



Tehran University of Medical Sciences and Health Services

Students' Thesis Regulation

International Campus of the School of Dentistry

Tehran University of Medical Sciences

Introduction:

This regulation determines the method and process of obtaining the thesis courses in the International Campus of the School of Dentistry of Tehran University of Medical Sciences.

A. Thesis Credit 1: Determining the topic and writing a pre-proposal

1. Determining the topic

After selecting the supervisor, the student must confirm the title of the selected thesis in the form of an attached worksheet as follows:

- a) Educational sections consisting of at least four faculty members or clinical instructors, approval of the head of the department and the research representative of the mentioned department

Note: In order to coordinate and eliminate overlaps in the selection of the subject, the research representative of the mentioned departments must register the title with the research deputy of the educational department and follows the issue.

- b) Other educational departments that have less than four faculty members or clinical instructor as well as the Department of Dental Biomaterials, approval of the research representative of department and the director of the relevant department is required.

Note: In nonapproved subjects, the student must select another subject under the supervision of the relevant supervisor and proceed as described above.

2. **Pre-proposal writing:** The student must enter his pre-proposal in the research site. At this stage, it is not necessary to complete the section "Method of calculating the sample size" and "Tables related to costs."

The supervisor must approve the student's pre-proposal in his account in the research site. It should be noted that the pre-proposal will be editable after the supervisor's approval at this stage.

The score of the thesis credit 1 must be specified by the relevant supervisor based on the checklist sent by the research deputy.

B. Thesis Credit 2: Approval of the proposal and obtaining the code of ethics

1. The proposal must be approved as follows:

a) Educational departments that have at least four faculty members or clinical instructors, approval of the head of the department and research representative of the said department.

b) Other educational departments that have less than 4 faculty members or clinical instructors as well as dental biomaterials, approval of the research representative and the head of the mentioned department.

2. If the proposal is related to the educational departments with at least four faculty members or clinical instructors, it must be submitted by the student in the presence of the research representative of the department, the head of the department and the relevant supervisor.

3. In other cases, the proposal is presented by the student in the presence of the relevant supervisor, group research representative and group manager.

Note: The quality of the proposal makes five points of the final score dedicated by the research representative of the relevant group.

4. The proposal will be examined by the research council of the relevant department after the approval of the research representative of the relevant group and also the head of the relevant department. The presence of the research representative of the department in the research council of the group is mandatory. After eliminating possible problems and approval of the research representative of the relevant group, the proposal is fully entered in the research site. The proposal is then reviewed and finally approved by the Research Council of the International Campus of the School of Dentistry.

5. The Research Council may select an arbitrator to oversee the correction of possible errors in the proposal.

6. Five points from the final grade are given by the Vice Chancellor for Research of the International Campus of the School of Dentistry. If the proposal is not approved in any of the steps, the student must choose another topic under the supervision of the relevant supervisor.

7. The remaining ten points will be based on the supervisor's opinion.

8. After approving the proposal, the student must respond to the correspondence of the ethics committee in the research site to determine the code of ethics.

Note: If you want to apply for grant, the supervisor must act at this stage. In this case, the proposal must be examined in the Research Council of the International Campus of Tehran School of Dentistry and the Research Council of the International Campus of Tehran University of Medical Sciences or at the Research Council of other research centers. The proposed defects must be eliminated in due time and uploaded in the research site.

C. Thesis Credit 3: Thesis implementation phase

The student must submit the first and second progress report of the thesis credit 3 after the signature of the relevant supervisor to the expert of the research deputy.

2. One of these two reports is related to the actions taken (15 points) and the other is related to the statistical results of the thesis (5 points).

D. Thesis Credit 4: Thesis defense

1. After completing the thesis procedures and completing thesis drafting, the student must submit the article resulting from the thesis to the approval of the relevant supervisor and statistical consultant.

2. The student must submit the confirmed Persian-English abstract of the thesis approved by the supervisor(s), the research representative, the statistical consultant and the research expert to the research deputy to determine the time of thesis defense.

3. After the appointment, the student must submit and defend his / her thesis on time and answer the questions of the jury.

4. After providing answers to the judges' questions, the student's score is presented by the jury and its grade point average is announced as the final score.

5. The score of the thesis 4 will be based on the jury's opinion.

Other concerns:

1. The quota for professors who teach both practical and theoretical credits at the International Campus (as well as the department of dental biomaterials, which has only theoretical credits) at each entrance consists of two first supervisors and two second supervisors. There is no restriction for the advisor.

2. The quota for professors who teach only theoretical credit or only practical credit in the international campus consists of two second supervisors in each entrance. There is no restriction for the advisor.

3. The criterion for reviewing the teaching of theoretical and practical credits, the current semester and the previous semester is being present at least one day a week (for practical credits) and its approval by the expert of the research deputy.

4. Clinical instructors and tuition fees professors can only be second supervisor or advisor.

5. The quota for or clinical instructors at each entrance consists of two second supervisors. There is no limit for the advisor.

6. Professors with a tuition fee are not allowed to supervise more than three dissertations at the same time.

7. Regarding students' thesis, if the first and second supervisors are from the same department, it is not allowed to select the advisor from the same department, and if requested, the advisor must be selected from another department.

8 The proposals submitted to receive the code of ethics must be entered correctly and completely in the research site. Otherwise, they will not be examined.

9. The executor will have one week time to respond after receiving the letter in the ethics committee, and after two reminders in the third week, the proposal will receive an archive warning proposal. Correspondence of the ethics committee about thesis is done with the student.

10. In order to receive the ethics code, plans and theses must not have begun their implementation processes.

11. Having ethics code is a prerequisite for defending a thesis.

12. In order to defend the thesis that are the clinical trial credit, in addition to registering in the national system and receiving the ethics code, obtaining the IRCT code is also necessary.

Iranian Registry for Clinical Trials [https:// fa irct.ir/](https://fa.irct.ir/)

13. If the student decides to change the title of his / her thesis, he / she must submit a letter of commitment bearing the supervisor's signature stating that the date of his / her defense is after submitting the pre-proposal to the research deputy and he / she should not apply for defense earlier than that date.

14. Changing the supervisor must be done in written form and with the approval and consent of the supervisor and the research deputy. Obviously, if the supervisor changes, all the steps have to start from the beginning.

15. At the end of each semester, the Vice Chancellor for Research of the International Campus must submit the list of students who have received the grade of thesis 3 to the Vice Chancellor for Research of the main campus.

16. In case the student has submitted his / her progress report to the campus research deputy, it is not possible to change that thesis to a research project.

17. The stages of approving the proposed thesis plans must be carried out prior to the start of the thesis implementation processes.

Note: The research vice chancellor is obliged to send the received list of students who have submitted the progress report form to the research centers every 2 months.

18. The time interval between the registration of the thesis subject and the time of its defense should not be less than one year.

19. The thesis score will be calculated from 20 only if the student has at least one published or accepted English article (ISI / Pubmed / Scopus) related to the thesis topic, and by submitting the accepted or published English article indexed in other Databases or Persian scientific research journals, his/her score will be calculated from 19; otherwise, the maximum thesis score will be calculated from 18.

20. If the student has another research CV during his studies, he/she will be awarded according to the form available on the site.

21. Registration of grades in CIPAD site is subject to the completion of documents related to each credit in the Vice Chancellor for Research and their approval. The scores must be submitted to the research deputy in time; otherwise, the student would gain the refusal point of 11.50

22. It is not possible to settle the account before the thesis corrections mentioned in the defense session.

23. Completing the documents related to the submission of an article and its approval by Dr. Kharazi (obtaining two points if the article related to thesis is indexed with affiliation of Tehran University of Medical Sciences in ISI, PUBMED, SCOUPS with common keywords and presence of at least the supervisor or the advisor, obtaining a score indexed in the internal research journal or other indexed English journals) and checking student documents before defense should be in accordance with the checklist on the research site.

24. Submitting a PDF and WORD thesis file to the library is mandatory.

25. The reception of thesis defense sessions should be simple and without any formalities and in the dignity of the thesis defense session. The presence of companies outside the faculty for catering and reception is not allowed.

26. Systematic review studies can be presented in the form of a thesis. Provided that, prior to the defense, the article resulting from the thesis (student being first author or corresponding author) has been published in one of the ISI / Pubmed / Scopus journals.

27. Questionnaire studies can be presented in the form of a dissertation only if the design of the questionnaire and its validity and reliability are done in the dissertation.

28. If the questionnaire studies are to be conducted with ready-made questionnaires in the form of a thesis, the significance of the study and the statement of the problem must be presented to the campus research council at the time of registering the thesis title, and its necessity must be confirmed.

29. The honored faculty members intending to register a research project must ensure that their profile is completed in the scientometrics site of the Ministry of Health and Medical Education.

30. Any changes in the students' proposal must be reported to the Vice Chancellor by the first supervisor (and in coordination with the second supervisor). The chairman of the jury must review the compliance of the thesis and the proposal in the defense session. In case of non-compliance, the thesis score will be deducted.

31. This regulation was approved by the Research Council of the International Campus of the School of Dentistry of Tehran University of Medical Sciences on 1398/07/24.