of the university, a member of the school or a renowned specialist or researcher will be determined as supervisor.

Amendment: The maximum limit for the number of theses in the D.D.S. Program that are simultaneously supervised by each supervisor is attained by using this formula: Divide the number of freshman in each year by the number of all school members of the school, multiplied by 4. In faculties where the number of school members is high, and by using the aforementioned formula,



the maximum number of each member is low, each member of school, based to his or her academic position and the approval of the research council of the school, will be able to simultaneously supervise at most 3 theses.

Article 48) Choosing the topic of the thesis must be under the supervision of the supervisor.

Article 49) The topic of the thesis must not be repetitious. This means that no thesis with similar topic, or a different topic with similar content, should have been carried out in the university in the past 5 years.

Amendment: In special cases and with the approval of the research council of the school, it is possible to write a thesis with similar topic and content for topic which may be in need of further research in a shorter duration than that mentioned above.

Article 50) Each and every student must choose a topic for a thesis.

Amendment: Choosing one topic by a group of students (maximum 3) is allowed with the approval of the supervisor and the research council of the school by observing the following conditions:

A: The volume and significance of the topic should fit the number of students.

B: The division of responsibility of the entire thesis must be in such a way that each student is able to carry out an independent section of the thesis.

Article 51) For registration of the topic of the thesis, the following stages must be undertaken:

A: Choosing the topic of thesis under the supervision of the supervisor

B: Checking the topic of the thesis in terms of being repetitious by the research council of the school

C: Approval of the suggested plan of the thesis in the corresponding department

D: Proposal of the suggested plan of the thesis by the department to the Office of Vice-Dean for Research for the thesis to be approved by the research council of the school

E: Announcing the approval of the research council of the school to the supervisor for the thesis to begin

Amendment: The time from the registration of the thesis topic and its defense session must not be less than a year

Article 52) Every thesis must include the following items:

A: Abstracts in Persian and English (significance and context, material and methodology, results and conclusion)

B: Introduction (reasons for significance of topic, general information in context of research, research goals)

C: Literature review

D: Methodology (research type, area and material of research, volume of sample and method of sampling, methods of data gathering, method of data analysis, different kinds of statistics tests and stages of performing)

E: Results (using statistics tests, tables, diagrams and presenting results)

F: Discussion and conclusion(s) (analyzing results, comparing results with other studies, analyzing the reasons of the difference between research results and that of other studies, analyzing shortcomings and limitations of the study, final conclusion, presenting suggestions)



G: References

Article 53) Theses must be written in English, though it is necessary to write the abstract in Persian as well as English.

Article 54) The board of examiners which produce the final decision for theses consist of following members:

1. Supervisor(s)
2. Advisor (if any)
3. Representative of the Vice-Dean for Research
4. Representative of the Vice-Dean for Education in the corresponding department
5. A member of the school, researchers, specialists and experts chosen by the department

Amendment: The academic position of the supervisor and members of the school must at least be assistant professor. In special conditions, with the approval of the research council of the school, they can be instructors. For researchers, specialists and experts, having a Ph.D. is necessary.

Article 55) Evaluation of theses by the board of examiners is on a scale of 0 to 20, and based on their score, they are categorized into four grades:

- Excellent: Theses with scores of 19-20
- Very good: Theses with scores of 17-18.99
- Good: Theses with scores of 14-16.99
- Unacceptable: Theses with scores of below 14

Amendment: Theses can attain the excellent grade if published in reliable domestic or international scientific magazines in the form of essays or whose acceptance of publication is presented. It is obvious that presenting an essay or its acceptance of publication is necessary for all theses and must take place before the defense session and announcement of their final score.

Article 56) All students are obliged to defend their theses in the last semester, and failure to do so and acquire a passing score in the allowed duration of education, even if they have successfully passed all subject credits of the corresponding educational program, will result in the students being fired.

Article 57) The number of credits and scores of theses will be recorded in the last semester, and the students are exempted from observing the maximum allowed number of credits in the last semester.

Article 58) Graduation is the time when students pass all their subject credits, including their theses (whichever comes later).

Article 59) All rights related to theses are reserved by the university.

Article 60) A copy of the summary of each thesis must be sent to the Department of Research and Technology of the corresponding ministry for purposes of utilization and informing other centers.

Chapter Nine



**Semnan University of Medical Sciences
and Health Services**

Graduation

Article 61) Students who have successfully passed all subject credits and educational stages in general dentistry, and have successfully defended their theses based on the program approved in in this regulations manual, will be recognized as graduate students of general dentistry.