



HORMOZGAN UNIVERSITY
OF
MEDICAL SCIENCES



HUMS' 6 ACADEMIC REGULATIONS

Introduction

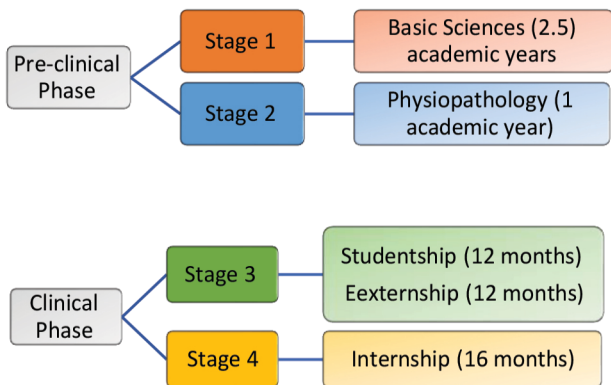
Academic Regulations as a part of a comprehensive, consistent, and coherent regulatory framework includes the management of quality and standards at Hormozgan University of Medical Sciences (HUMS). The Regulations are decided and promulgated by HUMS to define the University's policy on the requirements of conducting a program and conferring a degree as well as the responsibilities that the students shall shoulder during their enrollment at the University. As soon as a student is enrolled, it will be interpreted as his/her agreement to abide by the University's academic regulations and procedures.

Length of Study

Pertain to the different programs available at HUMS, different lengths of study are academically planned as a part of HUMS' curriculum by the Department of Education. Moreover, all the educational measures decided by HUMS are approved by the Iranian Ministry of Health and Medical Education. It is remarkable that for all programs at the University, each academic year consists of two semesters. An academic semester lasts for 17 weeks and, if necessary, a six-week summer term can be included; however, summer term at HUMS will not be accounted as a semester. It must be added that the examination period at the end of each semester or summer term is excluded from the aforementioned 17 and 6 academic weeks. To inform the students of the lengths of study pursuant to the offered programs, the following details are presented:

■ **A: Doctor of Medicine (M.D.) Program**

The M.D. Program at HUMS as a full-time course takes 7 years of active academic involvement to complete. The following chart illustrates the stages that a student shall fulfill to graduate from the program:



However, the permitted period of study can be extended under exceptional conditions to complete the M.D. Program up to a maximum period of 10 years. Therefore, the first 5 years are allocated to the 1st and the 2nd stages and the remaining 5 years are devoted to the 3rd and 4th stages. Nevertheless, the Clinical Phase can be extended to a maximum of 12 more months if a student could not commence the Internship Stage by the end of the first 3 years of Clinical Phase or could not finish the third and fourth stages within 5 years. This extension opportunity is provided only if the Pre-clinical Phase is satisfied in less than 5 years; for example, within 4 years or less and the maximum study duration has not already reached the expiration of the 10-year extension. Moreover, the International Educational Council (IEC) of the University shall approve the situation and formally issue its agreement on the permission to extend the Clinical Phase period.

It is also notable that the students shall satisfy the first and second stages of medical study within the first 5 years at the

most; otherwise, they will be dismissed. During the first five years of medical study at HUMS, the students shall complete the Basic Sciences Stage within 5 semesters (2.5 years); else, they shall officially petition the IEC to consider the grounds of appeal and the possibilities for extending the period of the Basic Sciences Stage. The Basic Sciences Stage can be extended to no more than 3 semesters; thus, the Stage shall be satisfied within 4 years considering the IEC's leniency. Overall, the M.D. Program's study period, including overtime, shall expire not later than 10 years from the date of first entry to the program and a full-time M.D. student beyond the maximum period will be discontinued.

■ **B: Doctor of Dental Medicine (D.M.D.) Program**

The duration of the D.M.D. Program at HUMS is 6 years (12 semesters). The maximum period of study, however, can be extended to a maximum of 3 more years. Thus, to be graduated, students shall complete the D.M.D. Program within 9 years during which students shall proceed with the first and the second phases at most within 3.5 years and 5.5 years, respectively. If a student fails to finish the Second Phase in 5.5 years from the onset of the Clinical Phase, the IEC of the University may approve to add 12 more months to the Clinical Phase provided that the maximum permitted period for completing the D.M.D. Program (9 years) is not finished and will not be passed.

Note 1: Please note that a preparatory semester may be added to the total years of the D.M.D. Program's maximum period of study. This preparatory semester is for those students who do not pass the science exam which is given to them upon their first-year registration to HUMS .

Note 2: The D.M.D. Program, further, consists of the following phases:

Phase 1 (Pre-clinical): General Courses, Basic Sciences, and 10 credits from Specialized Dentistry Courses

Phase 2 (Clinical Phase): Specialized Dentistry Courses

Note 3: Students who fail to pass the Dental Comprehensive Examination in the first 3.5 years of dental education are to be excluded from continuing study.

■ C: Doctor of Pharmacy (Pharm.D.) Program

The Pharm.D. Program at HUMS is designed to be completed in 6 years on a full-time basis. The Pre-clinical (mainly didactic) Phase can be completed in three and a half years and the fourth, fifth and sixth years (Clinical Phase) are devoted mostly to clinical (experiential) education, in the form of advanced pharmacy practice experiences.

The University's Modular Framework and the Accumulation of Credit

The pedagogical system at HUMS is based on modules within a credit accumulation framework. Credit is a means of quantifying and recording the achievement of assessed learning. In the modular system, each module carries certain credit-weight and each module is assessed based on the credit value it carries. Passing or failing a certain module is limited to that very module .

■ A: Module Credit Sizes and Regulations

M.D., D.M.D., and Pharm.D. Programs at HUMS require a total number of 293, 219, and 218 credits respectively to lead to the conferring of a degree. It is worth mentioning that the credits belonging to Basic Persian Courses and the must-taken prerequisite courses offered to the admitted students with unsatisfactory high-school grade(s) will not be considered in the course ceiling.

HUMS' students of the M.D. and D.M.D. Programs should also be informed that each theory, practical (laboratory course), externship and internship module credit include 17, 34, 51 and 68 hours of workload during an academic semester or summer term, respectively.

Further, each semester of the D.M.D. and the Pharm.D. Programs during the Clinical Phase consists of several clinical education parts. The number of the parts of the Clinical Phase during each semester is ascertained by the IEC of the related school considering the necessary amount of time needed for the teaching of each phase.

Note 1 : Students can take minimum 12 and maximum 20 credit hours in a standard academic semester .

Note 2 : In case the number of credits offered by the University is fewer than 12, that semester will not be counted toward an academic semester for the student.

Note 3: A student is not permitted to pick more than 6 credits during summer term.

Note 4: Students will be exempted from following the minimum 12-credit and maximum 20 credit rule in the final semester of each stage of their study.

Note 5: A student is permitted to pick maximum 24 credits in his/her last semester (final year of study) provided that he/she is not on academic probation.

Note 6: A student can select 24 credits in his/her final year of the Basic Sciences Stage if he/she is not placed on academic probation. In case the student has more than 24 remaining credits to fulfill the stage, he/she cannot select more than 20 credits and consequently, is not considered a final year student of the Basic Sciences Stage .

Note 7: If a student is placed on academic probation, even in the last semester of each of the pre-clinical stages, he/she is restricted to 14 credits in that specified upcoming semester .

Note 8: Where the students are placed on academic probation and intend to be enrolled in their final semester of study, they are eligible to register for more than 14 credits gaining a special approval from the IEC. Nevertheless, the number of the selected course credits should not exceed 20 .

Note 9: Should a student reach a GPA of minimum 17 in a semester, he/she is permitted to select up to 24 credits for the next semester to be placed on over-load status based on the approval of his/her advisor and the Director of the International Education Development. The overload courses, further, shall be added considering the avoidance of selecting concurrent class and exam sessions.

Note 10: In the event that a student is placed on academic probation, he/she will face limitations, which prevent him/her from taking more than 14 credits for his/her upcoming semester .

Note 11: While selecting courses, students shall take notice of concurrent classes and prevent taking a course whose class/exam sessions are in concurrence with those of another intended course .

Note 12 : The education system at the University comprises some courses as "fundamental courses" which; for instance, includes an Introduction to Anatomical Sciences, Disciplines of Biochemistry, Molecular and Cellular Biochemistry, and Cellular Physiology for the Basic Sciences Stage of the M.D. Program.

Note 13 : M.D. Program's Basic Sciences Stage is designed for a full 5 semesters of study at HUMS. Fundamental courses are offered along with their co-requisite practical courses in the first semester of fresh-man year. If a student fails fundamental courses, he/she shall repeat the failed credits in the second semester.

Note 14: As it is critical to retake the failed fundamental courses as soon as possible, if the failed fundamental course is not considered in the semester schedule or is in concurrence with another course's class/exam sessions, the failed credits shall be selected complying with HUMS' Reading Course Regulations.

Note 15 : Fundamental courses cannot be dropped; however, special cases will be discussed by the Department of Education of the school concerned and the IEC.

Note 16: If a student drops a fundamental course or one of the specialized courses during add and drop period or late drop period, he/she shall take the course for the next semester and shall take part in all its class sessions.

Note 17: To select the Disciplines of Biochemistry course, Molecular and Cellular Biochemistry course is required to be taken as a prerequisite or if Molecular and Cellular Biochemistry course has been taken and failed, it shall be simultaneously selected with the Disciplines of Biochemistry course.

Note 18: HUMS' curriculum is scholarly patterned on the integrated education system. The students shall select courses according to the offered courses of each semester; otherwise, they shall bear the consequences. Therefore, it behooves the students to take notice of the most recent official announcements regarding semester schedule.

Note 19 : According to HUMS' integrated curriculum type, during the 2nd, 3rd, and 4th semesters, courses are offered in their germane blocks. Thus, the theoretical courses are the co-requisites to their pertinent practical courses; meaning, practical courses are not permitted to be selected prior to taking their relevant theoretical courses and if done so, the Department of Education has the privilege to drop the practical courses.

Note 20: The presupposition of selecting blocked courses is passing fundamental courses or taking fundamental courses simultaneously with the blocked courses.

Note 21: If a student fails a prerequisite course, he/she may not be able to continue with the next semester schedule. Consequently, the students' duration of study will be prolonged.

Note 22: Failed courses take the priority of selection over other courses while course selection .

Note 23: If several failed courses are carried over to the final semester of the Basic Sciences Stage, the failed courses' classes may happen to be in concurrence with one another or other class sessions of the final semester of the stage.

Therefore, should a student neglect the point, he/she shall bear the consequences .

Note 24: A student is considered graduated when all the requisite credits are successfully passed.

Note 25: A student who had previously graduated another relevant major from one of the universities which are approved by Iran's Ministry of Health and Education, can petition the Department of Education concerned for "course transfer equivalency". Consequently, the IEC and the cognate Department of Education will take the student's submitted official result transcript and other germane documents into account and if any of the previously passed courses meet the requirements and course plan of any of the courses pertinent to the students' enrolled program at HUMS, they will be registered in his/her academic record.

- Complying with a grade conversion system announced and approved by Iran's Ministry of Health and Education, the transferred course(s) will be allotted a score.
- In order to be accepted as a passed course, the converted mark shall meet the minimum required score as the section on "Assessing the Student's Academic Progress" clarifies.
- The converted mark(s) will be counted in the students' CGPA.

● **B: Reading Course Regulations**

- Students can take reading courses **ONLY** to repeat the failed credits under the following provisions:
 - Students shall have a GPA of at least 12.
 - Students are limited to at most 2 reading courses during their Basic Sciences Stage.
 - Practical courses cannot be taken as a reading course.
 - A written request for reading course selection shall be submitted to the Department of Education concerned.
 - Reading courses are only available to the students who have failed the previously taken courses.

- To petition the IEC to discuss the grounds of the possibility of selecting reading courses, the petitioning student shall submit a written request to the Department of Education concerned prior to course selection period.
- Reading courses will be counted toward the maximum allowed courses to be selected during a semester according to the regulations on Module Credit Sizes.
- Should a student fail a reading course, he/she cannot repeat it as a reading course; therefore, the student shall attend the cognate classes during his/her next attempt(s).
- If a Pharm.D. student fails at most two courses of the final semester of his/her Basic Sciences Stage and only has these two courses to complete the stage, he/she can take the courses as reading courses, provided that he/she has not previously benefited from the opportunity of taking two reading courses during his/her Basic Sciences Stage.
- If a grade of minimum 16 is registered for a student passing a reading course, the student can benefit from the regulations on "Gaining Grade Point 16 or above in the Failed Courses".
- If a prerequisite course is taken and failed, the subsequent course can be selected along with the failed course, which is adjusted to a reading course and regarded as a co-requisite course. However, it must be noted that this opportunity is available only two times during the Basic Sciences Stage.
- A Pharm.D. student can select a non-failed course as a reading course at the discretion of the IEC and the Department of Education concerned, which study the student's qualifications and conditions to issue their decision under the following stipulations:
 - The student has a GPA of 16 and above.
 - The student is in "good academic standing".
 - The student is in his/her Pre-clinical Phase.
 - The course has not been previously taken.
- If a Pharm.D. student has only one remaining course to graduate the program, he/she can take the course as a reading course on the condition that he/she has not previously taken the course.

- The students, who have benefited from a medical drop just before the final examination period, can repeat the course(s) as a "reading course" provided they have satisfied class attendance and absence regulations as well as achieving a GPA of minimum 16.

Basic Sciences Comprehensive Examination

Upon satisfying the Basic Sciences Stage, M.D. and D.M.D. students shall participate in the Basic Sciences Comprehensive Examination (BSCE) to proceed with the provided curriculum. For international students, the exam is prepared in the English language and is usually held once a year either in March or September. The students who plan to attend the Exam shall be considerate of HUMS' announcements regarding the specific date of the BSCE .

- **A: The Regulations of the M.D. Program's BSCE**
 - Students are allowed to participate in the M.D. Basic Sciences Comprehensive Examination (BSCE) provided that they pass all the basic sciences courses offered in the first stage, obtain a CGPA of 12 or beyond, and not be on academic probation. Nevertheless, if a student has missed only one general course, they are allowed to take the BSCE and the missing course shall be selected during the 2nd stage as soon as possible. It is worth noting that the mark received for this course will be considered in the GPA of the 2nd stage.
 - The maximum number of attempts allowed to sit the M.D. Basic Sciences Comprehensive Examination (BSCE) is three (3) times.
 - In case a student does not pass the missing course left from the Basic Sciences Stage, he/she is not allowed to transfer to the Physiopathology Stage.
 - If a student's final score in a given course that the student has attended and sat the pertinent exams is not announced before the BSCE, he/she is conditionally allowed to take the exam. In case the student, who has passed the BSCE, has failed the course or has not

obtained a minimum GPA of 12, it will be interpreted that he/she has failed the BSCE. This attempt, though, will not be counted toward the limit. Further, he/she will not get the permission to sit the exam even conditionally unless he/she receives a passing grade and gains the required GPA.

- The students who have failed the BSCE cannot begin the next stage unless they retake the examination and take a semester off meanwhile. This leave period will be counted as a study semester.
 - Unexcused absences in the BSCE will be regarded as an attempt.
 - Should a student not receive the passing grade in all his/her 3-time attempts of taking the BSCE, he/she will be dismissed from the M.D. Program.
 - Students who fail to pass the M.D. Basic Sciences Comprehensive Examination in the first 4 years of medical education are to be dismissed from continuing study.
- **B: The Regulations of the D.M.D. Program's BSCE**
 - Students are permitted to repeat the D.M.D. Basic Sciences Comprehensive Examination (BSCE) 3 times. Should the students not receive the passing grade, they will be dismissed from the D.M.D. Program.
 - Requirements for taking the Comprehensive Care Credits include observing the prerequisite regulations of the D.M.D. Program and acquiring a total average of 12.
 - Students are permitted to participate in the D.M.D. Basic Sciences Comprehensive Examination provided that they pass all the basic sciences courses offered in the first stage and obtain a GPA of 12 or beyond. Nevertheless, if a student has only 5 credits remaining (including theoretical, practical, general, specialized, failed courses or those never taken) to complete the D.M.D.'s first phase, he or she can participate in the

D.M.D. Basic Sciences Comprehensive Examination. If he/she passes the BSCE, he or she can take the remaining credits in the next phase. It is clear that the marks of those remaining credits will be calculated in the total average of the first stage, that is, Basic Sciences.

- If a student's final score in a given course that the student has attended and sat the pertinent exam(s) is not announced before the D.M.D. Basic Sciences Comprehensive Examination, he/she is permitted to take the test. In case it turns out that the student who has passed the D.M.D. Basic Sciences Comprehensive Examination has failed the course, he/she will have to retake the D.M.D. Basic Sciences Comprehensive Examination after receiving a passing grade and gaining the required GPA. However, this attempt will not be counted toward the limit.
- Unexcused absences in the D.M.D. Basic Sciences Comprehensive Examination will be regarded as an attempt.
- The credits of Comprehensive Care (externship) will be rendered in the last year of the D.M.D. Program (final year).
- Students who fail to pass the D.M.D. Basic Sciences Comprehensive Examination in the first 3.5 years of medical education are to be excluded from continuing study.

Module Enrollment

A student may enroll in any module for which they meet the specified entry requirements including prerequisite or co-requisite course(s) according to the followings :

- The availability of the module, including where there is a limit on places;
- Not having any outstanding tuition fee debt/obligation to the University OR if they do, the University is satisfied they can meet their financial obligations;
- Not being imposed by restrictions for a breach of student conduct, suspension, or any other investigation;
- Not having been expelled from the University.
- If a student is removed from the granted scholarship, he/she shall settle all his/her financial obligations to the University to be permitted to commence module enrollment procedure.
- Officially registered students are required to enroll in the appropriate number and type of modules for their program of study.
- The University may in exceptional circumstances, and at its sole discretion, refuse to permit a student to enroll on a module or to continue in enrollment on a module.

Adding and Dropping Courses

According to each semester's academic calendar, after two weeks of the semester's classes have elapsed, the regular add/drop period at HUMS commences. During the period as it is announced by the University, the students can drop a maximum of two courses or add two other courses that are offered. They can even substitute the two selected courses with one another, provided that the number of the selected credits neither fall below the 12-credit limit nor exceed the 20-credit limit .

Note 1 : Absence during the first two-weeks of classes under the pretext of intending to add or drop a course(s) or any other excuse is NOT permitted and will be counted toward the maximum authorized absence limit .

Note 2 : Adding and dropping courses is not permitted in summer terms .

Note 3: At the discretion of HUMS' IEC, dropping all of the registered courses in summer terms is allowed right up until the examination period.

Note 4: Dropping all courses in a semester is possible before the inception of final examinations only if HUMS' IEC determines the student is not eligible to pursue his/her education in the specific semester. In this case, the semester may count as an academic leave of absence if the IEC decides so.

Late Drop

Dropping a course after the announced census date and before the late drop deadline is possible with certain restrictions and requirements as the following explains :

Note 1: Student's absence hours should not exceed 4/17 total hours of theoretical courses, 2/17 total hours of the practical courses and 1/10 total hours of the workshops, studentship, externship and internship courses .

Note 2 : Only one **theoretical** course can be dropped during the late drop based on the regulations and policies .

Note 3: The number of remaining credits should not be less than 12 .

Note 4: The prerequisite courses cannot be dropped except in emergency cases and after making arrangements with the authority concerned. The dropped course shall be taken next semester.

- Dropping all courses in a semester is allowed only if the student is incapable of continuing their study in that given semester provided that the IEC approves the case. The semester, besides, will be counted toward the maximum allowed period of study.
- The late drop period is announced through HUMS' official website .
- Dropping practical (lab) courses is only allowed with the approval of the department concerned.
- The dropped courses are recorded on the student academic record.

Medical Drop

Absence from an exam session due to illness can be considered excused only in the following cases. Otherwise, it will be regarded as unexcused and a zero grade will be recorded for the relevant course (*see Booklet No.4 on HUMS' Exam Rules and Regulations*).

- Students who claim to be sick (inpatient cases are exceptional) shall take part in the exam session, present the required Medical Certificate (MC) and complete the Non-attendance Form. The form later will be sent to the Medical Council of the University for Further Considerations.

Note: Non-attendance Form is distributed during the exam session upon the students' request. Further, the Form shall be approved by the course instructor and the IEC .

- If a student has been admitted to a hospital, they shall submit the inpatient admission certification, verified by the hospital and the Medical Council, affiliated with HUMS. The certification should be immediately submitted to the IEC.

Note: The submitted MC should cover the date(s) of the affected examination(s). Both the MC and the approved Form of Non-attendance shall be simultaneously submitted to the Directorate of International Affairs within two working days after the very exam. Submission will not be accepted if any of the documents are missing. Due consideration cannot be expected from the Board of Examiners if the MC and the Non-attendance Form are not received on time.

- If an examinee falls ill during an examination, he/she should inform the Chief Invigilator at the examination hall. If the student is too ill to continue with his/her examination, he/she may leave the examination hall to seek medical attention. The examinee's unfinished answer script will still be marked and graded. Special consideration may be given at the sole discretion of the IEC concerned if the student submits a doctor's memorandum, MC and the Non-attendance Form as his/her supporting documentation.

Medical Drop Procedure

The followings outline the procedure of the medical drop (see *Booklet No. 4 on HUMS' Exam Rules and Regulations for further information*):

- The student should refer to the Health Center at the University, carrying the filled out Medical Drop Form of the relevant examination session.
- In order to receive a medical drop, the student's current attending physician (not the physician or nurse practitioner at Student Health Center) shall certify in writing that the patient is unable to complete the semester and that it would be injurious to his/her health.
- The Medical Drop Form should be signed by the relevant faculty member. It shall also be verified and approved by the Director of International Affairs.
- Inpatient status of the student should be reported to the University as soon as possible.
- Outpatient students who go to the emergency wards of the HUMS' educational Hospitals during holidays should get the treatment measures approved by the emergency ward supervisor.
- In case of food poisoning and/or diarrhea, it is necessary to display the test results of the determined day.
- If a student is hospitalized for less than a day, he/she shall demonstrate the triage note.
- The inpatient documentation and patient record summary is required to be submitted in case of surgery.
- All medical documentation related to the absence from the exam should be submitted.
- For each course, a separate document is needed, which will be attached to the exam result report.
- In case any of the above medical documentation is missing, the request for the medical drop will be rejected.

Student Attendance and Absence Regulations

Considering the probable issues students may face during their study at HUMS where they may miss a few classes, the following information is promulgated to make them familiar with the regulations on attendance and absence:

● A: General Regulations

- Student's excused absence hours should not exceed 4/17 total hours of theoretical courses, 2/17 total hours of practical courses for all M.D., D.M.D., and Pharm.D. Programs. Absence hours during workshop, studentship, externship, and internship courses shall not exceed 1/17 total hours of the aforementioned courses for M.D. Program and 1/10 of the courses for D.M.D. and Pharm.D. Programs. Otherwise, the student will receive a score of zero for the course concerned. Moreover, students shall retake the course in the upcoming semesters and sit the exams one more time.
- In case of truancy, the student will have to face the relevant consequences, and a zero grade will be recorded for that course in his/her result transcript.
- Attendance is obligatory at all sessions of internship and externship during the Clinical Phase. Skipping sessions will be counted as "absence".
- The limited number of absences will be allowed only in case the student submits the documentation concerned deeming the absences as excused. Student's absences will be considered excused or unexcused according to the faculty member's discretion and the approval of the IEC.
- If the absences of a student surpass the threshold, despite being recognized as justified, that course be dropped. In such cases, observing the minimum limit of 12 credits in a semester is not necessary and the semester will be counted as a full semester in the student's academic years.
- Unexcused absences from an examination session will be treated as a zero, while excused absences will lead to dropping the course. Discretion of the genuineness of

excused absences from final examinations will be upon the IEC. Besides, in this case, students should retake the course.

- Unexcused absences from the BSCE will lead to a score of zero and the Exam will be considered an attempt.
- If a student is absent from the BSCE session for acceptable reasons, they can participate in the next exam session. Besides, their excused absence from the BSCE will not be counted as an attempt.

● **B: Excused Absences**

The following situations are considered excused absence by HUMS:

- A medical condition which existed and progressed before the exam in a way that it influenced the student's function
- Acute mental and physical emergency conditions leading to the hospitalization of the student
- Unexpected events such as car accidents and other disasters
- Childbirth occurring during the period beginning one week prior to the exam until 3 days following the exam
- Surgery operated prior to the exam
- Close bereavement
- Court order requiring court attendance
- Going on Haj pilgrimage
- Any kind of justified issues occurring during the exam that might disrupt the exam
- Outside educational opportunities as conferences, elective programs, research activities, etc.

- **C: Absence for Educational or Religious Reason and Pre-Approved Absences**

Absences for educational purposes such as events and university visits, participation in national and educational religious programs, health care appointments, and court appearances shall be arranged at least 15 days prior to the anticipated absence. Requests for preapproved absences shall be submitted to the Directorate of International Affairs by the student in person.

Students who have obtained permission for a preapproved absence shall request makeup work from the faculty members prior to leaving. Makeup work is due within two business days of a student's return to the University and if not completed and turned in on time may be subject to reducing score.

Assessing Student Academic Progress

- **A: General Regulations**
 - Assessment of the student's academic progress in each semester is based on the student's attendance at classes, performance in course activities, and midterm and final exam results.
 - The course professor is the main reference for student assessment.
 - It is mandatory for the students to take written exams at the end of each semester as a part of the programs available at HUMS.
 - Externship and internship exams will be administered by the end of each course.
 - HUMS' academic evaluation criteria or Grading System is based on a fixed numerical scale of 0-20. The Grading System interprets 20 as the highest passing score and 10 as the minimum passing score for general courses and basic sciences courses.

- The minimum passing score for theoretical courses of clinical internship, and specialized courses during Pre-clinical and Clinical Phases for the D.M.D. Program is 12.
- The minimum passing score for theoretical and practical courses of the Basic Sciences Stage is 10 while for the Clinical Phase and some courses in the Physiopathology Stage of the M.D. Program is 12.
- For all courses of the Pharm.D. Program a minimum score of 10 is demanded as a passing grade except for internship (field study) courses and Thesis course where a minimum grade of 12 is necessary.
- Students who fail to acquire the minimum passing score in a course are obliged to retake that course at the earliest opportunity. However, all the scores including those from passed or failed courses will be recorded in the students' academic record and are calculated in their final total average.
- Obviously, the scores for the repeated courses in addition to the previously earned grade will be placed on the academic record of the student and will be calculated in the GPA of that semester.
- If the CPA of each semester falls below the stated amount, that very semester will be regarded as a probationary one.
- At the end of each academic semester, the average scores of students in that semester, and the average of all of their scores until the end of that semester is calculated. Further, at the end of each stage of the program, the total average of all the students' scores are calculated and recorded in the academic records (Cumulative Grade Point Average [CGPA]).
 - In order to calculate the average of scores, the number of credits of each course or part of a course is multiplied by the score of course or part; then, the derived sum is divided by the total number of the credits the student has taken, including those passed or failed.

- Summer term will not be accounted as a semester since the scores obtained in summer term will only affect the total average of the relevant stage (Basic Sciences, Pre-clinical or Clinical).
- Students shall obtain a minimum GPA of 12 for each semester of the Basic Sciences Stage planned for the M.D., D.M.D., and Pharm.D. Programs and a minimum GPA of 14 for the Clinical Phase of the aforementioned programs. This situation is defined as "good academic standing". Students who are not in good academic standing should work with their advisor(s) or department staff to take steps to return to good standing.
- The CGPA of students for Pre-clinical Phase should not fall below 12 and the total CGPA of students for the Clinical Phase should not be less than 14.
- Summer term will not be accounted as a semester; thus, the scores obtained in summer term will only affect the total average of the related stage.
- **B: Academic Progress Assessment during the Clinical Phase**

(Studentship, Externship and internship Stages)

The student's academic progress in the Externship and Internship Stages of the M.D., D.M.D., and Pharm.D. Programs will be evaluated based on the following criteria:

- Exhibiting professional conduct and building good relationships with patients, professors, fellow students and staff
- Regular and full-time attendance in designated classes and wards
- Exhibiting accuracy and sense of commitment in performing assumed duties in line with the regulations of the relevant course
- Utilizing externship and internship courses for boosting their skills

- Participating in the final examinations and obtaining the required scores along with ongoing and frequent evaluations by the instructor
- Active participation in clinical work hours

- **C: Compensation**
 - To compensate courses with scores between 10 and 12, students are allowed to repeat those courses, provided that they have not exceeded the maximum allowed period of study. Otherwise, they will not be allowed to proceed to the next stage .
 - Scores of the repeated courses in addition to the previously earned grade will be placed on the academic record of the student and will be considered in calculating the GPA of that semester.
 - In case the student fails a repeated course, in which he/she has previously obtained a grade between 10 and 12, his/her course status will be regarded as passed, the previous grade will be considered, and he/she can proceed to the next stage provided that the relevant CGPA of all passed, failed, and repeated courses reaches the minimum required CGPA. Otherwise, the student will fail the course. Therefore, regardless of the fact that he/she has passed the course before, he/she has to repeat it .
 - There is no grade "forgiveness" if a student retakes a failed course; both grades are included.
 - For the programs which require passing the BSCE as a part of their curriculums, where a student repeats a course and passes the course by earning a grade beyond 12, the previous grade will not be calculated in the CGPA of the Basic Sciences Stage, only to help them to meet the requirements for sitting the BSCE. However, the previously earned grade(s) will be calculated in the CGPA of the program.

- **D: Gaining Grade Point 16 or Above in the Failed Courses**

In case a student fails a course during his/her study, retakes it, and obtains grade 16 or above in that certain course in the second try, both his/her failure and the score from the first attempt will be ignored. This rule can be applied for each student only maximum 4 time.

Note: Students who fail a course twice and obtain grade 16 or above in the third attempt cannot benefit from the above rule.

- **E: Academic Probation**

Whenever a student fails to secure the minimum required semester Grade Point Average (GPA) and the final score for all courses, he/she will be placed on **Academic Probation**. Please note that in order to obtain; for instance, a GPA beyond 12, all obtained marks cannot be 10. Further, students who are placed on academic probation for 3 consecutive semesters or 4 alternative ones will be dismissed from HUMS. The students who are dismissed from the University because of suffering from several academic probationary statuses can reapply to the University and if gain the admission, some or all of the previously passed courses at HUMS may be accepted to be registered as passed for their second enrollment at the University.

Moreover, the school concerned is obliged to report, in writing, the probationary enrollment of the student to him/her, and keep a copy of that report in the student's file. Nevertheless, failure on the part of the University to inform the student or the student's claim of being unaware of this status does not impede the execution of the regulations.

- **F: Grade Appeal**

After the primary announcement of scores by the department concerned, the students have 48 hours to appeal the grade for a course through HUMS' Online Portal.

Note: Each semester, the Department of Education of the school concerned is obliged to submit the students' scores to HUMS' Department of Academic Affairs within at most 2 weeks following the last final exam day after considering students' objections and rectifying any possible mistakes. Therefore, scores cannot be changed after being delivered to the Office of Academic Affairs of the University.

Thesis

On the way toward graduation, the M.D., D.M.D., and Pharm.D. Programs demand the students to take the Thesis Course and do research on a subject germane to the study program. As the course requires specific explications, the following items set forth certain substantial information to be considered by HUMS' students.

Note: The required information on the Thesis Course of the students subsumed under the International Education Program (IEP) will be announced by the IEC.

- **A: General Regulations**

- Following successful completion of the prerequisite course credits, students shall choose the credit of "Thesis 1 Course" according to the program curriculum.
- Students shall register the topic of their theses within a year.
- Thesis subject shall be chosen under the guidance of the supervisor.
- The research shall be conducted under the supervision of a faculty member (a supervisor).

- Supervisors are chosen based on students' suggestions, the intended professors' agreement, and the approval of the relevant department and the Research Council of the school concerned.
- The minimum academic rank for a supervisor should be an assistant professor. In special cases, with the approval of the Research Council of the school concerned, lecturer faculty members can also act as a supervisor. For researchers, specialists, and experts, a Ph.D. degree is necessary to be assigned as a supervisor.
- In special cases and with the approval of the Research Council of the school concerned, students can have more than one supervisor in order to carry out interdisciplinary research.
- One of the faculty members, specialists, or distinguished researchers will be allocated as the advisor with the supervisor's suggestion after obtaining the approval of the Research Council of the University, if necessary.
- Students shall choose a thesis topic that is innovative and rich enough to withstand extended inquiry. The topic shall not be a repetition of an existing work, that is, there should be no thesis in the affiliated university with a similar topic or a different topic and the same content within the past 5 years .

Note: In special cases and at the discretion of the Research Council, choosing an identical topic within less than the aforementioned time (5 years) is possible where more research on the subject matter is required.

- Each student should individually work on a thesis topic. However, choosing one topic by a group of students (maximum 3) will be permitted after the approval of their supervisor(s) and the Research Council of the school concerned. To do so, the subsequent notes should be satisfied:
 - The scope and the importance of the research field should be proportionate to the number of the involved students.
 - The research field shall be logically segmented into distinct categories in a way that each of the involved students is able to do a separate portion of the investigations.
 - Thesis can be composed either in English or Persian but the abstract shall be written in both languages.
 - Thesis credits and its obtained score will be recorded in the student's final semester.
 - All students' theses conducted as a part of HUMS' programs are considered the intellectual property" of the University.
 - A copy of every thesis summary shall be sent to the Office of the Vice-Chancellor for Research and Technology of the ministry concerned to inform other centers or to be utilized by other researchers and specialists.
- **B: Administrative Procedure**

To submit a thesis the following steps should be taken:

- Choosing a topic as the subject matter of the thesis under the guidance of the supervisor
- Inspecting the novelty of the thesis subject by HUMS' Vice-Chancellery for Research and Technology
- Obtaining the approval of the related department for the applied thesis proposal

- Presenting the thesis proposal to the Office of Research and the Research Council of the University by the department concerned
- Giving the approval of initiating the thesis project to the supervisor by HUMS' Research Council
- **C: Thesis Framework**

Each thesis should have the following parts:

- Abstract in both the English and Persian language (significance of the study and background, materials and methods, results, and conclusion)
- Introduction (significance of the study, general information on the field of research, and research objectives)
- Literature Review
- Methodology (research type, research environment and materials, sample size and sampling technique, data collection technique, data analysis method, types of statistical tests, and research process)
- Results (using statistical tests, tables, diagrams, and result interpretation)
- Discussion and conclusion (analyzing the results, comparing the results with those of other studies, analyzing the reasons behind the result differences between the applied thesis and previous studies, investigating the defects and delimitations of the research, final conclusion, and recommendations for further studies)
- References/Bibliography
- **D: Thesis Defense**
 - All the students shall defend their theses in the last semester. If a student does not defend his/her thesis in accordance with the set schedule of the academic year or does not obtain a passing score, that student will be dismissed even though he/she has passed all other required credit courses.

- The time between submitting the thesis subject and defending it should not be less than one year.
- **E: Defense Committee Composition**
 - Supervisor
 - Advisor (if included)
 - A representative from the Research Council of HUMS
 - A representative from the Department of Education concerned
 - A faculty member or distinguished researchers, specialists, and experts all chosen by the Department of Education concerned
- **F: Thesis Assessment**
 - The Defense Committee is responsible for making final decision about the thesis .
 - The Committee's evaluation of the thesis is based on a numerical scale of zero to twenty. Then, a value is assigned to the obtained grade as the following:

Excellent: Grades 19-20

Very Good: Grades 17-18.99

Good: Grades 14-16.99

Unacceptable: Grades Below 14

- Only research-based theses or the theses from which an article or more (at the sole discretion of the department concerned) were printed or taken the privilege of being accepted to be published by one of the authentic scientific journals of Iran or foreign countries may obtain an "excellent" value. Obviously, providing the Defense Committee with the published article(s) or acceptance letter(s) of the journal(s) should be administered prior to the defense session.

Plagiarism

Any intentional or unintentional use of another person's idea(s), direct words or the result(s) of another person's experimental works without quoting the author's or the researcher's name can be considered plagiarism .

- **A: Prohibition against Plagiarism**

Any research done by the students or any papers prepared and delivered by them shall be authentic. Students shall not plagiarize any idea or intellectual property of another person expressed in material form, writing, data, and audio recorded materials claiming the work, idea, writing, data, research, discovery or invention is the result of their own ideas, findings or experimental efforts. It is mandatory to respect other's intellectual property rights ALL the time .

- **B: Common Forms of Plagiarism**

- An attempt to make out or the act of making out, in such a way that one is the original source or the author of an invention, discovery, research, or an idea previously expressed in material form, writing, data, and audio recorded materials
- Fabrication or unauthorized falsification or invention of any information or citation in an academic exercise, thesis

- **C: Sanctions**

A student, accused of plagiarism, will be subject to disciplinary action and shall bear the consequences if proved to be a plagiarist. During the procedure of the disciplinary action, HUMS' Student Disciplinary Committee may decide to have a conference with the student's parents or contact them if necessary. Thus, under the University's regulations, one or more of the following sanctions may be imposed on the plagiarist (*see Book-let No. 7 on HUMS' Student Disciplinary Regulations for further information*):

- Removal of privileges
- School community service
- Suspension
- Dismissal
- Expulsion
- Any other sanctions that the University deems fit

Academic Leave and Withdrawal from Study

- Upon completion of the first semester, the M.D. students can take an academic leave of absence for a maximum of 2 semesters during Pre-Clinical Stage and 6 consecutive or intermittent months during Clinical Stage.
- The D.M.D. students, after one academic semester and during the first and second stages of the Dentistry Program, can take a leave of absence for a maximum of two consecutive or intermittent semesters.
- Pharm.D. students can have 2 semesters of academic leave of absence during the Pre-clinical Phase and up to a period of 6 consecutive months during the Clinical Phase.
- The request for academic leave of absence should be submitted in writing and should be delivered to the Directorate of International Affairs at least two weeks before the commencement of each semester.
- Whether to grant the students academic leave of absence in the first semester of study at HUMS or not will be decided by HUMS' IEC.
- The duration of a student's academic leave of absence is calculated in the maximum permitted duration of study in each stage.
- If the request for academic leave of absence is submitted out of the specified time, the decision whether to accept or reject the student's request will be made by the IEC.
- After receiving the decision of the corresponding school, HUMS' Department of Education shall announce its

- agreement or disagreement to the student's request in writing before the end of the enrollment period.
- Pregnant students can benefit from a two-semester maternity leave by observing other rules and regulations. The maternity leave will not be counted toward the maximum allowed period of study.
 - Students whose genuineness of their medical excuses has been approved by the Medical Council and the IEC can benefit from a maximum one-semester academic leave of absence, which will not be counted toward the permitted period of study.
 - The onus of dealing with the consequences of academic leave of absence is on the student.
 - In each semester, students are obliged to refer to the Department of Education for course selection and enrollment during the period announced by the University. If a student does not refer for enrollment, it will be interpreted as withdrawal from study and the student will be deprived of continuing academic education in the University. In case of legitimate excuses, the student should inform the Directorate of International Affairs in person and submit his/her request for academic leave of absence at most one month prior to the end of the currently enrolled semester to be considered by the IEC. If the IEC verifies and approves the case, the semester will be counted toward the maximum permitted duration of study and the academic leave of absence will be issued for the specific semester.
 - In exceptional cases, when a student believes his/her withdrawal is excused, the reasons should be delivered to the Directorate of International Affairs in writing up to a maximum of one month before the end of that very semester. If the IEC accepts the genuineness of the provided reasons, that semester is considered toward the total number of university semesters and an academic leave of absence is placed on the student's academic record which will be applied simultaneously

to all his/her study subjects. This situation is allowed only once during the student's study at HUMS .

- Any student who intends to withdraw from study shall submit his/her request to the Directorate of International Affairs in person. The student is permitted to regret his/her request of withdrawal from study only once and up to a maximum of one month prior to the end of the purposed semester; consequently, the intended semester will be considered toward the maximum permitted duration of study and academic leave of absence will be issued for the specific semester. After the expiration of the date, the mandate of the student's withdrawal from study will be issued and the he/she is prohibited from continuing study in the particular field thereafter.
- In order for a student to receive a medical withdrawal/leave of absence, the student's current attending physician (not the physician or nurse practitioner at HUMS' Student Health Center) shall certify in writing that the patient is unable to complete the semester and that it would be injurious to his/her health.
- The students can benefit from one semester of medical leave of absence, if the case is approved and verified by the IEC, without being counted toward the maximum period of study.
- If the students, who have withdrawn (or dismissed) from study want to receive their result transcripts, they shall comply with the IEC's decisions.
- Withdrawal from study at any point in the academic year costs the student the whole annual tuition fee as well as relevant fines (such as accommodation, utilities, Internet, health insurance, and registration fees).

Change of Major

It is forbidden for the students at HUMS to change their major(s) unless the IEC decides so.

Note: Exceptional cases will be considered by the International Exceptional Cases Committee (IECC).

Graduation

Students who have passed all the credits and training courses of the program of study and have successfully defended their theses (if required) will be considered graduated based on HUMS' regulations.

Note 1 : A student is considered graduated when all the taken courses have passing grades .

Note 2: The last date on which the student has either successfully passed his/her final remaining courses or successfully defended his/her thesis will be recorded as the graduation date.



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Hormozgan University of Medical Sciences is well aware of the importance of entering global higher education arenas and has a thorough understanding of it



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