

Office of the Vice President for Cultural and Student Affairs

Guidelines of the Students Medical Commission

This guidebook provides students with the policies and procedures of the University Exam Absence Review Committee, called “*Students Medical Commission*”. The guide outlines the rules and regulations regarding excused absences from final exams due to medical or other extenuating circumstances. It informs students about the documentation required, the review process, and the committee's criteria to evaluate requests for authorized absence from university final exams.

Responsibilities of the Students Medical Commission

- The Medical Commission is responsible for reviewing and providing assessments on all medical and psychiatric certificates that result in non-participation in exams, changing majors, withdrawals, academic leaves, course omissions, and absences from the hospital exceeding ten days.
- Any outpatient medical certificate leading to course omission and falling below the educational regulations threshold must be approved by the reputable clinic doctor of the university within 24 hours.
- The Commission does not have the authority to review medical certificates for periods of less than ten days when there is no absence from exams.

Medical Documentation:

This includes original sickness certificates (medical leave) detailing restrictions on physical activity, consideration of special disease-related conditions, duration of treatment (inpatient or outpatient) for physical or mental illnesses. These certificates must be issued by expert doctors from medical science universities or affiliated university hospitals, meeting specific criteria for submission to the Commission as per the policy.

General Criteria for Acceptance and Examination of Medical Certificates:

1. Medical certificates must be original, free of alterations, and specify the illness type, start and end dates of rest or disability, bearing the seal and signature of a specialist doctor.

2. Applications and medical documents can only be submitted to the Commission through the education department of the respective school/university; submissions through other channels will not be accepted.
3. The Commission reviews medical certificates for all university students except *Shahed and Isargar* (Veteran) students, whose certificates are assessed by their respective special commission. However, if requested by these entities, the certificates will also be presented to the main Commission.
4. Students with psychiatric issues must visit the Student Counseling Office on all working days. After case filing, consultation with the psychologist or psychiatrist, and attending the psychological committee, the student's case is presented to the Medical Commission for a final decision.
5. Sick leave issued by private doctors is not considered valid by the Commission.
6. Outpatient illnesses lasting less than three days resulting in exam non-participation must be confirmed within 24 hours before the certificate's expiration by a doctor at the Office of Vice President for Cultural and Student Affairs Clinic.
7. The education expert must thoroughly review all disease documentation, ensure completeness, submit original documents via the Chargoon system and secretariat, and proceed with informing the student about the commission's decision through the Chargoon system. The deadline for submitting school documents is a maximum of 10 days for outpatient cases and 30 days for hospitalizations.
8. An official written communication from the education department of the school/university, specifying student details, field of study, level, and nature of request (e.g., sick leave, change of field, deletion of field, exam absence), along with Form B of the Medical Commission, must be sent through the education department to the Medical Commission.

Specific conditions for the reception and investigation of students' medical certificates and documents:

1. The student application form must include the date, signature, and contact number.
2. The original medical certificate must be sealed and signed by the treating physician, providing a detailed account of the date and cause of the illness without any alterations.
3. The original medical prescription should bear the seals of both the doctor and the pharmacy.
4. All original medical test results, including laboratory tests, radiology reports, ultrasounds, and other relevant clinical documents, must be attached.

5. In cases of hospitalization, the original summary of the hospital case report and patient history, bearing the hospital's seal, should be included.

6. For students absent from exams due to illness:

6.1. Students residing in Tehran must visit the university clinic between Saturdays and Wednesdays from 9:00 AM to 3:00 PM during exam periods. During holidays, they should consult trusted doctors affiliated with medical centers under university supervision.

6.2. Non-resident students must visit a trusted doctor at local hospitals or health centers during illness and submit their complete medical certificates and documents to the school within 72 hours after discharge.

7. In cases of childbirth, students must provide the original birth certificate, a summary of the hospital case report, confirmation of medical documents, a copy of the mother and child's birth certificates, and the doctor's sick leave within 30 days from the illness date to the education department for review.

8. Pre-delivery sick leave requires submission of all pregnancy ultrasounds, doctor's letters, hospital documents, and previous records within ten days for evaluation by the clinic's gynecologist if needed.

9. The Medical Commission does not review medical exemption cases. Students failing to attend physical education exams must submit their medical records and documentation along with a confirmation letter of inability to attend (issued by orthopedic professors from Rasoul Akram or Shafayahyaeian hospitals) to the commission.

Records and Documentation for Pregnancy, Childbirth, Infertility, and Abortion:

1. Original specialist doctor's certificate

2. Original or copy of ultrasounds

3. Original prescription with pharmacy seal, or a drug printout with tracking code

4. Form B of the Medical Commission sealed and signed by the education department

5. For pregnancy: Original or copy of ultrasounds, specialist doctor's certificate, Form B of the Medical Commission, pharmacy-sealed prescription, laboratory tests sealed by the laboratory

6. For childbirth: Original child's birth certificate, hospital case report summary, copy of mother and child's birth certificates, gynecologist's medical certificate, Form B of the Medical Commission

7. For abortion: Copy of medical records and other mentioned documents

8. For high-risk pregnancy: Relevant records as per specialist doctor's certificate

9. For IVF: Relevant documents including birth certificate copies

10. For high blood pressure or gestational diabetes history: Latest laboratory-approved medical tests.

Psychiatric Diseases:

1. The original certificate issued by a specialist doctor (psychiatrist) specifying the type of disorder.

2. The original prescription with the pharmacy's seal and signature or a drug printout with a tracking code.

3. Form B of the Medical Commission endorsed by the education department of the school/university.

4. Academic records list with course transcripts (excluding assistants).

5. Referral to the counseling center for assessment, formation of a psychological committee, and communication of the committee's opinion to the Medical Commission.

6. Submission of any necessary psychological tests, neuroimaging results, images, or color photos.

7. Copy of the individual's outpatient or inpatient case file and history.

Emergency and Elective Surgeries for Bone Fractures:

1. The original certificate from a specialist doctor.

2. Original hospitalization file, summary of hospitalization description, and patient's procedure details.

3. Latest MRI and radiology reports in original.

4. Original laboratory test reports and prescriptions sealed by both pharmacy and laboratory.

5. Form B of the Medical Commission, along with an official correspondence letter from the education department of the school.

6. The original pathology report.

All Medical Records and Documentation (Communicable Diseases, Non-communicable Diseases, etc.):

1. Specialist doctor's original certificate.

2. Original drug prescription sealed and signed by the pharmacy or drug printout with tracking code.
3. Form B of the Medical Commission endorsed by the education department of the school/university, along with an official correspondence letter.
4. Original laboratory test reports and prescriptions sealed by both pharmacy and laboratory.
5. Original hospitalization file with a summary of the hospitalization description.
6. List of academic records with course transcripts (excluding assistants).
7. Confirmation from a trusted clinic doctor during exam session absence, particularly important for international students to consult the trusted clinic doctor.

Note:

1. The Medical Commission does not approve reviews of non-attendance in class.
2. An illness certificate alone may not justify exam non-participation; decisions are made based on medical documentation by commission members.
3. Incomplete submissions and private doctors' certificates will not be approved by the Commission.
4. After initial file review by the school, deficiencies and necessary explanations are noted in the Chargoon system.
5. The Student Medical Commission convenes monthly at the Office of the Vice President for Cultural and Student Affairs if a quorum of 10 cases is met.
6. The Medical Commission solely approves or rejects based on disease type and nature; other matters like reducing workload are beyond its scope.
7. For pregnancy-related leave without complications, if a student requires leave, only pregnancy nature is considered by the Medical Commission. The education department of the school will then proceed in accordance with Note B, Article 26 of the Family and Youth Population Support Law for pregnant students or those with children under two years old, acting in alignment with educational regulations.
8. All medical and psychiatric documents should be sent to the Medical Commission room. 3rd floor, the Office of Vice President for Cultural and Student Affairs, Iran University of Medical Sciences. Inquiries can be made by calling 88622673 for clarifications or doubts.