



Iran University of Medical Sciences
Office of Vice President for International Affairs

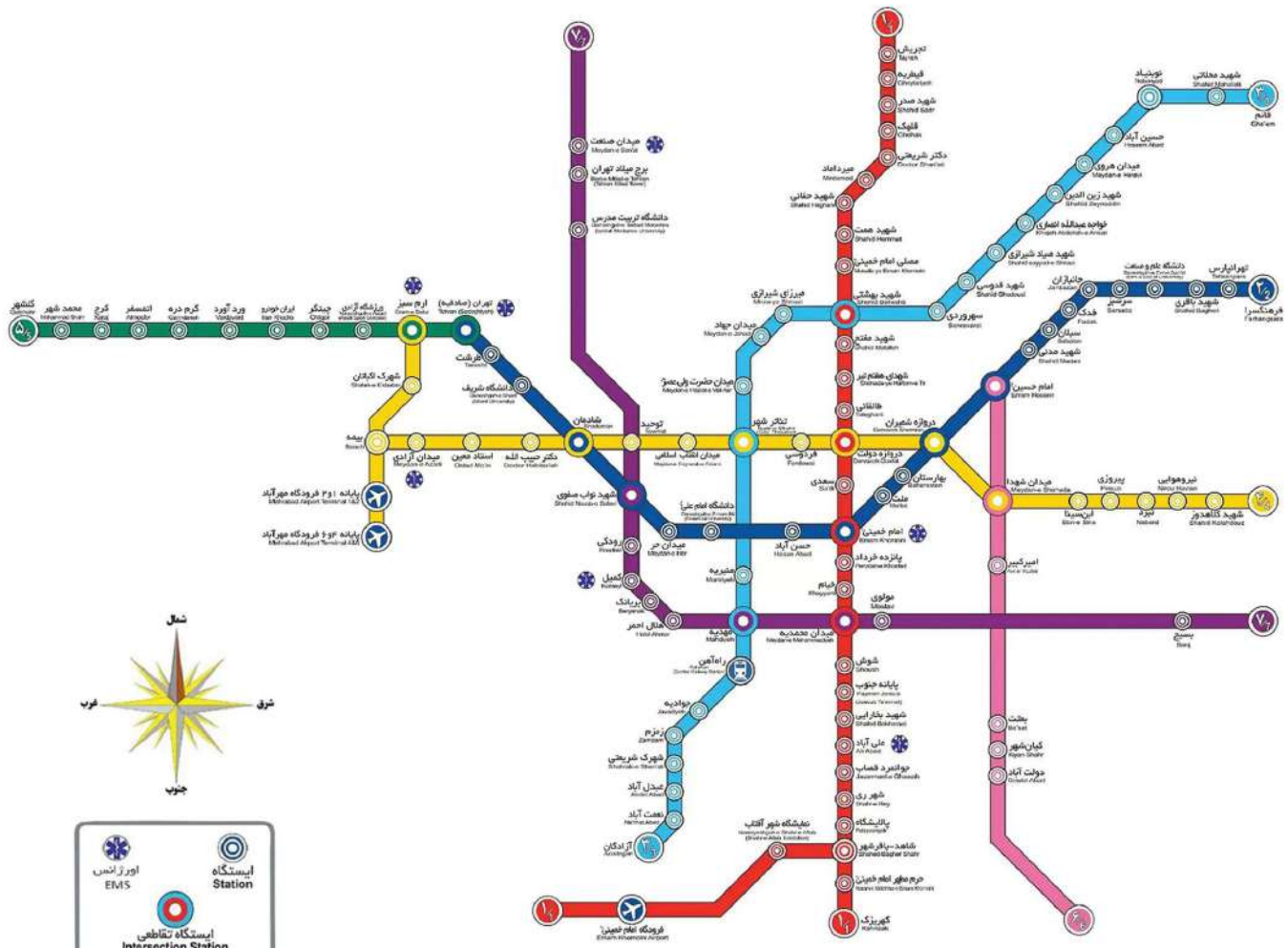


Instructions and Guidebook for New Students



IRAN UNIVERSITY OF
MEDICAL SCIENCES





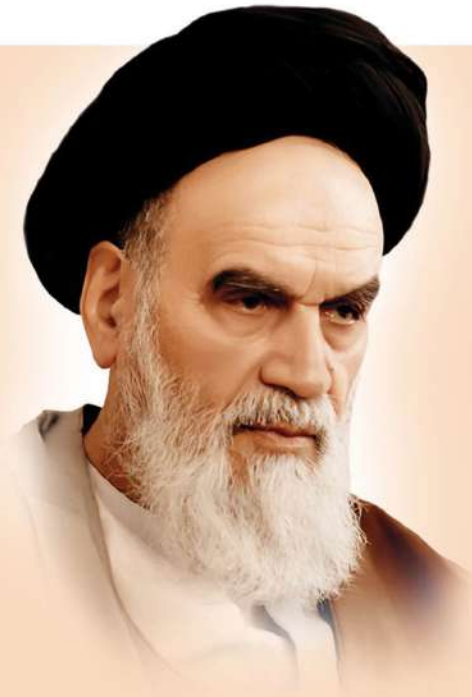
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شرکت بهره برداری راه آهن شهری تهران و حومه
 Management of Communication and International affairs
 Tehran Urban & Suburban Railway Operation Co
 سامانه تلفن گویا: ۰۶ - ۸۸۷۴۱۶۳۳ سامانه پیام کوتاه: ۳۰۰۰۴۲۷۷
<http://metro.tehran.ir>

ایستگاه‌های فعال Opened Stations

Contents:



Message of Imam Khomeini

If the universities are truly Islamic universities, that is, along with successful education, there is also refinement and commitment, they can bring a country to prosperity. I order the fragrant and blooming flowers of the Islamic world to appreciate the sweet moments of their lives and to prepare themselves for a great scientific and practical struggle to achieve the great goals of the Islamic Revolution and to try to spread the faith in these colleges and universities. strengthen in themselves. The faith that makes you honorable both here and in front of the truth, and you enter the Almighty with dignity.





Message of the Grand Leader Ayatollah Khamanei

The university should train students who are hopeful about the future, optimistic about the state of the country and optimistic about the future. The most basic issue is this. Today's student should make sure that tomorrow, when the turn of management, efficiency, planning, and reforming comes to him, what will be delivered to him is a better country than today; you students are among the best hopes of the country's future. What everyone should know is that, by the grace of God, a huge number of yesterday's students are now engaged in great work in the country and feel the joy of serving the advancement of knowledge and technology in their country with all their heart. Our students today - in any part of the world - will have the opportunity to join these groups of believers and servants and make the country completely free of foreigners. This movement, when it is done with a sincere and godly intention, is Jihad for the sake of Allah.





Welcome Message of the University President to New International Students

Dear young, aspiring students to be studying at the
Iran University of Medical Sciences

The future of the nation and land you belong to lies in your hands, and I find the sense of truth-seeking in your hearts alive and alert, and be aware that the way to salvation lies in honesty and righteousness.

There exists a deep connection between science and the Islamic religion, the existence of which is required for any growth and development that intend to guarantee the happiness of humanity.

Many efforts are being made to divide communities and to keep youths away from the path of learning and piety so that global arrogance can grow its influence on nations. Science is the basis of civilization-though not a sufficient condition-and needs to be accompanied by "faith in the Unseen" as well as self-confidence; because without self-confidence nations will be reduced to ashes. Dear brothers and sisters, I request you to get to know well the Islamic Republic of Iran during the time you are studying at the university and establish the foundations of Islamic civilization in the region together with your Iranian brothers and sisters and peer students.

Don't miss the opportunity to understand Islam and Iran properly, without prejudice so that future generations may remember this period of history well due to your responsibility towards the truth.

I wish you all good health and success.

Abdolreza Pazouki
President, Iran University of Medical Sciences





In the name of GOD

Dear Students of the Iran University of Medical Sciences

With the arrival of the spring of science and the new academic year, energetic educational, research, and student activities will begin, in the direction of scientific progress and sustainable development, in the Islamic society.

These days are the beginning of a period when scholars and science seekers prepare themselves to play an effective role in the future, by taking advantage of the knowledge of professors and scientists.

University has always been considered a center for thinking and intellectual brainstorming in society, and in this regard, each member of the university community is supposed to move forward in the direction of scientific and cultural dynamics by creating a friendly and cheerful atmosphere.

I sincerely congratulate the beginning of the academic year to the university community, the big family of the Iran University of Medical Sciences (IUMS), and particularly to the new students of the IUMS International Campus who have stepped into the sacred environment of the university for the first time.

Wishing you good health, happiness, and success always.

Mehdi MOGHATAEI, MD

Vice President for International Affairs,
and Head of the International Campus





Iran University of Medical Sciences
Office of Vice President for International Affairs

Education



International Students in Medicine (M.D. and M.B.B.S.)

Doctor of Medicine, abbreviated as M.D., is actually a doctorate in professional medicine. In fact, a medical student needs to pass a total of 292 credits during 4 levels of basic sciences, physiopathology, clinical apprenticeship (for 2 years), clinical internship (for 18 months), and successfully complete a comprehensive exam and clinical qualification.

Bachelor of Medicine and Bachelor of Surgery (M.B.B.S) is a medical degree that can be achieved by completing general medicine at the undergraduate level, and the holders of such a degree can work as a surgeon or doctor. MBBS Students graduate after passing 202 credits in three levels of basic sciences, physiopathology, clinical apprenticeship (for 2 years), and completing a comprehensive exam and clinical qualification.



Education regulations for International Medical Students:

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their last academic degree to the relevant expert, and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.

Course Registration:

After receiving their student number, the students can enter the educational system of the university (called SAMA) at <https://sama.iums.ac.ir/>. At the beginning of the first academic semester, the Education Department will select the course units for new students. But, in the following semesters, it is the students' responsibility to select the units; the students must choose the units within the time frame that the university offers in the form of educational units for each academic semester. It is noteworthy that students should enter their list of selected course units in the unit selection form that the Education Department makes available to the students through their representative, and hand it over to the Education Dept., and the students' choice of course units will be finally approved after the confirmation of the Education expert.

Drop or add a course:

Students are permitted to drop or add 2 courses within the time frame for adding or dropping, and put the dropped or added courses in the form and hand it over to the Education Dept.

Number of course units allowed in each semester:

- A student must take at least 12 to 20 course units in each academic semester.
- A student whose grade point average (GPA) in one academic semester is 16 or higher can take up to 24 course units in the next semester with the instructor's permission and the approval of the School.
- A student whose GPA in the previous semester is below 11 is considered conditional and is permitted to select only up to 14 units.
- In the last semester, if a student is not conditional in the semester, can take up to 24 courses, taking into account that the selected courses should not interfere with each other in terms of class and exam time.

Letter of Enrollment:

A student can request a letter of enrollment once a semester. The letter of enrollment, written in Persian language, is systematically sent to the Vice President for Education and Graduate Studies, and the letter number is taken from the Office of Vice President for Education. The original letter, stamped and signed is received from the Office of Vice President for Education located in the university main office.

Leave of Absence:

Canceling all the course units taken in a semester in a semester maximally before the onset of final examinations is permitted only if the Educational Council of the university approves that the student is unable to keep on studies in that semester. In this case, the mentioned semester will be considered as an academic leave of absence for the student, counting in total permitted years of study.



Urgent Cancellation and Medical Cancellation of Course Units:

- In the academic calendar of the university, the dates of urgent cancellation and single course cancellation are specified. The calendar is uploaded and announced each semester on the university website by the General Education Department, and it is also sent to the students' representatives by the Education Department to inform all students.
- If the lesson has been presented and the exam time has passed, the student is not permitted to request for urgent/single course cancellation within the allowed time span; in other words, the students are permitted to request only if the lesson exam has not yet been held and the date of its presentation has not ended.
- For medical cancellation, in case of illness, the students need to submit all the documents regarding their illness along with the approval of a doctor of a hospital or the university clinic to the Education Department. Then the Education Dept. submits the documents to the university's Office of Vice President for Students to be discussed in the medical commission, and the commission decides whether to approve or not, accordingly.

Education experts:

Name and phone number of the education experts for each section in the Education Department are presented in the following table.

Section	Expert	Phone
MBBS	Mr. Rostami	021- 86 70 20 54
MD	Ms. Mirzaei	021- 86 70 20 47
Clinical Medical Education	Ms. Fekri	021- 86 70 20 31
Graduation	Mr. Dadashi	021- 86 70 20 54

Dear international postgraduate students in Specialty, Subspecialty, and Fellowship Programs

Please review the instructions below to learn about education-related issues:

Educational procedure for postgraduate students of Specialty Subspecialty, and Fellowship Programs:

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their identity document along with their last academic degree to the relevant expert and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.



Education regulations for Specialty Programs:

- In the beginning, the admission and enrolment process of the postgraduate student must be done by the Admission Unit of the Office of Vice President for International Affairs of the university. Then, a letter of introduction will be signed and delivered to the Education Department by the Vice President for International Affairs or the Director of the Development of International Affairs Department.
- An email is sent to the student to attend the Dept. of Education within a maximum time-frame of two weeks .
- After receiving the student number and the medical council number, in a letter to the Deputy for Specialty and Subspecialty Education, the student is introduced to the hospital to complete the 18-month course.
- In order to send a letter to the Director of Residency and Subspecialty Affairs regarding the student starting the 18-month course in the hospital, the following items are required:

Student number

Passport number

Father's name

Program and course title

One piece of 4x3 color photo (with full hijab for female students)

Course start time

Medical Council Number

Declaration of proof of tuition payment

Phone number

Last educational certificate

- It is noteworthy that postgraduate students of the specialty, subspecialty, and fellowship programs spend their training course in the hospital, in accordance with the hospital's regulations.

Name and phone number of the expert accountable for the educational affairs of the postgraduate students of Specialty, Subspecialty, and Fellowship programs are as follows:

Name of Expert	Phone
Ms. Mansouri	021- 86 70 20 47



Dear international students in Pharmacy (M. Pharm and D. Pharm)

Please review the instructions below to learn about education-related issues:

The Pharmacy program at the International Campus of Iran University of Medical Sciences is taught in English and includes two separate degree programs: The Masters of Pharmacy (MPharm) degree program and the Doctor of Pharmacy (PharmD) degree program.

Doctor of Pharmacy (PharmD) program:

The PharmD program lasts for 6 years and consists of two stages: At the first stage (preliminary stage) the students need to pass the Elementary Persian language learning course (not recorded in the student's transcript) and pre-university English language learning course (a 3-credit theoretical course). The second stage (main stage), consists of 194 compulsory course units and 19 optional course units; the optional course units will be offered depending on the facilities of the faculty and the daily needs of the students. After taking and passing 180 course units of the compulsory courses, students are required to participate in the 180-unit pharmacy comprehensive exam. The students are allowed to participate in the exam maximally 3 times.



Masters of Pharmacy (MPharm) degree program:

The duration of the MPharm program is 5 years, including two stages: At the first stage (preliminary stage) the students need to pass the Elementary Persian language learning course (not included in the report card) and pre-university English language learning course (a 3-credit theoretical course). The second stage (main stage), consists of 156 course units and the students are to take and pass them during their period of study.



Educational procedure for international students of Pharmacy programs (M. Pharm and D. Pharm):

Enrollment Policy

The preliminary enrollment of applicants is accomplished through online registration at <https://registration.iums.ac.ir>; the student's passport number is used as the Username and Password. After online registration, the Office of Vice President for International Affairs sends the registration documents to the School of Pharmacy and announces the names of the registered students to the university's Office of Vice President for Education.

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their last academic degree to the relevant expert, and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.

PHARMACOLOGY

Course Registration:

Each academic year consists of the first and second semesters as well as the summer semester. The first semester starts in September and the second semester starts in February every year. New students are permitted to take course units after receiving the student number. The instructor's permission and online registration at <https://sama.iums.ac.ir/> are required for new students. To login to their profile, the students need to enter their student and passport numbers as Username and Password, respectively. The students must embark on taking the course units-within the specific time frame-offered by the university at the onset of each semester.

Number of course units allowed in each semester:

- A student must take at least 12 to 20 course units in each academic semester.
- A student whose grade point average (GPA) in one academic semester is 16 or higher can take up to 24 course units in the next semester with the agreement of the supervisor and the approval of the school.
- A student whose GPA in the previous semester is below 11 is considered conditional and is permitted to select only up to 14 units.
- In the last semester, if a student is not conditional in the semester, can take up to 24 courses, taking into account that the selected courses should not interfere with each other in terms of class and exam time.

Drop or add a course:

Students are permitted to drop or add 2 courses within the time frame for adding or dropping, and put the dropped or added courses in the form and hand it over to the Education Dept.

Letter of Enrollment:

A student can request a letter of enrollment once a semester. The letter of enrollment, written in Persian language, is systematically sent to the Vice President for Education and Graduate Studies, and the letter number is taken from the Office of Vice President for Education. The original letter, stamped and signed, is received from the Office of Vice President for Education located in the university main office.

Leave of Absence:

Canceling all the course units taken in a semester in a semester maximally before the onset of final examinations is permitted only if the Educational Council of the university approves that the student is unable to keep on studies in that semester. In this case, the mentioned semester will be considered as an academic leave of absence for the student, counting in total permitted years of study.

Education experts:

All educational processes will be announced via the website of the School of Pharmacy at <http://pharmacy.iums.ac.ir>.

The name and phone number of the education experts at the School of Pharmacy are presented in the following table.

Position	Name	Phone
Head of Education Dept.	Dr. Elham Movahed	021- 44 60 6181 ext (108)
Education expert	Ms. Maryam Qanbari	021- 44 60 6181 ext (114)
Education expert	Mr. Ebrahim Hemmati	021- 44 60 6181 ext (105)



PHARMACOLOGY

Dear international students in Dentistry:

Please review the instructions below to learn about education-related issues:

Lasting for at least 6 years, the Dentistry program consists of three types of courses: general courses (24 units), basic science courses along with a comprehensive exam (39 units), and specialized courses (150 units), which make up a total of 217 units; 4 units of specialized courses are considered optional.

Educational procedure for international students of the Dentistry program

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their last academic degree to the relevant expert, and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.



DENTISTRY

Course Registration:

After receiving their student number, the students can enter the educational system of the university (called SAMA) at <https://sama.iums.ac.ir/>. At the beginning of the first academic semester, the Education Department will select the course units for new students. But, in the following semesters, it is the students' responsibility to select the units; the students must choose the units within the time frame that the university offers in the form of educational units for each academic semester. It is noteworthy that students should enter their list of selected course units in the unit selection form that the Education Department makes available to the students through their representative, and hand it over to the Education Dept., and the students' choice of course units will be finally approved after the confirmation of the Education expert.

Drop or add a course:

Students are permitted to drop or add 2 courses within the time frame for adding or dropping, and put the dropped or added courses in the form and hand it over to the Education Dept.



Number of course units allowed in each semester:

A student must take at least 12 to 20 course units in each academic semester.

A student whose grade point average (GPA) in one academic semester is 16 or higher can take up to 24 course units in the next semester with the agreement of the supervisor and the approval of the pertinent school.

A student whose GPA in the previous semester is below 11 is considered conditional and is permitted to select only up to 14 units.

In the last semester, if a student is not conditional in the semester, can take up to 24 courses, taking into account that the selected courses should not interfere with each other in terms of class and exam time.

Letter of Enrollment:

A student can request a letter of enrollment once a semester. The letter of enrollment, written in Persian language, is systematically sent to the Vice President for Education and Graduate Studies, and the letter number is taken from the Office of Vice President for Education. The original letter, stamped and signed, is received from the Office of Vice President for Education located in the university main office.



Leave of Absence:

Canceling all the course units taken in a semester in a semester maximally before the onset of final examinations is permitted only if the Educational Council of the university approves that the student is unable to keep on studies in that semester. In this case, the mentioned semester will be considered as an academic leave of absence for the student, counting in total permitted years of study.

Urgent Cancellation and Medical Cancellation of Course Units:

- In the academic calendar of the university, the dates of urgent cancellation and single course cancellation are specified. The calendar is uploaded and announced each semester on the university website by the General Education Department, and it is also sent to the students' representatives by the Education Department to inform all students.
- If the lesson has been presented and the exam time has passed, the student is not permitted to request for urgent/single course cancellation within the allowed time span; in other words, the students are permitted to request only if the lesson exam has not yet been held and the date of its presentation has not ended.



DENTISTRY

- For medical cancellation, in case of illness, the students need to submit all the documents regarding their illness along with the approval of a doctor of a hospital or the university clinic to the Education Department. Then the Education Dept. submits the documents to the university's Office of Vice President for Students to be discussed in the medical commission, and the commission decides whether to approve or not, accordingly.

Education experts:

The name and phone number of the education expert at the School of Dentistry are as follows.

Name of Expert	Phone
Mrs. Jomezadeh	021- 66 91 69 69





Listed below are the PhD programs available at the IUMS international campus:

School of Medicine:

Medical education medical physics medical immunology clinical biochemistry virology bacteriology
parasitology anatomical sciences physiology reproductive biology and pharmacology

School of Health Management and Information Sciences:

Health information management health services management health economics medical informatics
medical librarianship and information sciences health policymaking health in disasters and future health research

School of Nursing and Midwifery:

Nursing

School of Allied Medical Sciences:

Hematology and medical biotechnology

School of Rehabilitation Sciences:

Physiotherapy occupational therapy prosthetic limbs and assistive devices speech therapy, and optometry
audiometry

School of Behavioral Sciences and Mental Health:

Clinical psychology and addiction studies

School of Public Health:

Environmental health

health education and health promotion

nutrition science and epidemiology

Management Office of Research Centers:

Academic research PhD programs

School of Traditional Medicine:

Traditional medicine

traditional pharmacy

School of Advanced Technologies in Medicine:

Molecular medicine

neuroscience

tissue engineering

applied cell sciences

artificial intelligence

medical imaging science and technology (molecular imaging major)



Dear international students in PhD programs

Please review the instructions below to learn about education-related issues:

Educational procedure for international students of the PhD programs

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their last academic degree to the relevant expert, and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.

Educational regulations for PhD programs:

- Each academic year consists of two academic semesters and, if necessary a summer course.
- PhD students must take and pass between 18 to 30 course units with the instructor's permission within the permitted time period.
- For passing every 8 units of make-up courses, one academic semester is added to the maximum permitted time period of the student's study.

- During the educational period, students are required to take between 8-12 course units in each academic semester, unless there have been fewer than 8 course units left untaken.
- The maximum period of study for the PhD programs is four years and a half. If a student is unable to complete and defend his/her thesis during this period, they will be banned from continuing their studies.
- With the proposal of the supervisor and the approval of the Graduate Education Council (GEC) of the school, the GEC of the university can add, at most, three semesters to the total permitted period of study.

Class participation:

- Unauthorized absence(s) from any course examination(s) will lead to a zero score in the pertaining course.
- Authorized absence(s) from a course examination(s) will lead to the cancellation of the course. Decision on whether the absence from the examination is authorized or not lies in the scope of the Academic Council of the school.

Evaluation of Students' Educational Progress:

The minimum passing score for each compulsory special course and optional special course is 14 out of 20 and for each makeup course is 12 out of 20.

The grade point average (GPA) for the PhD programs in each semester should not be less than 15, and if the GPA of a student in two academic semesters, whether alternating or consecutive, are less than 15, the student will be banned from continuing their study.

After passing all the course units, if the GPA of a student is less than 15, in case their maximum allowed period of study in the educational stage has not ended, they can take up to 12 units of compulsory special courses in which they have scored between 14 and 15, and repeat only in one semester, and if they can compensate for the shortfall of the GPA, they will be allowed to take part in the comprehensive exam.



Comprehensive exam:

Passing all the courses of the PhD program during the allowed period and receiving a GPA of, at least, 15, are the conditions for taking part in the comprehensive exam.

After completing the educational stage, the student who is eligible to participate in the comprehensive exam is required to take part in the first comprehensive exam held by the school. If the student is not ready, they need to submit a petition for an extension of the deadline to participate in the exam along with valid reasons that have been approved by both the instructor and the head of the pertinent department to the school's Postgraduate Education Council. The council can then decide to postpone the student's participation in the comprehensive exam for a maximum of one semester.

The period of extending the deadline for postponing the comprehensive exam is considered as part of the permitted years of study of the educational duration, and the student is required to be present in the educational environment under the supervision of the department.

The GPA of the student in the comprehensive exam should not be less than 15.

If a student fails the first comprehensive exam, they are allowed, only once, to participate in the next first comprehensive exam.

Leave of absence:

- A PhD student can take a leave of absence for a maximum of two successive or alternative semesters.
- The period of the leave is considered as part of the student's educational duration.
- Request for leave must be submitted at least two weeks before the onset of enrollment in each semester by the student to the instructor and to the head of the department, and after obtaining the approval of the head of the department and the pertinent school, the approval of the university's Postgraduate Education Council should be obtained in writing.

Withdrawal from education:

Students who wish to withdraw from their studies must personally deliver their withdrawal request to the education department of the school or university. They are only allowed once to withdraw their request, up to one month before the end of the same semester. If a student misses the deadline, the withdrawal from studies will be considered definite and permanent, and they will no longer have the right to continue studying.



PHD STUDENTS

Month	Value
Jan.	10
Feb.	15
Mar.	20
Apr.	25
May	30
Jun.	35
Jul.	40
Aug.	45
Sep.	50
Oct.	55
Nov.	60
Dec.	65

Research paper and thesis defense:

- Student are obliged to choose their research supervisor from the onset of the second semester until the end of the third semester.
- Enrollment and taking the thesis units and starting to write the thesis will take place in the research phase, after students successfully pass the comprehensive exam.
- According to the pertinent educational program, the number of thesis units approved by the Supreme Planning Council is between 16-30. The total number of educational and research units of a student in a PhD program should not be less than 42 and more than 50.
- The time to defend the thesis must be at least one year after the enrollment date.
- PhD students will be allowed to defend their research thesis if they, as the first or second author, have at least a research paper published in a reputable domestic or international scientific / research journal, and have received a certificate confirming the acceptance/publish of the paper. The paper should be in English and related to their field of study and topic of the thesis.

Research paper and thesis defense:

- For the PhD programs, students are not allowed to change their major/field of study, change their place of study (school or city), or request to swap with another student.
- All PhD students can take one month leave within their educational duration, which cannot be saved for later time.

Below are the name and phone number of the expert accountable for the educational affairs of the students of PhD programs:

Name of Expert	Phone
Ms. Mansouri	021 - 86 70 20 47





Listed below are the Master's course programs available at the IUMS international campus:

School of Medicine:

Medical education medical physics immunology medical imaging technology virology bacteriology
mycology parasitology anatomical sciences physiology human genetics pharmacology microbiology

School of Health Management and Information Sciences:

Health information management health technology evaluation health economics medical informatics
medical librarianship and information sciences medical journalism

School of Nursing and Midwifery:

Nursing (rehabilitation, geriatrics, emergency, internal surgery, pediatrics and NICU) midwifery
intensive care unit nursing psychiatric nursing nursing management consultation in midwifery
community health blood circulation technology

School of Allied Medical Sciences:

Anesthesia education laboratory hematology and blood bank radiobiology and radiation protection
medical biotechnology of the operating room food microbiology



School of Rehabilitation Sciences:

Physiotherapy

occupational therapy

prosthetic limbs

audiometry

speech therapy

optometry

rehabilitation management

sports physiotherapy

School of Behavioral Sciences and Mental Health:

Clinical psychology

mental health

geriatric health

health psychology

School of Public Health:

Occupational health engineering

environmental health engineering

health education

nutrition science

epidemiology

biostatistics

health sciences in nutrition

ergonomics

clinical nutrition and health

safety and environment (HSE) management

School of Traditional Medicine:

History of medical sciences

School of Advanced Technologies in Medicine:

Medical nanotechnologies

Dear international students in Master's programs

Please review the instructions below to learn about education-related issues:

Educational procedure for international students of the Master's programs:

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their last academic degree to the relevant expert, and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.

Educational regulations for Master's programs:

- Each academic year consists of two academic semesters and, if necessary, a summer course.
- The total number of units for the non-continuous master's program, including the dissertation units, is a minimum of 28 units and a maximum of 32 units. The number of dissertation units for all master's programs is between 4 and 10, in accordance with the curriculum approved by the Supreme Planning Council.
- Holders of equivalent bachelor's degree(s), certificate of completion of the course or an average of less than 12 in the undergraduate level are not allowed to continue education in the non-continuous master's degree in medical fields.



M A S T E R S



- During the educational period, students are required to take between 8-14 course units in each academic semester, unless there have been fewer than 8 course units left untaken; however, in the last semester students are allowed to take less than 8 units.
- If the summer course is offered, students are allowed to take a maximum of 4 units in the course.
- The minimum passing grade/score for any compulsory or optional special course is 14 out of 20 and for makeup courses is 12 out of 20.
- If the grade point average (GPA) of a student in two, consecutive or alternating semesters are less than 14, the student will be banned from continuing their study.
- The maximum period of study for the non-continuous Master's programs is three years. If a student is unable to complete and defend their dissertation within the specified educational duration, they will be banned from continuing their studies.

Class participation:

- Unauthorized absence(s) from any course examination(s) will lead to a zero score in the pertaining course.
- Authorized absence(s) from a course examination(s) will lead to the cancellation of the course. Decision on whether the absence from the examination is authorized or not lies in the scope of the Academic Council of the school.



M A S T E R S



Leave of absence:

- A non-continuous master's student can take a leave of absence for a maximum of one semester.
- The period of the leave is considered as part of the student's educational duration.
- Request for leave must be submitted at least two weeks before the onset of enrollment in each semester by the student to the university's Education Department, and after obtaining the opinion, of the relevant school, the Education Department informs the student in writing about the approval or disapproval of the student's request.

Withdrawal from education:

Students who wish to withdraw from studies must personally deliver their withdrawal request to the Education Department of the school or university. They are only allowed once to withdraw their request, up to one month before the end of the same semester. In this case, the semester will be considered as part of the student's study period, and a leave of absence will be issued for that semester.



MASTERS

Dissertation:

- Students are obliged to specify subject of their dissertation with their supervisor's agreement/opinion after the end of the first semester and before the onset of the third semester until the end of the third semester, and have it approved by the Graduate Education Council of the school.
- After taking the thesis units, students will need to register for the following semesters as long as they can defend their dissertation.
- Students of non-continuous master's degree can take one month leave within their educational duration, which cannot be saved for later time.

Below are the name and phone number of the expert accountable for the educational affairs of the students of Master's degree programs:

Name of Expert	Phone
Ms. Mansouri	021- 86 70 20 47

MASTERS

Listed below are the Bachelor's course programs available at the IUMS international campus:

Educational procedure for international students of the Master's programs

After receiving the university admission and tuition fees payment receipt from the Financial Affairs Department, international students need to go to the Department of Education and hand over the original of their last academic degree to the relevant expert, and the expert will take steps to obtain a student number in accordance with the educational regulations; the students can then go to the Department of Students and Cultural Affairs at the International Campus so as to receive their student cards.

Educational regulations for Bachelor's programs:

Each academic year consists of two academic semesters and, if necessary, a summer course. Students of the bachelor's program are to pass a total of 130 units throughout their educational duration. The number of units for the summer course is a maximum of 6 units.

Class participation:

- Unauthorized absence(s) from any course examination(s) will lead to a zero score in the pertaining course.
- Authorized absence(s) from a course examination(s) will lead to the cancellation of the course. Decision on whether the absence from the examination is authorized or not lies in the scope of the Educational Council of the university.

Drop or add a course:

- In each academic semester, a student can cancel or add or change up to two courses taken within a period of less than two weeks after the beginning of the academic semester, and this is conditional on the number of units taken not exceeding the prescribed limit.
- It is not possible to cancel or add courses for the summer courses.
- In case of emergency, students can cancel only one of their theoretical or practical courses with the approval of the relevant educational department 5 weeks before the end of the semester, provided that the number of units left for that semester will not be less than 12 (morning programs) and 10 (evening programs) in the course. It should not decrease at night.
- Withdrawal of all course units taken in a semester is only allowed if a student is not able to continue their studies in that semester according to the decision made by the university's Educational Council. In this case, that semester will be considered an study leave of absence for the student and part of the educational duration.
- All the courses taken in the summer course can only be canceled, with the approval of the university's Educational Council, at the latest before the beginning of the exams of the course.

Evaluation:

- The minimum passing score in a theoretical or laboratory course is 10 and in an apprenticeship is 12.
- The student's average grades in each semester should not be less than 12, otherwise the student's enrollment in the next semester will be conditional.

Expulsion of a conditional student:

If a student's grade point average (GPA) in a continuous master's degree program is less than 12 for 3 consecutive or 4 alternating semesters, they will be banned from continuing studies at any stage of their education.

Duration of the education, study leave of absence, and withdrawal from studies:

- In case of completing one academic semester, students of a continuous bachelor's degree program can use academic leave of absence for two, consecutive or alternating, semesters.
- The right to approve a student's study leave of absence in the first semester is only with the university's Educational Council.
- For any bachelor's degree program, the period of study leave is considered the maximum allowed period of study for a student.
- The request for study leave must be submitted in writing to the university Education Department by the student, at least two weeks before the onset of enrolling for the coming semester.

Withdrawal from education:

Students who wish to withdraw from studies must personally deliver their withdrawal request to the Education Department of the school or university. They are only allowed once to withdraw their request, up to one month before the end of the same semester. In this case, the semester will be considered as part of the student's study period, and a leave of absence will be issued for that semester. If a student misses the deadline, the withdrawal from studies will be considered definite and permanent, and they will no longer have the right to continue studying.

Graduation:

- Students who have successfully completed all the course units of a degree program according to the approved program are recognized as graduates of that degree program.
- The student's graduation date is the day his last grade is delivered by the instructor to the Education Department of the pertinent school.

Below are the name and phone number of the expert accountable for the educational affairs of the students of Master's degree programs:

Name of Expert	Phone
Ms. Mansouri	021- 86 70 20 47





Iran University of Medical Sciences
Office of Vice President for International Affairs

Visa



Dear students, you are requested to pay attention to the following points in order to facilitate your accommodation process:

- To issue a residence permit, you must deliver the documents to the consular office of the university within 6 days of entering Iran.
- To extend your stay in Iran, you need to deliver the documents to the consular office of the university 30 days before the expiry of the validity date stated in the passport.
- In order to apply for exit and re-entry visas, you must deliver the documents to the university consular office 30 days prior to your date of travel.
- There will be no urgency in doing the residence affairs, and the process needs the appropriate time, and the students should not make travel arrangements and buy tickets before they make sure that their residence affairs are done.
- Passport must be valid for at least 6 months.
- The confirmation of the application requires the completeness of the documents, and no services will be provided in case of incomplete documents.
- Students whose passports' validity date of residence has expired, will be fined 2,000,000 Rials (equivalent to 200,000 Tomans) per day, according to the regulations, and they must pay the amount of the fine to the Student Affairs Organization.
- After submitting the documents to the consular office of the university, to learn about the return of your passport, you need to send an email to visa@iums.ac.ir, with the subject of "Visa Application."



Procedure for obtaining a student visa:

- After receiving admission from the university, students need to file a case via the website at www.saorg.ir:8081, submit the tracking code to the consular affairs of the university and follow up the process through the consular office until obtaining the permit. Students should then send an email to visa@iums.ac.ir, with the subject of "Visa application," attaching the following documents:
- Scanned clear image of the first half page of the passport (600×800 pixels)
- Scanned official photo (400×600 pixels)
- Filled out student information form in Persian and English
- An Excel file (including the student's full name, passport number, social security number, and the name of the city chosen by the student for visa issuance, in case an embassy or consulate of the Islamic Republic of Iran is available in the stated city). All of the above information should be written in a separate chart in Excel.
- If a student has applied for admission to the university through one of the companies having a contract with the university, all the above steps should be done through the relevant company and the student needs to follow up their application through the company.

NOTE:

All the above-mentioned steps related to registration at the Saorg website and obtaining a student visa are done completely free of charge, and the student should not pay any amount to any person or company in this case.

Documents required for consular affairs:

Necessary documents to apply for a one-year residence permit:

- 1. A valid passport (for at least 6 months)
- 2. Official photos (2 pieces)
- 3. Residence issuance form No. 2 (typed in word format and printed on one page) (2 copies)
- 4. Two copies of the first page of the passport (photo page)
- 5. A copy of the passport's "exit stamp page" from the country of origin
- 6. A copy of the barcode of the police (if attached to the last page of the passport)
- 7. Original 30-day student visa
- 8. Payment receipt of 200,000 Rials (equivalent to 20,000 Tomans) taken from the Student Affairs Organization (SAORG).

Necessary documents for extending residence permit:

- 1. A valid passport (for at least 6 months)
- 2. Official photos (2 pieces)
- 3. Residence Extension form No. 6 (typed in word format and printed on one page) (2 copies)
- 4. Two copies of the first page of the passport (photo page)
- 5. A copy of the last residence document
- 6. A copy of the barcode of the police (if attached to the last page of the passport)
- 7. Payment receipt of 200,000 Rials (equivalent to 20,000 Tomans) taken from the Student Affairs Organization (SAORG).

Necessary documents for obtaining exit and re-entry visa:

- 1. A valid passport (for at least 6 months)
- 2. Official photos (2 pieces)
- 3. Exit and/or re-entry visa form No. 4 (typed in word format and printed on one page) (2 copies)
- 4. A copy of the first page of the passport (photo page)
- 5. A copy of the last residence document
- 6. A copy of the barcode of the police (if attached to the last page of the passport)
- 7. Payment receipt of 200,000 Rials (equivalent to 20,000 Tomans) taken from the Student Affairs Organization (SAORG).

Necessary documents for issuing “final exit visa”

For graduate students:

- 1. A copy of the settlement form
- 2. The graduation letter submitted online by the university’s Graduate Affairs Office
- 3. Exit and return documents





For students withdrawing from studies

- 1. A copy of the settlement form
- 2. The letter of withdrawal submitted online by the Education Affairs Department of the International Campus
- 3. Exit and return documents

Documents to transfer residence stamp to new passport

- 1. Old and new passports
- 2. A piece of official photo
- 3. A copy of form No. 2 for residence issuance (typed in word format and printed on one page)
- 4. A copy of the first pages of the old and new passports (photo page)
- 5. A copy of the last residence permit issued
- 6. A copy of the barcode of the police (if attached to the last page of the passport)



Documents required to transfer residence stamp to new passport along with the extension of the residence permit

- 1. Old and new passports
- 2. Official photos (3 pieces)
- 3. Two copies of Form No. 6 for residence permit renewal (typed in word format and printed on one page)
- 4. A copy of Form No. 2 for residence permit issuance (typed in word format and printed on one page)
- 5. Two copies of the first pages of the old and new passports (photo page)
- 6. A copy of the last residence permit issued
- 7. A copy of the barcode of the police (if attached to the last page of the passport)
- 8. Payment receipt of 200.000 Rials (equivalent to 20.000 Tomans) taken from the Student Affairs Organization (SAORG).



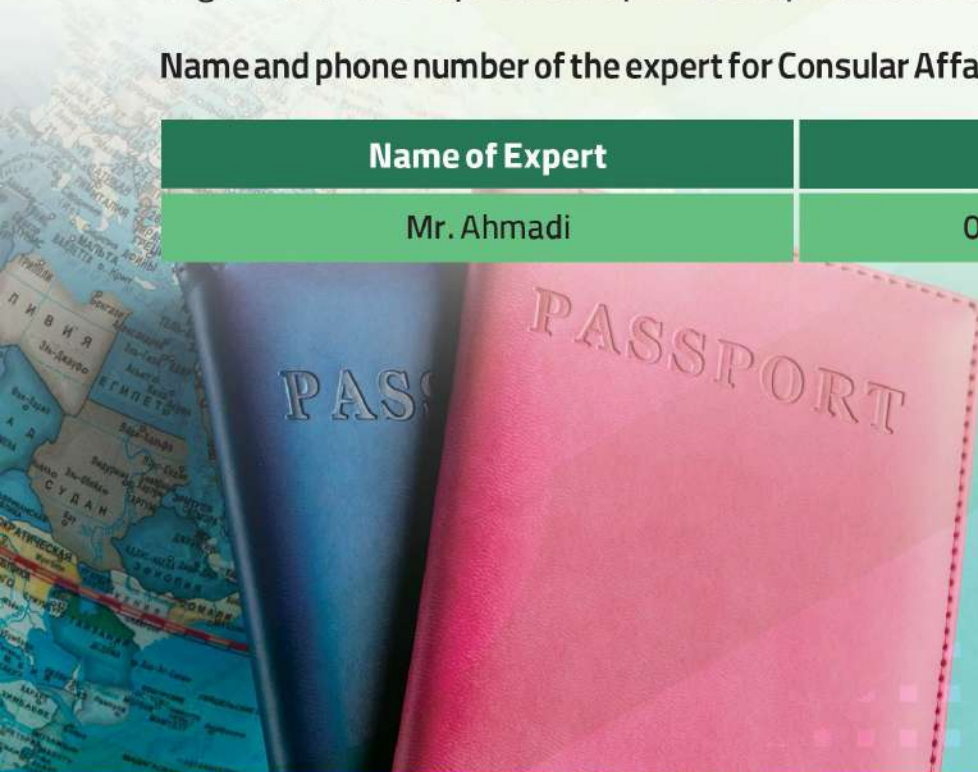
Documents required for issuing and extending residence of the students' families

- In order to issue a residence permit for the spouse of a male student, the following documents should be provided by the student: a marriage certificate approved by the embassy of the respective country with a seal of the Ministry of Foreign Affairs of the Islamic Republic of Iran, as well as two copies of the first page of the passport and a copy of the student's residence page, together with all the necessary documents for the issuance of residence permit, and a payment receipt of 1,000,000 Rials (equivalent to 100,000 Tomans) obtained from the Student Affairs Organization.
- In order to issue a residence permit for a student's child (children), the following documents are required to be provided by the student: two copies of the first page of the student's passport along with a copy of the student's residence page, together with all the necessary documents for issuing residence permit, and a payment receipt of 1,000,000 Rials (equivalent to 100,000 Tomans) obtained from the Student Affairs Organization.
- In order to issue a residence permit for the child (children) of a female student, the following documents should be provided by the student: a notarized letter of custody of the children, approved by the embassy of the respective country with a seal of the Ministry of Foreign Affairs of the Islamic Republic of Iran, together with all the necessary documents for issuing residence permit, and a payment receipt of 1,000,000 Rials (equivalent to 100,000 Tomans) obtained from the Student Affairs Organization.

- In order to extend the residence permit of a student's family member(s), the following documents should be provided by the student: a copy of the first page of the student's passport and residence permit, along with all documents for the extension of the residence permit as well as a payment receipt of 1,000,000 Rials (equivalent to 100,000 Tomans) obtained from the Student Affairs Organization.
- In order to obtain exit and re-entry visas and a final exit visa for a student's family member(s), all the exit and re-entry documents together with a payment receipt of 100,000 Rials (equivalent to 10,000 Tomans) obtained from the Student Affairs Organization are required to be provided by the student.

Name and phone number of the expert for Consular Affairs Dept. are as follows:

Name of Expert	Phone
Mr. Ahmadi	021- 86 70 20 52





Iran University of Medical Sciences
Office of Vice President for International Affairs

Cultural



How the student communicates with the teacher

When we talk about the position of a professor, we are talking about a position that can be a role model and guide the life path of students. The relationship between professor and student is not limited to the mere transfer of knowledge, but besides scientific issues, the student identifies with the personality of his professor. Therefore, in the religious teachings, according to the great Prophet of Islam (PBUH): "Whoever teaches you something, he becomes your master and owner," and in this connection, Imam Sajjad (PBUH) says: "The right of the one who teaches you knowledge is to bow to him and respect him and listen carefully to his words and pay attention to him completely and do not raise your voice in front of him."

How students communicate with classmates and friends:

Man is a social being and he needs effective communication with others for his growth and perfection, and there is no exception to this rule at university, so he should be careful in choosing a friend. According to Imam Sadiq (PBUH), a friend is worthy of friendship that he does not begrudge you what he has in hand, does not leave you alone when you are sad and in trouble, his achievement of position does not change his relationship with you, his exterior and interior to you be the same, considers your beauty is his beauty and your ugliness as his ugliness. But in relation to a classmate of the opposite sex, s/he should keep politeness, modesty, and God in mind.

How students communicate with patients

A student of medical sciences must learn how to properly communicate with a patient from the moment he starts studying his sacred profession and makes it the top priority of his work. In fact, one of the most important aspects of medical sciences, which includes all its specialties and dimensions, is the science of medical ethics. After God, the sick patient finds you as a refuge for her, and the doctor and the medical team are exposed to her hurt body and spiritual aspects affected by her illness. Thus, this situation paves the way for a more active connection of medical sciences professions with the soul and body of people than other professions. Therefore, students of medical sciences should have the best morals and the highest human qualities along with having divine knowledge and insight. Thus, they should treat their patients as they would like to be treated. If so, many obvious and hidden problems will be solved. In addition, the goal of medical students from the first day should be to pay attention to the spiritual aspect apart from the materialistic view.

Activities of the Office of the Deputy for Student and Cultural Affairs Office of Vice President for International Affairs, IUMS



Formation and establishment of student-centered artistic cultural centers

Considering the spontaneous movement of students and their interest in activities in the form of student cultural centers, as well as creating a platform for the participation of other students, the following cultural centers have been launched. For this purpose, the Office of the Deputy for Student and Cultural Affairs invites all students to get involved in the following centers:

- 1. Center for student research
- 2. Center for Quran and the Prophet's family
- 3. Center for sports activities and competitions
- 4. Center for cultural and recreational camps
- 5. Center for poetry and literature
- 6. Center for artistic activities
- 7. Center for cooperation and cultural communication between Iranian and non-Iranian students

To register and get more information, please contact the expert of the Student and Cultural Affairs of the school.

Procedures for obtaining a student card

- To get a student card, you need first to submit the necessary documents, including your personal photo, to the educational expert so that the student number is issued by the Education Department.
- The Office of the Deputy will then issue the student card within 10 days after the inquiry.

- Pay an amount of 450,000 Rials (equivalent to 45,000 Tomans) to account number **4001082003015467** and ID **317082074140104600000001611115** and refer to the Office of the Deputy for Student and Cultural Affairs with the original bank payment receipt.
- Students whose student card is broken or lost have to pay 450,000 Rials to the above-mentioned account and submit their written request to the Office of the Deputy along with the original of the bank payment receipt so that the student card will be reissued.

How to use the Food Automation System:

After receiving their smart student card, students should proceed as follows if they wish to use the student meal:

How to charge a food card

Charging the food card is possible in the following ways:

- **1. Increasing the credit of the food card online (Shetab network):**
By visiting the address <http://food.iums.ac.ir> and entering the username and password, select the "credit increase" option, enter the desired amount (at least 500,000 riyals) confirm, and then click on the payment option. Then enter the 16-digit number printed on your bank card and your card's password and cvv2, and finally select the payment option again.
- **2. Refer to Bank Mellat and deposit the charge amount to account number 4806156511 with ID code 1120101129 in the name of non-medical income of Iran University of Medical Sciences (Hejrat branch) and hand over the payment receipt received from the bank to the food automation units located in the Vice President for Student and Cultural Affairs building and self-services.**

- 3. Reserve food online via the above-mentioned website.
- 4. Refer to the automation user and increase your food card credit by paying through your bank card via the POS machine.



Important notices:

- Food reservation for next week is possible in two steps. In the first step, from Saturday to Tuesday (up to 24:00 on Tuesday for Saturday and Sunday of the following week), and in the second step (until 24:00 on Friday) book for Monday until the end of the week. (In the Iranian calendar, Weekdays start Saturday and end Friday.)
- If Wednesday is a holiday, the deadline for booking food for the next week will be the end of Monday.
- The amount of credit on your card should not be less than the number of meals you want to book and make sure to recharge your food card on time.
- Automation devices have the ability to reserve food for, at most, three following weeks.
- Online food reservation is also possible via the website; while making an online reservation pay attention to the date and place of the meal to be served.

- It is possible to make a reservation, increase credit and get a food stamp (if you have missed the booking period) by web kiosk machines located in self-services.
- If you fail to reserve food during a week at any school, you can get food for the same day (if surplus food is available) at three times the normal price of food.
- In case of a wrong booking for other schools, it will not be possible to buy on the sale day.

How to deliver food:

- Students can receive the meal they have reserved at the designated place and time using the food delivery device.
- The reserved meal can be delivered only in the same room/self-service specified by the student at the booking time.
- If students living in dormitories would like to book breakfast and dinner, they should book breakfast and dinner online.

Meal delivery time:

Lunch (at self-services): 11:30-14:00

Lunch and dinner (at dormitories)

March-August: 19:30-20:00

September-February: 18:30-19:00

Lunch and dinner (at dormitories) on holidays: 13:00-13:30

Regulations of Iran University of Medical Sciences:

These regulations have been written in order to facilitate the process of education and maintain student affairs, as well as to respect professors, students, colleagues, and patients within the framework of educational regulations at universities in Iran and other countries of the world, complying with the standards of the holy Islamic law. Following these regulations will guarantee the principles of medical ethics and professional conduct throughout the university and the affiliated schools, hospitals, and centers. The major parts of the regulations are as follows:



1. General principles of academic behavior

- Students should attend all educational and therapeutic environments prior to the professor; entering the class after the instructor or leaving without his/her permission can lead to the expulsion of the student from that session.
- Any disturbance during teaching is prohibited in all educational and therapeutic environments; for example, eating, drinking, talking loudly, making noise, using and talking on mobile phones, smoking, and so on.
- Behaviors that disrupt order and politeness are prohibited in educational places; for example, harsh and humiliating conversations, interactions mixed with anger and bitterness, and making gestures to express frustration and anger; in case of committing the aforementioned acts students should shortly acknowledge their faulty act and apologize.
- Students should not abuse the position of professors and other students.
- Students are to respect the culture and customs of others.
- It is mandatory for all students to keep their ID cards with them in academic settings.



2. Academic dress code

- The appearance of students should be neat and clean in all educational settings and appropriate to their own professional position and student affairs.
- The student's clothing should be in harmony with the cultural and religious beliefs of the society; for example, don't wear clothes that are too tight or too loose, or clothes that are intentionally patched and torn.
- Wearing any non-conventional clothing, with offensive patterns and writings (such as any sign that is aimed at creating ethnic differences or insulting certain people and ideas) is not allowed.
- Wearing non-conventional clothing such as hats, ties, or bow ties is prohibited in university settings.
- Wearing tight and short pants is prohibited in the university environment.
- Maintaining personal hygiene is emphasized during all educational stages.

3. Clinical dress code

- Students must use their own, clean, uniforms (according to the declared color and model) with all buttons done up during their stay in the clinical settings.
- The student's clothing in the clinical environment should be such that it does not restrict movement.
- Students must wear their ID card on the chest on the left side of the uniform in the clinical environment.
- Students' gowns should be completely clean.
- It is mandatory for female students to wear appropriate socks/stockings.
- Students' shoes in a clinical setting should be simple, clean, with short heels, without any annoying noise while walking, and closed at the front.
- Nails should be short and without any decoration; nail planting is prohibited.
- It is forbidden to wear strong-smelling perfume.
- Smoking is absolutely prohibited in all clinical centers.
- Avoid keeping items that may harm the patient, such as sharp scissors, in the pockets of the gown.
- Hair should be kept closed so as to prevent its fall and transmission of infection as a result.
- Students should introduce themselves when appearing at the patient's bedside.

3. Clinical dress code

- Students should treat the patient and companions, professors, nurses, and other hospital staff with respect.
- Safety standards should be observed by students while providing patient care.
- Confidentiality and privacy of the patient in all stages of treatment and/or research should be observed by students.
- Students should be responsible for the educational tasks assigned

Name and phone number of the expert for Student and Cultural Affairs:

Name of Expert	Phone
Mr. Shahi	021- 86 70 20 53



IRAN UNIVERSITY OF MEDICAL SCIENCES



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Office of Vice President for International Affairs

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