

## **Executive Instructions for the New-Route PhD Program for International (Non-Iranians) Students**

### **Introduction**

The New-Route PhD program is one of the most important courses in training required human resources in various countries. Graduates of this course provide services in identifying societal needs, solving problems and providing appropriate advice to those involved, in addition to teaching and research.

In accordance with Internationalization of Higher Education and Research, it is necessary to prepare plans, rules and regulations based on international needs and presence in international arenas. Currently, there are education- and research- based regulations for specialized doctorate courses in the country.

This regulation is intended to meet educational needs of international applicants and students based on existing facilities and conditions, in which, student admission will be based on approved projects and professors' abilities. The New-Route PhD program is a specialized course, designed for non-Iranian applicants.

### **The Purpose:**

1. Assisting the scientific advancement of non-Iranian applicants,
2. Enhancing the university faculty members' achievements and expanding the university's post-graduate educational activities in the international field,
3. Introducing faculty members' abilities in human resource training at the international level, and
4. Generating revenue from this department's activities.

### **Definitions:**

#### **Supervising Professor:**

- ✓ A faculty member with the rank of “Associate Professor” or a “Teaching Professor/Research Professor” with an H-index of 10 or higher, or an

“Assistant Professor” with at least 3 years of work experience with an H-index of 15 or higher, in the desired field.

- ✓ Should have the necessary expertise regarding the desired research (as determined by a review of the relevant professor's research records).
- ✓ Should have published 4 articles, as the first or corresponding author, in prestigious international journals in the last two years.
- ✓ Should have mentored at least 3 specialized PhD students, whose dissertations have been successfully defended.

### **Applicant:**

A non-Iranian applicant is the one with a Master's degree or a professional doctorate or higher, along with a research topic, based on the supervisor's opinion. Students' CVs and English language proficiency should be confirmed by the university's International Vice-Chancellor. **If necessary, the applicant is required to successfully pass English language courses at the university's International College.**

### **Teaching Department:**

Teaching department is a division of the university, comprised of members of the teaching and research faculties. Teaching department can be a school (relevant educational department), a research center (overseen by the Vice-Chancellor of Research and Technology at Tehran University of Medical Sciences), a clinical department, a knowledge-based companies, or growth centers affiliated with the university.

The specialized Advisory Committee for international student admission is managed by the Directory of International Affairs & Development, which includes the following members:

- Supervisor
- Vice-Chancellor or International Liaison of the faculty, research center, or hospital

- Vice-Chancellor for Educational Affairs, International Campus representative
- Vice-Chancellor for Research Affairs, International Campus representative
- The university Graduate Studies representatives
- Directorate of International Affairs & Development representative
- **The representative of the university's Vice-Chancellor for Research and Technology (in case the applicants are admitted in research center or institute and their supervisor is one of the university's faculty member).**

Directory of International Affairs and Development is in charge of the International Student Admission Committee.

#### **Article One: Admission Procedure:**

- a) Introducing qualified faculty members by the schools, along with their research areas,
- b) Introducing qualified faculty members through university's website, along with their research areas,
- c) Submitting applicant's request and CV to the faculty member, who serves as a supervising professor,
- d) Evaluating applicant's CV and confirming the initial approval by supervising professor,
- e) Aligning the applicant's requested field of study with the university-approved titles and fields, as determined by the supervising professor and Vice-Chancellor for Educational Affairs, International Campus.

**Note:** Depending on the case, the supervising professor and the teaching department can determine the candidate's ability to study in the relevant field through in-person or online interview.

- f) If the applicant's desired field is not approved by the university, it will be reviewed by an expert Advisory Committee and the supervising professor, and

if approved, it will be forwarded to the committee for adaptation and customization of international education courses. It should be noted that before starting the applicant's studies, the approval of the relevant field must be obtained. The Vice-Chancellor for Educational Affairs, International Campus will be responsible for following ups and obtaining permission for the proposed fields.

**g) Determining the research topic for the applicant by the supervising professor**

h) Submitting registration documents to the admissions committee, which include the following:

- The completed application form of the applicant from the International Admissions' website
- The applicant's last educational qualification, including Bachelor's degree
- The supervising professor's approval letter to be submitted at the Admissions Committee

i) Drafting of the proposal by the applicant with the guidance of the supervising professor

j) Approval of the proposal by the specialized Advisory Committee

**Article Two: Assigning Supervising Professor**

The supervising professor is determined based on the student's request, the professor's written consent, and the relevant department's approval. If the suggestion of the supervising professor is necessary, two supervising professors are jointly responsible for guiding the student's dissertation, but the ultimate responsibility for the dissertation rests with the first supervising professor. The second supervising professor and consultant professors may be selected from outside the university or country.

The first supervising professor must be one of the university's faculty member and be qualified under the conditions mentioned above. The second supervising professor must be assistant professor and an h-index of at least 5 in

Scopus profile. In special cases, under the request of the first supervising professor and with the approval of the department, faculty, or research center and the approval of the Educational Council of International Campus, each student can have a maximum of 3 supervising professors. Also, each student can have a maximum of 3 advisors, while the first advisor's opinion being the most important. If the first supervising professor is one of the professors working at the hospital (clinical colleagues), it is necessary to select the second supervising professor from qualified colleagues in the relevant field.

### **Article Three: Registration Procedure and Introducing to the Professor:**

After applicant's acceptance process, the registration and legal process of registration at the university will begin.

- a) The applicant refers to the International Vice-Chancellor's website and fills out the registration form. The applicant will find all necessary information online.
- b) The course fee is deposited into the account of the International Vice-Chancellor according to the rules.
- c) The student will be introduced to the International Vice-Chancellor for Educational Affairs, after going through the registration process.
- d) International Vice-Chancellor for Educational Affairs introduces the student to the university so that the student can receive a student number.
- e) Once a student receives student number and is registered, International Vice-Chancellor for Educational Affairs introduces student to the department and the professor in charge.

**f) If a student is accepted through one of the university's faculty members at the research center, the university's Vice-Chancellor for Research and Technology should also be informed of the student's information and the supervisor.**

#### **Article Four: Education Process:**

a) **Before student's proposal defense session**, student must complete 6–10 course credits over the course of one to two academic semesters, depending on the topic of the proposal (dissertation), type of degree, or student's previous field of studies. **Passing this semester will be counted in the academic years of the student.**

b) The outcome of the student's evaluation in the specified courses will be announced as "pass" or "fail." If a student fails a course, he or she must retake the course and pass it with a passing grade. If a student cannot complete its educational credits within three academic semesters, he or she will be prohibited from continuing his or her education.

c) If the designated course credits are not offered by the teaching department, the supervising professor and Vice-Chancellor of the International Educational Affairs may introduce the student as a guest to a faculty or university that does offer the course units.

d) Duration of the program for PhD international students is minimum 3 and maximum 5 years.

**Note:** The Educational Council of the International Campus will make the decision in exceptional circumstances regarding the extension of the duration of the program upon supervising professor's request.

#### **Article Five: Research Stage; Dissertation:**

a) The student is obliged to submit the proposal within the framework of the proposed plan and obtain the supervising professor's approval at the same time as passing the educational credits.

b) The Defense Committee for the defense session of the proposal and the dissertation includes the following:

1. Supervising professor(s),

2. Advising professor(s),
3. Two faculty members of the department, suggested by the supervising professor and approved by the educational department,
4. Representative of the International Campus, Specialized Advisory Committee (faculty member),
5. At least one external referee (from outside the university), chosen by supervising professor and approved by the **department, school, Vice-Dean for Scientific & Research of the Research Center or Specialized Advisory Committee for International Admissions.**

**Note:** At least one of the external referees should be a faculty member with the rank of “Associate Professor” or higher.

c) After the proposal has been approved by the Defense Committee, Graduate Education Council of the school/Scientific & Research Council of the research center, student is required to register the proposal in “Pajoheshyar” system and after receiving the **approval of the Ethics Committee**, proceed to obtain the dissertation credit and extend it in subsequent semesters until the time of the defense session.

d) The supervising professor is responsible for the follow-ups of the dissertation process.

e) In cases that student needs to be in other countries, including the country of origin, to collect data, with the consent of the supervising professor and the student's host center and the approval of the Vice-Chancellor of International Campus, he/she should complete part of the dissertation in one of the requested countries.

#### **Article Six: Dissertation Evaluation:**

a) According to the dissertation evaluation worksheet, the dissertation is evaluated based on the scientific quality of the research, the level of innovation, how the research findings are defended, and how it is written.

b) **For the final defense session, the student must have 2 published or accepted articles in the journals indexed in JCR, Scopus, or PubMed, or 1 article in the**

**journals categorized in Q1 or in the top 10% of articles in one of the fields related to the Web of Sciences course. Publication of international patents can be replaced by articles.**

c) At the beginning of the defense session, the Graduate Education representative will hand over the evaluation worksheets to the members of the Defense Committee, and at the end of the session, takes the worksheets from them and report the results to the student, school's Office of Educational Affairs, research center, clinical department, knowledge-based companies affiliated with the university.

d) The score and grade of the dissertation are determined as follows:

1. Unacceptable
2. Acceptable
  - 2.1 Excellent
  - 2.2 Very Good
  - 2.3 Good

e) If the Defense Committee considered student's dissertation as "Unacceptable," the student has a maximum 6-month time to make the necessary corrections and defend his/her dissertation again.

f) If the Defense Committee determines that the dissertation requires any kind of revisions or corrections, the student is obliged to make those revisions, and the result will be reported to the supervising professor after approval by the professor or professors appointed in the dissertation defense session as the Co-Referee.

#### **Article Seven: The Duration of the Course and its Extension:**

a) According to Article 3, item "d," a student can take the New-Route PhD course for minimum 3 and maximum 5 years. If necessary, this period can be extended up to 2 semesters, according to the suggestion of the student's supervising professor, teaching department, and the approval of International Campus Educational Council.



b) If the student is unable to finish his/her studies in maximum 5 years, because of any unexpected reasons, student is required to submit an official Extension of the Course Duration Request letter, along with the approval of the supervising professor, to the Office of Educational Affairs, International Campus, at least one month prior to the end of the maximum amount of permitted time for education.

**Article Eight: Study Leave, Withdrawal Study, and Educational Deprivation:**

a) In some exceptional cases, where the student has a valid excuse, student can use Study Leave for one semester, which will be included in academic study years, through submitting necessary documents, after the approval of the supervising professor/school's Postgraduate Education Council/**Scientific-Research Council** of the research center and the approval of the Educational Council of the International Campus and according to the maximum allowed period of study.

b) In cases, where the student encounters events that are beyond his/her control, the period of student's absence will be considered "Justified" with the approval of the International Campus Educational Council.

c) In the following cases, student will be deprived of continuing education:

- ✓ Student's dissertation is evaluated as "Unacceptable" after the second defense,
- ✓ Student's permitted study period ends,
- ✓ Student does not meet the continuing education requirements, scientifically and ethically (Educational Council of the International Campus or the university, as a decision-making authority, with the presence of the supervising professor/**representative of the school's Graduate Education Council /representative of the Scientific-Research Council of the research center**).

d) In case student withdraws his/her studies or is deprived of continuing his/her studies in specialized doctorate program, the university can only issue a certificate, based on the student's academic record, following the relevant rules

and regulations. The issued certificate is in no way recognized as a current university degree.

e) In other cases that are not specified in this instruction, the Educational Council of the university will be the decision-making authority.

### **Article Nine: The Process of Graduation and Awarding Degree:**

a) After successfully passing the course credits and dissertation (with these grades: Excellent, Very Good and Good), the student will be awarded a PhD degree. The date of graduation is the same as the date of dissertation defense session.

b) In the awarded degree, the title of PhD and the topic of the research, based on the dissertation, are mentioned.

c) Issuance of degree will be subject to administrative procedures, approved by the university.

### **Article Ten: Financial Affairs:**

The net income from the tuition fees of the New-Route Ph.D. students, after deducting the share of the university and the International Vice-Chancellor (20%), is allocated as follows:

10% for the school's/research center's/clinical center's share, which will be spent based on the decision of the university's International Vice-Chancellor.

10% for the group's or department's share, which will be spent by the university's International Vice-Chancellor's decision.

80% is allocated to the relevant professor for educational (teaching tuition fee) or research (dissertation), and other expenses.

(Up to 50% of this budget can be paid as professors' teaching tuition fees)

- Teaching educational courses delegation, from the relevant professor to other professors, is subject to submission of the related professor's request letter to the Vice-Chancellor for Educational Affairs of the International Campus.
- Educational tuition fees are paid to the professor in each academic semester.
- Teaching tuition fee will be paid based on each semester's teaching report, which is given to the Vice-Chancellor for Educational Affairs of the International Campus.