



HORMOZGAN UNIVERSITY
OF
MEDICAL SCIENCES

HUMS' 8
GLOSSARY OF
TERMS

General Terminology

Code or the Code:

It refers to Hormozgan University of Medical Sciences code of conduct and discipline.

Country or the Country:

Islamic Republic of Iran

Faculty Member:

It means any person hired by the University to conduct Instructional or research activities or who is otherwise considered by the University to be a member of its faculty.

May:

It is used in the permissive sense.

Member of the University Community:

It includes any person who is a student, member of the faculty or staff, University official, or any other person employed by the University.

Policy:

The term is defined as the written regulations of HUMS as found in official university publications or other documents, but not limited to, the undergraduate and graduate booklets or brochures.

Shall, Should, and Will:

These auxiliaries are used in the imperative sense.

Staff Member:

Any person employed by HUMS in a nonteaching or nonacademic capacity.

Student:

All persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate,

elective courses, short-term training programs, or professional studies. A student is further defined as someone who has been accepted for admission or readmission to the University and has completed the process of registration at the University. A person who is not officially enrolled for a particular semester but who has a continuing relationship; meaning, the individual has been enrolled in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session immediately following.

HUMS:

Hormozgan University of Medical Sciences

University or the University:

Hormozgan University of Medical Sciences

University Premises:

HUMS' premises include all land, buildings, facilities, and other properties in the possession of, or owned, used, or controlled by the University or by organizations chartered and registered with the University, including adjacent streets and sidewalks.

Working Days:

The days that HUMS is open for business (excluding holidays) even if no classes are scheduled.

Academic Terminology

Academic Calendar:

A listing of important dates and deadlines for students. HUMS operates under the semester calendar.

Academic Dismissal:

Students will be dismissed from their degree program by the University in the following situations:

- ◆ A student fails to achieve good academic standing or show substantial academic progress.
- ◆ A student is unable to pass the Basic Sciences Comprehensive Exam (BSCE) required for the degree after the allowed number of attempts prior to the time limit for completion of the exam.
- ◆ A student cannot successfully defend his/her thesis or satisfy its requirements.
- ◆ A student commits plagiarism and HUMS' Student Disciplinary Committee decides on the student's dismissal (see Booklet No. 7 on HUMS' Student Disciplinary Regulations).

Academic Leave of Absence:

It is a temporary withdrawal from study reserving the opportunity of reinstatement. Students who wish to leave the University temporarily for academic, medical, religious, or military service reasons may request a Leave of Absence for a specified period of time by petitioning the International Education Council (IEC).

Academic Probation:

Students are placed on academic probation when their semester Grade Point Average (GPA) drops below the minimum required GPA. Students on academic probation put themselves in jeopardy of academic dismissal and are not able to graduate from any degree or certificate program at HUMS. Students placed on academic probation must sign an Academic Probation Agreement that makes provisions such as meeting regularly with an academic advisor, taking courses designed to improve academic performance, attending all course meeting, repeating courses (if necessary), and attaining a specified semester GPA.

Academic Year:

Consists of a Fall semester, a Spring semester followed by an optional summer term. Starting and ending dates for each semester are posted to the academic calendar.

Add/Drop Period:

The specified period following 2 weeks from the inception of each semester during which a student may drop or add courses without these courses being shown on the student's academic transcript.

Advisor (Academic Advisor):

Member of the faculty or staff who is trained to assist students in planning their certificate or degree program. The academic advisor works with students on their academic progress, course selection, navigating the academic process at HUMS, and any other major options. After selecting a major, students are assigned to an advisor in the department which houses their major. Student should maintain close contact with their advisor and keep their own personal file of their academic progress. Students are ultimately responsible for meeting the academic requirements for their desired degree. Dismissed students may only re-enter HUMS through an appeal to the Office of the Directorate of International Affairs.

Census Date:

The census date is set by the University and typically marks the end of the add/drop period. On this day, the University takes a "snapshot" of all students' enrollment, which becomes the 'official enrollment.'

Co-requisite:

A co-requisite course is a course which may be taken concurrently with or successfully completed prior to the course for which it is required.

Course Ceiling:

The maximum number of courses that students are allowed to take.

Curriculum:

A complete program of study which leads to achieving a degree from HUMS.

Good Academic Standing:

Undergraduate students' academic standing will be based on both the attempted credit hours completed (Satisfactory Academic Progress) and the Cumulative Grade Point Average (CGPA). The University expects all of its students to maintain good academic standing, which is defined as follows:

- ◆ The student shall maintain the minimum required semester and cumulative GPA or higher.
- ◆ The student may not earn more than one incomplete or failing grade in a given semester.
- ◆ The student shall complete the minimum required credits in order not to be considered a probationary semester.
- ◆ The student shall maintain continuous enrollment.
- ◆ The student shall make satisfactory progress toward completion of the degree during each academic semester, year, or stage.

Failure to meet either of these requirements for Good Academic Standing at the end of each enrolled semester at HUMS, will result in Academic Probation and Dismissal and the student is subject to disqualification.

Grade/Score:

A measure of proficiency earned in a course, given by the course instructor and indicated by a number on the numerical grade scale; however, thesis course will also be evaluated based on the assigned value of the subsequent:

Excellent: Grades 19-20

Very good: Grades 17-18.99

Good: Grades 14-16.99

Unacceptable: Grades below 14

Officially Registered:

Students shall be officially registered with the University according to published registration deadlines. Officially registered means that the student has been accepted for admission to the University, is eligible to register for classes, and that the course number and section are entered on the student's registration record maintained by the Directorate of International Affairs. The deadline to register for a full-semester class is officially announced via HUMS' academic calendar. It is the student's responsibility not to attend a class if he or she is not officially registered.

Overload Status:

Enrollment in coursework in excess of 20 credits for each semester. All overloads shall be approved by the student's advisor and the Director of the International Education Development.

Prerequisite:

A course which the student must have satisfactorily completed prior to registering for the desired course.

Reading Course:

As it is defined by HUMS, a reading course is an exceptional opportunity to help students with natural progress of their program(s) under some sets of conditions. The course counts as a regular course and is suffered by the same regulations applicable to all other credit course types offered at HUMS. The students taking

this course type shall agree on the reading list, the assignments that will be due, and sitting the exam session(s) as are asked by the faculty member and the Department of Education concerned.

Registration:

A step-by-step process for enrolling in coursework at HUMS. Continuing students and students who have taken a leave of absence may register in advance for the next semester's classes during a period designated by the University and posted on the academic calendar. Incoming freshmen may register in advance for Fall semester classes by attending one of the early registration events sponsored by the Office of Admissions.

Result Transcript:

An official record of courses completed and grades earned by an individual student. Transcripts are considered unofficial when printed on plain paper and handed to the student. Transcripts are official only when stamped by the University.

Semester Schedule:

A listing of courses offered in a given semester. This contains course titles, section numbers, credit hours, prerequisites, course location(s), instructors, and syllabi where available.

Withdrawal from Study:

It means permanently discontinuing the course of study at HUMS with no current intention/permission of resuming study at a later point in time.

Disciplinary Terminology

Accused:

The student or group alleged to have violated the University code of conduct and discipline.

Administrative Hearing:

It is a way of resolving disputes between a petitioner and a respondent.

Appellant:

The term refers to a student or organization who is appealing the decision of a hearing body.

Assault, Injury and Threat:

- ◆ A. Is intended to cause pain or injury to another;
- ◆ B. Is intended to result in physical contact which is insulting or offensive to another;
- ◆ C. Is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting or offensive;
- ◆ D. Involves pointing any firearm or simulated firearm toward another;
- ◆ E. Involves the display, in a threatening manner, of any dangerous weapon toward another; or
- ◆ F. Involves making a threat intended to cause another person to fear for his/her safety or physical well-being.

Board of Appeal:

It refers to any university official or group authorized by the University to hear appeals of decisions implemented by a hearing body.

Change or Revocation of Housing Assignment:

This sanction may be used when a violation of the code also constitutes a breach of a disciplinary regulation or the license agreement entered into by the student, or as a remedy to address claims of discrimination,

harassment, bullying, stalking or other inability to get along with neighbors. The sanctions may be imposed upon the accused student(s) as the Student Disciplinary Committee or the Office of Housing and Residential Life decides on. Thus, the student(s) may be required to (a.) relocate to a new room, flat, or university housing assignment; (b.) leave university owned housing for a specified period of time; or (c.) leave university owned housing permanently.

Complainant:

Hormozgan University of Medical Sciences or the person making a referral to any of HUMS' departments relevant to a person or group alleged to be in violation of the code of conduct and discipline.

Consent:

An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed activity. An individual who either is asleep, unconscious, or mentally or physically incapacitated, through the effect of drugs or alcohol or for any other reason; or is under duress, threat, coercion, or force cannot give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Community Service:

Specified tasks of non-paid services under the supervision of a university official, which may be performed within the University premises or in furtherance of the University's interests or activity.

Cyberbullying:

It has been defined as the continuous and deliberate act of harassment, embarrassment, or intimidation via digital communication device.

Denial of Further Registration:

Denial of the privilege to reenroll is a sanction available when a student has been found to have made false, fraudulent or materially incomplete statements on official university records. Examples of such records include, but are not limited to: application for admission, residence affidavit, and application for graduation.

Dispute Resolution Board:

It is a board which may be called upon early in the evolution of any dispute, happened within or outside the University premises. It holds the onus of conducting administrative hearings and giving impartial advice to arrive at a reasonable concurrence.

Disciplinary Authority:

It refers to the Dean or where applicable any person or board delegated with disciplinary functions, powers or duties.

Disciplinary Board:

It is a panel of members appointed by the Disciplinary Authority to conduct disciplinary hearings.

Disciplinary Hearing:

It is a full hearing before the disciplinary board.

Disciplinary Probation:

Probation is a status-based sanction which means the student is not in good standing with the University and requires the student to remain free from any kind of disciplinary trouble during a predetermined period. Being found responsible for another violation of the code, whether similar in nature or not, while on disciplinary probation will result in more serious sanctions and an evaluation to determine if continued enrollment at the University is in the best interests of the student and the University. Examples of the probable restrictions include, but are not limited to, restriction of privilege to:

- ◆ A. Participate in student activities or in student organizations;
- ◆ B. Represent university on athletic teams, or in other leadership positions;
- ◆ C. Have access to university housing facilities or other areas on campus;
- ◆ D. Have use of university resources and/or equipment; or
- ◆ E. Have contact with specified person(s).

Dismissal:

Dismissal from the University for disciplinary reasons entails the termination of all the student's rights and privileges as a student at the University and no application for readmission by the person will be entertained by the University until after a period as the Student Disciplinary Committee adjudges. During the dismissal period, the student may not visit or come onto HUMS premises without specific written permission from the Student Disciplinary Committee. The verdict of dismissal shall continue to be maintained in the student's confidential file of disciplinary records. Besides, upon completion of the period, the dismissed student's re-enrollment will be processed only by petitioning and obtaining the consent of the Student Disciplinary Committee. If the student has complied with all sanctions and completed all requirements prior to the petition, the Student Disciplinary Committee will provide the Office of the Directorate of International Affairs with an official notification of re-enrollment.

Domestic Violence:

The term includes, but is not necessarily limited to:

- ◆ A. Inflicting or attempting to inflict physical injury on the accuser by other than accidental means
- ◆ B. Placing the accuser in fear of physical harm
- ◆ C. Developing psychological pressure
- ◆ D. Physical restraint

Expulsion:

Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution. Any student receiving a sanction of expulsion shall be restricted from all campuses of HUMS unless on official business with the University verified in writing by one of HUMS' departments. Students who have been expelled are not permitted to live or board in University facilities.

Formal Warning:

It is a reprimand for poor performance or misconduct and is considered as a step to avoid dismissal. Warnings can be verbal or written, and can be of varying degrees of seriousness.

Harassment:

Conduct directed toward the accuser that includes, but is not limited to, repeated or continuing non-consensual contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress.

Hearing Body:

It refers to any university official or group authorized by the University designated to hear cases referred for administrative review or to determine whether a student or organization has violated the code of conduct and discipline.

Officer of the Disciplinary Board:

A university official authorized by the University to determine whether a student or organization has violated the code of conduct and discipline.

Respondent:

It is defined as the student or group alleged in an official complaint field due to violation of Hormozgan University of Medical Sciences; rules and regulations.

Restitution:

This type of sanction requires the student/student organization to pay for all or part of damages (personal injury or property) they caused or contributed to.

Stalking:

Persecuting (someone) with unwanted and obsessive attention or any other willful course of conduct involving repeated or continuing harassment or battery of another individual or that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, intimidated, treatment, harassed, or molested.

Student Association:

Unless otherwise indicated, it means any group that has complied with the formal requirements and been approved for the university registration/recognition.

Suspension:

If a student is suspended, he or she is separated from the Institution for a stated period of time with conditions of readmission stated in the notice of suspension. Any student receiving a sanction of suspension shall be restricted from all campuses of HUMS during the period of separation unless on official business with the University verified in writing by one of HUMS' departments. Students who have been suspended are not permitted to live or board in university facilities or housing unless otherwise approved or provided by the University.

Transcript of Records or Result Transcript:

It is an official document that specifies the courses, research and training/teaching activities students achieve during their mobility. It mainly represents the academic recognition of each student's study and the credits in

addition to the grades he/she earned during his/her study.

University Activity:

Any activity sponsored by HUMS, any agency of the University, or any University Organization which may be attended in part or whole by students, faculty members, staff members, or other members of the general public and conducted on or off University premises.

University Official:

Any person employed by the University performing as signed administrative, professional, or staff responsibilities.

Withholding Degrees:

Withholding issuance of a degree, diploma, certificate or official transcript pending compliance with university policies

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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



HORMOZGAN UNIVERSITY
OF
MEDICAL SCIENCES

Directorate of International Affairs and Scientific Collaboration

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