



TEHRAN UNIVERSITY OF MEDICAL SCIENCES

INTERNATIONAL CAMPUS

“Office of Vice Dean for Research Affairs”

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

Developed by:

❖ *office of Vice Dean for Research Affairs*

2014

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

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

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

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

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

I- TO CHOOSE A SUPERVISOR

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

- **A Supervisor:**

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

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

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

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

II- TO CHOOSE ADVISORS:

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

III – TO CHOOSE A THESIS SUBJECT:

The process for choosing the thesis subject is as follows:

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

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

Important Advice:

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

IV- PROPOSAL APPROVAL

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

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

V- TO CARRY OUT THESIS

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

Monitoring Thesis Progress:

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

VI- THESIS ASSESSMENT AND DEFENSE PROCESS:

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

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

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

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

□ *Department Head,*

and

□ *Research Deputy Office,*

and

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

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

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

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

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

Jury (Thesis Committee) Members:

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

7- To submit a completed **Defense Readiness Form** signed by the Department Head to the Office of the Vice Dean for Research Affairs.

8- Then, the related department will arrange a time for the thesis defense and announce it to the Office of the Vice Dean for Research Affairs.

9- The *School Postgraduate Council* has to approve the time.

10- The student has to submit the *unbound copy of the thesis*

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

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

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

13- The students must have a submitted article with

12- The student has to hold the defense session in front of the jury.

VII - THESIS EVALUATION AND MARKING GUIDELINES:

1- The jury members will confidentially put the mark on

the *Thesis Evaluation Form* and submit it to the Office of the Vice Dean for Research Affairs.

Important:

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

2- Marking Method:

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

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

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

VIII. POST-DEFENSE PROCEDURES:

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

- A CD of their thesis in Word & PDF formats ,

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