

Regulations on Education and Research for M.Sc. Programs

Tabriz University of Medical Sciences

Programs compiled by the Center for Postgraduate Studies 2012 a summary on the process of thesis approval, thesis conduct and thesis defense in TBZMED: This guideline has been prepared based on the Postgraduate Educational and Research Protocol.

- The maximum time limit for completion of the Master's degree at TBZMEDIC is 3 years (6 semesters) from matriculation. Within this period, in addition to completing the educational courses, students have to choose a topic for their proposal, complete their thesis and eventually defend it.

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

I- to choose a supervisor

- The students must choose and propose a supervisor for their thesis. The proposed supervisor has to be approved by the related department and the Postgraduate Studies Council.
- A Supervisor: must be at least at the Assistant Professor level, and must be a faculty member, and must have at least 3 years of teaching or research experience in postgraduate level,

Maximum number of Thesis that can be supervised simultaneously by a supervisor: Two PhD theses OR One PhD and three Master's theses Note: In exceptional circumstances, the School Postgraduate Studies Council can change these limits.

II- to choose advisors

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

III – To Choose a Thesis Subject

The process for choosing the thesis subject is as follows:

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

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

Important Advice: Before preparing the proposal, students must check with the School Research Deputy Office to make sure that the subject has not been covered already; and also to ascertain that the supervisory candidate has not reached the maximum number of thesis that can supervise.

2. The students must obtain and complete the proposal form in accordance with the supervisor's and advisors' instructions, and then to submit it to the Research Council of the related department for review and initial approval.

IV- Proposal Approval 1- For final approval, the proposal has to be submitted to the Research Deputy Office for review and approval by either the Research Council or the Postgraduate Council.

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

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

Monitoring Thesis Progress

The Department head and School Education Deputy Office monitor theses progress and demand progress reports from supervisors and students.

VI- Thesis assessment and defense process:

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

- 1- After completion and writing of the thesis and the article by the student, the Supervisor has to approve the thesis as defensible and issue a defensible thesis statement. In order to do so, the supervisor will review an unbound copy of the thesis and the article to assess scientific quality, validity and reliability of the thesis and to ascertain that the thesis and article are written according to the Thesis Writing Guidelines.

- 2- Then, the supervisor will notify the followings that the thesis is defensible: *Department Head, and Research Deputy Office*

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

4- The students must submit one copy of the thesis along with the resulting article to the Center for Research Deputy Office (Must mention TBZMED-IC as the first affiliation on the article).

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

Jury (Thesis Committee) Members: 1- Supervisor(s), 2- Advisor(s), 3- Two faculty members from the home university or researchers / experts from other universities/ institutes (upon the department's suggestion and Postgraduate Studies Council's approval) 5- A Representative from the Center for Postgraduate Studies.

6- The Research Deputy Office will send the Invitation letters to the jury members.

7- The student has to submit the unbound copy of the thesis along with the Thesis Evaluation Forms to the jury members at least two week prior to the defense. If the jury finds the thesis acceptable, the students can hold the defense session.

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

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

VII - Thesis Evaluation and Marking Guidelines: 1- The jury members will confidentially put the marks on the Thesis Evaluation Forms and submit them to the Research Deputy Office.

Important: If the jury decides that the thesis needs corrections/modifications the students must complete this task maximum within 10 days and submit one corrected copy to the jury.

1- The Research Deputy will announce the marks to the School Educational Deputy and Center for Postgraduate Studies.

2- The students must submit one HARD-BOUND copies of the thesis along with their Electronic Copies (in Word & PDF) to the library.(Must mention TBZMed-IC as the first affiliation on the Thesis).

3- - Marking Method: Mark Rank 18.50 - 20 Excellent 17 - 18.49 Very good 15.50 - 16.99 Good 14 - 15.49 Satisfactory Less than 14 Unsatisfactory The thesis mark will be noted on the student's transcript and will be calculated in to the student's GPA. The thesis mark is calculated as the average of marks given by at least 5 of the jury members.

Note: Students may be awarded EXCELLENT grade only if they have a journal publication in an accredited international journal or in a class 1 national indexed journal.

Regulations on Education and Research for PhD Programs

Tabriz University of Medical Sciences International Campus “Center for Postgraduate Studies”
Regulations on Education and Research for PhD Programs Compiled by the Center for
Postgraduate Studies 2012

Introduction

This document has been prepared based on the Postgraduate Educational and Research Protocol approved by the ministry of Health and Medical Education and briefly explains about the regulations, and guides students through educational and research periods. The purpose of providing this document is to inform our students regarding what is expected of them during their program and also provides them with step-by-step guidance on how to choose a proposal, carry out thesis research, defend it and finally graduate.

In order to qualify for a degree, a PhD student must satisfy the general requirements of the Postgraduate Studies School and the Departmental requirements demanded by the related department. The maximum time limit for completion of the PhD degree at TBZMED is 4.5 years from matriculation. This period is divided into two phases: 1- educational phase 2- research phase

1. **Educational Phase:** This phase takes 3-5 semesters in which the students complete their educational courses. Also at this phase, the students have to choose a topic for the proposed thesis which they have to defend at the end of the program.
2. **Research Phase:** This phase starts after completion of the educational phase and approval of the proposal
Note: before the research phase, the students have to take the Comprehensive Exam and pass it in order to enter the research phase.

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

I- To choose a supervisor

The students must choose a supervisor by the end of the first semester. As long as the students have not chosen a supervisor, the head of the department will be acting as supervisor.

- A research supervisor:

- ✓ Must have at least a PhD or Clinical Doctorate or PhD by Research degree, and
- ✓ Must be at the Assistant Professor or Research Assistant Professor level, and
- ✓ Must have at least 3 years of teaching or research experience in postgraduate level,
- ✓ Must have been supervisor for at least 2 master's theses, OR advisor for 4 PhD theses.

- ✓ Maximum number of theses that can be supervised simultaneously by a supervisor: –
Two PhD theses OR – One PhD and three Master’s theses

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

II - To choose advisors

Based on supervisor's suggestion and approval by the School Postgraduate Studies Council, 1-3 advisors will be chosen from among the faculty members, or well known, outstanding researchers and professors.

- An advisor

- ✓ Must have at least a PhD or Clinical Doctorate or PhD by research degree, and
- ✓ Must be at the Assistant Professor or Research Assistant Professor level,
- ✓ Must have at least 3 years of teaching or research experience in postgraduate level,
- ✓ Must have at least a PhD degree if not a faculty member

III – To Choose a Thesis Subject

The process for choosing the thesis Subject is as follows:

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

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

Important Advice

Before preparing the proposal, students should check with the Research Deputy Office to make sure that the subject has not been covered already; and also to ascertain that the supervisory candidate has not reached the maximum number of theses that can supervise. Students must choose and announce their thesis subject before the deadline or they will be expelled from the program

- 2- The students must complete the proposal form in accordance with the supervisor’s and advisor’s instructions, and then to submit it to the Research Council of the related department for review
- 3- Then the proposal has to be approved by the Education Deputy Office and following that an approval letter will be sent to the Research Deputy Office.

IV- Proposal approval

The proposal must be submitted either to the Research Council of the Department or the Postgraduate Council and get approved by the council.

Note: The students must take the Comprehensive Exam and pass it after getting proposal approval and before entering to the Research Phase.

V- To Perform Thesis

- The students have to perform their thesis according to the schedule specified in the proposal and within the time limit.
- The students have to submit a written Thesis Progress Report to the Department Head at least every 6 months. After review and approval by the supervisor, the report will be submitted to the Department Council. Afterward, a special meeting whose members are assigned by the council will assess the report with the presence of the supervisor.

VI- Defense process

- 1- After completion and writing of the thesis by the students and completion announcement by the research supervisor, at least one of the jury members has to approve the thesis as defensible.
- 2- Then, the related department will suggest a time for the thesis defense.
- 3- Eventually the suggested time for the defense has to be affirmed by the School Postgraduate Studies Council.
- 4- The student has to obtain the Invitation Forms for the jury members from the Postgraduate Studies School.
- 5- The supervisor has to assess scientific quality, validity and reliability of the thesis and approve it in advance. Then, the supervisor will notify the Department Council or School Postgraduate Studies Council of his assessment.
- 6- The students have to present their thesis in a preliminary defense to the panelists as well as other students.
- 7- After obtaining approval from the related department and involved professors and confirmation that the thesis has been written according to the Thesis Writing Guidelines, the Research Deputy of the school will authorize the defense.
- 8- Before the defense, the student must obtain two journal article publication or acceptance (with his/her name as first or second author of the articles).
- 9- The student must submit a summary of the above articles with the university's name printed on them.
- 10- Selecting Jury Members
- 11- Jury (Thesis Committee) Members:

- Supervisor(s), – Advisor(s), – Four academic members from the related department/or Research Institutes being at least at the Assistant Professor or Research Assistant Professor level, and having minimum 3 years of teaching or research experience in postgraduate level,

Note: These 4 members are suggested by the department and will have to be approved by the School Postgraduate Council.

- 12- The student has to submit the unbound copy of the thesis along with the Thesis Evaluation Forms to the jury members at least one week prior to the defense.
- 13- The student has to hold the defense session in front of the jury.

VII- Thesis Evaluation and Marking Guidelines

- 1- The jury members will confidentially put the marks on the Thesis Evaluation Forms and submit them to the Research Deputy Office.
 - If the jury decides that the thesis needs corrections/modifications, the marks will be released to the student only when the necessary corrections /modifications have been done).
- 2- The Research Deputy will announce the marks to the Educational Deputy and Postgraduate Studies School.

Note1: If the jury finds the thesis unacceptable, it will cancel the oral examination and require the student to correct/complete the thesis. After the thesis correction/ completion, the student has to defend it at a time which the jury decides.

Note 2: By adding the thesis correction time, the total PhD completion period must not exceed the allowable time.

- 3- Marking Method: The thesis mark is calculated as the average of marks given by at least 5 of the jury members.

VIII- Post-defense Procedures

- 1- The students must submit one HARD-BOUND copy of the thesis along with their Electronic Copies (in Word & PDF) to the library (Must mention TBZMED-IC as the first affiliation on the Thesis).