Comprehensive Booklet of

The Department of Nutritional Sciences

School of Public Health

Iran University of Medical Sciences

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# Introduction

# In the name of God

Congratulations on being accepted as a Master and PhD student in Nutrition Sciences at Iran University of Medical Sciences, Welcome to the School of Health and I wish you good health and success from God.

knowledge transfer, Expanding the frontiers of science through research, Institutionalizing individual and professional ethics and acquire the skills needed by graduates of each field are the important goals of the higher education complex are the country and you, dear students, have a very important role in achieving these goals. As the assets of the nutrition department, you have a very important role in the scientific and research promotion of the department, the faculty and the country. Today, interdisciplinary science is very developed in the world and the School of Health has provided the possibility of interdisciplinary research due to the provision of various specialties. We hope you take advantage of this opportunity to solve health problems in the field of nutrition.

The present collection has been compiled in order to acquaint you with the educational environment, departments, other fields of study of the faculty, regulations, educational, research regulations and your educational process.

Since the university is the origin of scientific and ethical life, and the source of promotion of culture, the growth and prosperity of the country, the main goal of higher educational set of the country is undoubtedly your achievement of these peaks as worthy and in the dignity of Islamic Republic of Iran, and your role as treasures of the university is significant in achieving this goal. We wish you to complete this path successfully with a lot of effort and perseverance.

***Dr Shima Jazayeri,***

***The Head of the Department of Nutritional Sciences.***

# About The School of Public Health

## Authorities of the School of Public Health

|  |  |  |
| --- | --- | --- |
| **Row** | **Name** | **position** |
| 1 | Dr Mohammad Reza Vafa | Head of The School of Public Health |
| 2 | Dr Farzad Shidfar | Educational Deputy |
| 3 | Dr Mehdi Farzadkia | Research Deputy |
| 4 | Dr Ali Esrafili | Financial- Administrative Deputy |
| 5 | Dr Dehdari | Head of the Student ResearchCommittee |

## Departments of the School of Public Health

|  |  |  |
| --- | --- | --- |
| **Row** | **Department** | **The Head of the Department** |
| 1 | Nutritional Sciences | Dr Shima Jazayeri |
| 2 | Epidemiology | Dr Babak Eshrati |
| 3 | Biostatistic | Dr Salehi |
| 4 | Health Education & Promotion | Dr Mahnaz Solhi |
| 5 | Environmental HealthEngineering | Dr Mitra Gholami |
| 6 | Professional Health Engineering | Dr Ali Asghar Farshad |
| 7 | Ergonomy | Dr Mohammadsadegh Ghasemi |

## Unit associated with students, staff

|  |  |  |
| --- | --- | --- |
| **Row** | **Name** | **Position** |
| 1 | Ms Ghasemi | Education Supervisor |
| 2 | Ms Naderi | Research Assistant |
| 3 | Ms Vesal | Head of the Library |
| 4 | Mr Taghizadeh | Computer room supervisor |
| 5 | Dr Khareghani | Head of Public Relations |

**About The Department of Nutritional Sciences History of the Department of Nutritional Science**

In Feb/Mar 2001, Department of Nutrition was separated from Department of Epidemiology under the supervision of Dr. Seyyed Ziaeddin Mazhari. Then in September 2001, this Department accepted the first M.Sc. students in Nutritional Sciences under the supervision of Dr. Shahryar Eghtesadi as the Head of the Department.

The Department has offered the MSc and PhD degree in Nutritional Sciences (since 2001 and 2004, respectively) and has been able to expand and promote especial activities including designing and capacitating the Master degree program in “Public Health Nutrition” (since 2014) and PhD-By-Research in “Nutritional Sciences” (since 2013). In 2019 the major of “Clinical Nutrition” was stablished and M.Sc. students have been studying in this major since.

# About Members of the Department

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Academic Rank** | **Position** | **Orientation** |
| **Dr Mohammadreza Vafa** | Professor | ------ | Epidemiology |
| **Dr Farzad Shidfar** | Professor | ------ | Biochemistry |
| **Dr Shima Jazayeri** | Associate Professor | Head of the department | Epidemiology |
| **Dr Naheed Aryaeian** | Associate Professor | Research Supervisor | Immunology |
| **Dr Seyedeh Tayebeh Rahideh** | Assistant Professor | Educational Supervisor | Biochemistry |

##

## Dr Mohammadreza Vafa

**Degree:** Ph.D. in Nutrition Sciences Epidemiology

**Academic Rank**: Professor

**Tel**: 86704743

 **Fax:** 88622707

**Email:** Rezavafa@yahoo.com

**Academic Email**: http: //Vafa.m@iums.ac.ir

### Educational and research area of expertise:

Nutritional Epidemiology, Research Methodology, Diabetes, Obesity, Weight Management and Caloric Intake, Micronutrient Deficiencies

### Dr Vafa’s resume is available via following links:

* <http://isid.research.ac.ir/Mohammadreza_Vafa>
* http://scholar.google.com/citations?user=-kF2BL0AAAAJ&hl=en
* http://www.scopus.com/authid/detail.url?authorId=22136597400
* <http://www.researchgate.net/profile/Mohammad_Reza_Vafa>

## Dr Farzad Shidfar

**Degree:** B.Sc. of Nutritional Sciences, Isfahan University of Medical Sciences, MSc in Nutrition, Tabriz University of Medical Sciences, Ph.D., Nutrition, Tehran University of Medical Sciences

**Academic Rank:** Professor

**Tel:** 86704743

**Fax:** 88622707

**Email:** farzadshidfar@yahoo.com

**Academic Email**: shidfar.f@iums.ac.ir

### Educational and research area of expertise:

Diabetes, Fatty Liver and Cardiovascular Diseases, Nutritional Biochemistry, Nutrition Physiology and Clinical Nutrition.

### Dr Shidfar’s resume is available via following links:

* http://nd-soh.iums.ac.ir/files/nd-soh/files/dr\_shidfar\_persian.pdf
* <https://scholar.google.com/citations?user=XP9eNmYAAAAJ&hl=fa>
* <http://www.scopus.com/authid/detail.url?authorId=12759508600>
* <http://www.researchgate.net/profile/Farzad_Shidfar>

## Dr Shima Jazayeri

**Degree:** General practitioner, Ph.D. in nutrition at Tehran University of Medical Sciences

**Academic Rank:** Associate Professor

**Tel:** 86704805

**Fax:** 88622707

**Email:** sh\_jaz@yahoo.com

**Academic Email**: jazayeri.sh@iums.ac.ir

### Educational and research area of expertise:

Neuropsychiatric (Neuropsychiatric) and Diabetes, Epidemiology of Nutrition and Clinical Nutrition.

### Dr Jazayeri’s resume is available via following links:

* [http://nd-soh.iums.ac.ir/files/nd-soh/files/CV\_-\_Jazayeri(1).pdf](http://nd-soh.iums.ac.ir/files/nd-soh/files/CV_-_Jazayeri%281%29.pdf)
* <https://scholar.google.com/citations?user=Ovcu7aYAAAAJ&hl=en&oi=ao>
* http://www.scopus.com/authid/detail.url?authorId=23492258700
* <https://www.researchgate.net/profile/Shima_Jazayeri>

## Dr Naheed Aryaeian

**Degree:** Ph.D. in Nutrition at Tehran University of Medical Sciences, Immunology.

**Academic Rank:** Professor

**Tel:** 86704750

**Fax:** 88622707

**Email:** nah\_arya2002@yahoo.com **Academic Email**: aryaeian.n@iums.ac.ir **Educational and research area of expertise:**

Nutrition and Immunity, Molecular and Cellular Nutrition, Diabetes, Autoimmune Diseases and Fatty Liver.

### Dr Aryaeian’s resume is available via following links:

* <http://nd-soh.iums.ac.ir/files/nd-soh/files/dr_aryaeian_persian.pdf>
* https://scholar.google.com/citations?hl=fa&user=15wLuCYAAAAJ&view\_op=list\_works&sortby=pubdate
* <http://www.scopus.com/authid/detail.url?authorId=26029071000>
* <http://www.researchgate.net/profile/Naheed_Aryaeian>

## Dr Seyedeh Tayebeh Rahideh

**Degree:** Ph. D in Nutritional Sciences at Iran University of Medical Sciences.

**Academic Rank:** Assistant Professor

**Tel:** 86704843

**Fax:** 88622707

**Email:** tayebeh\_rahideh@yahoo.com **Academic Email**: rahide.t@iums.ac.ir **Educational and research area of expertise:**

Genetics a nd Nutrition, Diabetes, Nutrition and Cancer

* + 2014.

### Dr Rahideh’s resume is available via following links:

* https://www.scopus.com/authid/detail.uri?authorId=26425164900
* <http://nd-soh.iums.ac.ir/files/nd-soh/files/Dr_Rahideh%2Cpersian_CV.pdf>
* <http://scholar.google.com/citations?user=TE9AVngAAAAJ&hl=fa>

Expert of the Departement

|  |  |  |
| --- | --- | --- |
| **Row** | **Name** | **Position** |
| 1 | Narjes Najibi | Department’s Assistant |
| 2 | Fahimeh Shahriyary | Head of the Nutritional Laboratory &Anthropometry Rom and Department’s Assistant |

#  The Department’s International Co-operation

|  |  |  |
| --- | --- | --- |
| **Faculty members** | **Participation in international congresses** | **Collaboration with domestic / international research centers** |
| Dr Mohammadreza Vafa | The 5th world congress on controversies to consensus in diabetes, obesity and hypertension5-7 November Turkey-IstanbulTopic of Presentation: 1. The effect of Green tea consumption…2. Effect of zinc and selenium supplementation… | Cancer Research Center, Shahid Beheshti University of Medical SciencesEndocrinology and Metabolism Center of Iran University of Medical Sciences |
| Dr Farzad Shidfar | The 5th world congress on controversies to consensus in diabetes, obesity and hypertension | Colorectal Research Center of Iran University of Medical SciencesCardiology Research |

|  |  |  |
| --- | --- | --- |
|  | 5-7 November Turkey-Istanbul**Topic of Presentation:** Effects of royal jelly intake on total antioxidant capacity, malondi aldehyde, interlukin, serum levels... | Center, Iran University of Medical SciencesHealth Research Center of Iran University of Medical Sciences |
| Dr Shima Jazayeri | **The 3rd International & 15th Iranian Nutrition Congress****Topic of Presentation:** Nutrition and depression | Research Center for Cardiovascular Diseases Prevention, Iranian University of Medical SciencesCenter for Research and Development of Children of Iran University of Medical Sciences |
| Dr Naheed Aryaeian |   1-4 June 2020 NUTRITION 2020 Live online 27 September 2020 Childhood Nutrition and obesity 12 August 2020 Nutrient-Gene Interaction in complex Diseases  | Environmental HealthTechnologyResearchCenterTehran University of Medical Sciences Rheumatology Research Center |
|  |  |
|  |  |
| Dr SeyedehTayebeh Rahideh | The 2nd International Personalized Medicine CongressIn 2018-01-13Topic of Presentation: Epigenetic modifications by dietary polyphenols in cancer | Rasoul Akram HospitalSchool of Behavioral Sciences and Mental Health, Iran University of Medical Sciences |

## Fields & Educational Degrees

|  |  |
| --- | --- |
| **Educational Degree** | **Educational Field** |
| Ph. D | Nutritional Sciences |
| M.Sc. | Nutritional Sciences |
| M.Sc. | Clinical Nutrition |

## Educational and research activities

Research Goals:

Conduct research projects in various fields including:

* Nutritional assessment
* The role of nutrition in health and disease
* How to eradicate malnutrition in the community
* Improving public awareness about healthy eating behaviors
* Nutrient’s deficiencies
* Proper methods of food consumption
* Improving public health through increase and development of nutritional knowledge at a national level

Educational Goals:

Training skillful, expert and efficient work force that, in addition to being able to work in various health centers, hospitals and research centers, is able to analyze the theoretical and practical aspects of nutritional issues and collaborate with nutrition educational and research centers.

Education al activities:

* Teaching all nutrition courses to MSc and PhD students in Nutrition
* Teaching nutrition and food hygiene courses to other majors in various schools including public health, Nursing and Midwifery, Medicine, …

Research priorities:

1. Clinical Nutrition:
* Studying the role of nutrients (micronutrients and macronutrients) in health and disease
* Studying the role of nutritional supplements in health and disease
* Studying the role of antioxidants in prevention of metabolic disease
* Studying nutrients interactions
1. Community Nutrition:
* Studying the effect of nutrition education on dietary behaviors modifications
* Nutritional epidemiology, marginal micronutrient deficiency, chronic effect of malnutrition
1. Cellular and Molecular Nutrition:
* Studying the interaction between gene, food, chronic and metabolic disease
* Nutrition and immunity

# Laboratories

” Nutrition Lab and Advanced Analysis” was established in 2006, independent research activities were beginning and it continued its research projects in various field of nutrition science. The duty of this lab is fundamentally developing nutritional sciences based on research projects that are designed by faculty members. Also, there have been cooperations with other research projects related to nutritional sciences from other universities and research centers.

Some of equipments and facilities of “Nutrition Lab and Advanced Analysis” are: biochemistry auto analyzer (BT-1500), thermal cycler, refrigerated centrifuge, hematology cell counter, ELISA reader, shaker, homogenizer, refrigerator, hematology cell counter, -20 freezer, -80 freezer, incubator, water bath, tube rotator, microscope and printer, etc.

Anthropometry room began its activities as a subset of nutrition group in 2017, and the purposes of this lab was anthropometric measurements such as height, weight, body composition with BIA method, indirect calorimeter and measurement of visceral fat, etc.

Also, phlebotomy and sampling for research projects are done in this lab. Some of the equipment for clinic al study and anthropometric measurements are, body composition device (BIA), indirect calorimeter, visceral fat measurement device, phlebotomy bed, stethoscope, manometer, stadiometer, analog scale, digital scale, etc.

**Library**

The Library of the School of Public Health is designed as a shelf system and books of this collection are also available through an electronic search using the Electronic Library (see the School's Library Classification System, based on the classification of the National Library of Medicine in the United States NLM):

[http://libsoh.iums.ac.ir/content/76042/%D8%A7%D8%B7%D9%84%D8%A7%D8%B9%D8%](http://libsoh.iums.ac.ir/content/76042/%D8%A7%D8%B7%D9%84%D8%A7%D8%B9%D8%A7%D8%AA-%DA%A9%D8%AA%D8%A7%D8%A8%D8%AE%D8%A7%D9%86%D9%87) [A7%D8%AA-%DA%A9%D8%AA%D8%A7%D8%A8%D8%AE%D8%A7%D9%86%D9%87](http://libsoh.iums.ac.ir/content/76042/%D8%A7%D8%B7%D9%84%D8%A7%D8%B9%D8%A7%D8%AA-%DA%A9%D8%AA%D8%A7%D8%A8%D8%AE%D8%A7%D9%86%D9%87)

The main areas of the library are health education and health promotion, environmental health engineering, occupational health engineering, nutritional sciences, biostatistics, epidemiology and ergonomics. There are more than 300 nutritional books in the library. And every year, at the request of the department, new Persian and English books are purchased.

Reference books available at the library:

* + Burger stein’s Handbook of Nutrition - Micronutrients in the Prevention and Therapy of Disease
	+ Encyclopedia\_of\_human\_nutrition\_four-volume\_set\_2005
	+ Friis\_Micronutrients and HIV Infection
	+ Guidelines for the management of nutrition programs
	+ Handbook\_of\_Food-Drug\_Interactions\_084931531X
	+ Health, Nutrition, and population indicators
	+ Keith N. Frayn-Metabolic regulation\_ A human perspective-Wiley (2010)
	+ Moustaid-Moussa Nutrient-Gene Interactions in Health and Disease SMN
	+ nutrition and an active life
	+ Nutrition and health in developing countries
	+ Nutrition and kidney disease
	+ Nutrition and the eye
	+ Nutritional health
	+ Pesticide residues in food
	+ Peter A M Weiss\_ Donald R Coustan-Gestational Diabetes\_ Origins, Complications, and Treatment-Springer-Verlag, CRC Press (2014)
	+ Phytochemicals in Nutrition and Health
	+ Preventive nutrition
	+ Protein and energy requirements in infancy and childhood
	+ The management of nutrition in major emergencies
	+ The Nutritional Trace Metals

# Master's Degree in Nutritional Sciences

**Total Courses**: 32

**Core Courses**: 20

### Non-core Courses (Electives): 6

**Thesis:** 6

**Compensatory Courses:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the Course** | **Title of the Course** | **Number of Credits** | **Hours** | **Prerequisite or Concurrent Courses** |
| **Theoretical** | **Practical** | **Total** | **Theoretical** | **Practical** | **Total** |
| 01 | Basic Nutrition I | 2 | - | 2 | 34 | - | 34 | - |
| 02 | Basic Nutrition II | 3 | - | 3 | 51 | - | 51 | - |
| 03 | Principles of Diet Planning | 1 | 1 | 2 | 17 | 34 | 51 | - |
| 04 | Diet Therapy I | 2 | - | 2 | 34 | - | 34 | - |
| 05 | Diet Therapy II | 2 | - | 2 | 34 | - | 34 | - |
| 06 | Diet Therapy III | 2 | - | 2 | 34 | - | 34 |  |
| 07 | Diet Therapy IV | 2 | - | 2 | 34 | - | 34 |  |
| 08 | Nutrition status assessment | 2 | 1 | 3 | 34 | 34 | 68 |  |
| 09 | Nutrition through the life cycle | 3 | - | 3 | 51 | - | 51 |  |
| 10 | Medical Information Systems\*\* | 0.5 | 0.5 | 1 | 9 | 17 | 26 | - |
|  | Total | 22 |

\* Students must pass all or some of the course credits from Table 1, as specified by their affiliate department and approved by their Postgraduate Education Council

\*\* All students must pass the course of Medical Information Systems, serving as prerequisite or concurrent courses.

# Core Courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the Course** | **Title of the Course** | **Number of Credits** | **Hours** | **Prerequisite or Concurrent Courses** |
| **Theoretical** | **Practical** | **Total** | **Theoretical** | **Practical** | **Total** |
| 11 | Biostatistical Methods | 2 | - | 2 | 34 | - | 34 | - |
| 12 | Research Methodology in Nutritional Sciences | 2 | - | 2 | 34 | - | 34 | 11 |
| 13 | Advanced Nutritional Physiology | 2 | - | 2 | 34 | - | 34 | - |
| 14 | Advanced Nutrition I | 3 | - | 3 | 51 | - | 51 | - |
| 15 | Advanced Nutrition II | 3 | - | 3 | 51 | - | 51 | 13 |
| 16 | Advanced Clinical Nutrition | 2 | - | 2 | 34 | - | 34 | 13,14 |
| 17 | Nutritional Epidemiology | 2 | - | 2 | 34 | - | 34 | - |
| 18 | Current Topics in Nutrition | 2 | - | 2 | 34 | - | 34 | 13,14 |
| 19 | Advanced Application of Laboratory Devices | - | 1 | 1 | - | 34 | 34 | 13,14 |
| 20 | Seminar | 1 | - | 1 | 17 | - | 17 | 10 ,11 |
|  | Total | 20 |

\*Thesis is 6 credits which has to be done according to the opinion of the supervisor and regulations approved during the academic period.

# None-core Courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the Course** | **Title of the Course** | **Number of Credits** | **Hours** | **Prerequisite or Concurrent****Courses** |
| **Theoretical** | **Practical** | **Total** | **Theoretical** | **Practical** | **Total** |
| **21** | food and Nutrition Planning | 2 | - | 2 | 34 | - | 34 | - |
| **22** | Experimental Nutrition | - | 2 | 2 | - | 68 | 68 | - |
| **23** | Advanced Nutritional Terminology | 2 | - | 2 | 34 | - | 34 | - |
| **24** | Molecular Biology | 2 | - | 2 | 34 | - | 34 | - |
| **25** | Pathophysiology | 2 | - | 2 | 34 | - | 34 | - |
|  | Total | 10 |

**\***Students must successfully complete 6 credits of the non-core courses, above.

# Master's Degree in Clinical Nutrition

**Total Courses**: 32

**Core Courses**: 28

### Thesis: 4

**Compensatory Courses:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the course**  | **Title of the course** | **Number of Credits** | **Total hours of the course** | **Prerequisite or concurrent courses** |
| **Theoretic** | **Practical** | **Internship** | **Total** | **Theoretic al** | **Practical** | **Internship** | **Total** |
| **01** | **Medical Information****Systems\*\*** | 0.5 | 0.5 | - | 1 | 9 | 17 | - | 26 |  |
| **02** | **Basic Nutrition 1** | 3 | - | - | 3 | 51 | - | - | 51 |  |
| **03** | **Basic Nutrition 2** | 3 | - | - | 3 | 51 | - | - | 51 |  |
| **04** | **Principles of Diet Planning** | 1 | - | - | 1 | 17 | - | - | 17 |  |
| **05** | **Management of Food services** | 2 | - | 1 | 3 | 34 | - | 51 | 85 |  |
| **06** | **Principles of Nutrition****Education and Counseling** | 2 | - | - | 2 | 34 | - | - | 34 |  |
|  | **Total** | 13 |

\* Students should earn total or some of the course credits as specified by the Department of Education and approved by the Postgraduate Education Council

\*\* All students should earn the course of Medical Information Systems as Prerequisite or concurrent courses unless they have passed it before.

# Core Courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the course** | **Title of the course** | **Number of Credits** | **Total hours of the course** | **Prerequisite or concurrent courses** |
| **Theoretical** | **Internship** | **Apprentice ship** | **Total** | **Theoretical** | **Internship** | **Apprentice****ship** | **Total** |
| **07** | **Advanced Biostatistics** | 1.5 | - | - | 1.5 | 26 | - | - | 26 | - |
| **08** | **Research Methodology in****Nutritional Sciences** | 1.5 | - | - | 1.5 | 26 | - | - | 26 | - |
| **09** | **Pathophysiology of****Endocrine Diseases** | 1 | - | - | 1 | 17 | - | - | 17 | - |
| **10** | **Pathophysiology****of cardiovascular diseases** | 1 | - | - | 1 | 17 | - | - | 17 | - |
| **11** | **Pathophysiology of Digestive Diseases** | 1 | - | - | 1 | 17 | - | - | 17 | - |
| **12** | **Pathophysiology of Kidney Disease** | 1 | - | - | 1 | 17 | - | - | 17 | - |
| **13** | **Pharmacology** | 2 | - | - | 2 | 34 | - | - | 34 | - |
| **14** | **Diet therapy and Practical Clinical Nutrition 1** | 2 | 1 | - | 3 | 34 | 51 | - | 85 | - |
| **15** | **Diet therapy and Practical Clinical****Nutrition 2** | 2 | 1 | - | 3 | 34 | 51 | - | 85 | 12, 14 |
| **16** | **Diet therapy and Practical Clinical Nutrition 3** | 2 | 1 | - | 3 | 34 | 51 | - | 85 | 15 |
| **17** | **Diet therapy and Clinical Nutrition Seminar** | 1 | - | - | 1 | 17 | - | - | 17 | 08 |
| **18** | **Apprenticeship of Diet therapy and Clinical Nutrition** | - | - | 9 | 9 | - | - | 68 | 612 | 14, 15, 16 |
| **19** | **Thesis** | 4 |
|  | **Total** | 32 |

# PhD Degree in Nutritional Sciences

**Total Courses**: 42

**Core Courses**: 16

### Non-core Courses (Electives): 8

**Thesis:** 18

Allied disciplines for the optional credits of the Ph.D. in Nutritional Sciences include: Mycology, Clinical Biochemistry, Physiology, Food Science (Qualitative and Health Control), Immunology, Bacteriology, Health Education, Political Science (General Policies), Economical Sciences (Econometric orientations and theoretical economics), medical genetics, biotechnology, medical biotechnology, pharmacology, pharmacognosy, sociology (Economic sociology and development and sociology of community groups), epidemiology, traditional Iranian medicine.

Non-Core courses are only allowed in the schools in which Ph.D. courses of the same discipline are taught, according to the Ph.D. program of that major.

# Compensatory Courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the****Course** | **Title of the Course** | **Credits** | **Teaching Hours** | **Prerequisite or****Concurrent Courses** |
| **Theoretic al** | **Practical** | **Total** | **Theoretic al** | **Practical** | **Total** |
| **01** | **Medical****Information Systems**\* | 0.5 | 0.5 | 1 | 9 | 17 | 26 | - |
| **02** | **Nutritional****Epidemiology** | 2 | - | 2 | 34 | - | 34 | - |
| **03** | **Biostatistical Methods**  | 2 | - | 2 | 34 |  | 34 | - |
| **04** | **Research Methodology in****Nutritional Sciences** | 2 | - | 2 | 34 | - | 34 | - |
| **05** | **Advanced****Nutritional Physiology** | 2 | - | 2 | 34 | - | 34 | - |
| **06** | **Advanced****Nutrition I** | 3 | - | 3 | 51 | - | 51 | - |
| **07** | **Advanced****Nutrition II** | 3 | - | 3 | 51 | - | 51 | - |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **08** | **Advanced Clinical Nutrition** | 2 | - | 2 | 34 | - | 34 | - |
|  | **Total** | 17 |

\*Students should pass all or some of the course credits as specified by the Department of Education and approved by the Postgraduate Education Council.

\*All students must pass the course “Medical Information Systems” as a prerequisite or concurrent course.

# Core Courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code of the****Course** | **Title of the Course** | **Credits** | **Teaching Hours** | **Prerequisite or****Concurrent Courses** |
| **Theoretical** | **Practical** | **Total** | **Theoretical** | **Practical** | **Total** |
| **09** | **Advanced Methods in****Nutritional Research** | 2 | 0 | 2 | 34 | - | 34 | 02, 04 |
| **10** | **Advanced****Statistical Methods** | 2 | 1 | 3 | 34 | 34 | 68 | 03 |
| **11** | **Metabolic Regulation** | 2 | - | 2 | 34 | - | 34 | 06,05,07 |
| **12** | **Nutrition and Disease I** | 1 | 1 | 2 | 17 | 34 | 51 | 08 |
| **13** | **Nutrition and Disease II** | 1 | 1 | 2 | 17 | 34 | 51 | 08 |
| **14** | **Planning and Management****of Nutrition Programs** | 1 | 1 | 2 | 17 | 34 | 51 | 09 |
| **15** | **Cellular and****Molecular Nutrition** | 2 | - | 2 | 34 |  | 34 | 05,11 |
| **16** | **Seminar** | 1 | - | 1 | 17 | - | 17 | A Minimum of 8 Credits of corecourses |
|  | **Total** | 16 |

\*Dissertation: 20 credits and will be offered in the research step.

## Summary of PhD course regulations

*Approved at the thirty-fifth session of the Supreme Council for the Planning of Medical Sciences dated 11/20/2007*

General

Article 1- The Ph.D. course is the highest academic degree in university education that results in the grant of a degree and is a coherent set of educational and research activities.

Article 2- The purpose of the establishment of a Ph.D. course is to educate people who, by covering scientific domains in a particular field and familiarizing themselves with the advanced methods of research and achieving the new foundations of education and research, can be innovative in scientific and research fields and be effective in meeting the needs of the country and extending the boundaries of knowledge in their specialized fields and gain new insight in the world of knowledge.

Course phases:

A Ph.D. course is divided into two educational and research stages.

-The educational phase starts from the time the student enrolls in the entrance exam and ends with the comprehensive exam.

-After the graduation from the educational phase and pass the comprehensive exam, the research phase starts and ends with the writing and defense of the dissertation.

Note: Ph.D. students can begin their initial research phase at the educational stage, but their formal registration of the research stage and writhing the dissertation is subject to the success in the comprehensive exam.

Entry conditions

The terms of admission to the Ph.D. course are:

* General eligibility to enter university education.
* Physical and mental eligibility in accordance with the field of study.
* Having a master's degree (M.Sc.) or a doctorate or higher, in accordance with the required field of study, from one of the universities in or outside the country approved by the Ministry of Health and Medical Education or the Ministry of Research and Technology of Islamic Republic of Iran.
* Success in the English test in accordance with the approval of the Supreme Council for Medical Science Planning.
* Passing the Ph.D. course entrance exam in accordance with the rules of the respective specialized educational secretariats.
* Lack of employment in simultaneous education at the same university or other universities and other educational and research institutions.

Note 1:

* + Equivalent M.Sc. holders are not allowed to participate in Ph.D. entrance exam. Note 2:
	+ There is no age limit for volunteers at the Ph.D. entrance exam. Note 3:
	+ The conditions for admitting foreigners as PhD students are subject to the relevant regulations.

Note 4:

* + The assessment that which field can be studied by each graduate is the responsibility of the relevant educational secretariat and is subject to approval of the Supreme Council for Planning Medical Science.

## Educational Phase

Article 5- Education in all universities of the country is based on a credit system. In a credit system, the value of each lesson is measured by the number of credits in that class, and the student's acceptance or non-acceptance in a lesson is limited to the same lesson. Each credit is the amount or course of a lesson, theoretical credit of which will be 17 hours, practical or laboratory 34 hours, workshop and internship 51 hours and apprenticeship 68 hours during a semester or summer period, taught according to the plan approved by the High Council of Planning the teaching. In the case of fields with a project, the duration of the project implementation in a semester will be determined according to its number of credits and by the respective professor.

* + After enrolling at this phase, the student chooses 18- 30 primary courses based on the curriculum vitae and according to the approval of his educational supervisor, which must be held at the educational phase, which lasts from 3 to 5 semesters.
	+ At this phase, according to the decision of the department, the student must complete a series of compensatory courses up to a maximum of 16 units; these courses are prior to the main courses, and the grade is not considered in the GPA. For each 8 compensatory credits, one semester will be added to the student's approved educational course.
	+ The student is required to get the approval of his proposal from the beginning of the second semester to the end of the fourth semester.
	+ The student is obliged to participate in the comprehensive exam at the end of the educational phase.
	+ The research supervisor professor must be selected from the beginning of the second to the end of the third semester.

Note: All undergraduate students who has not completed the course of “Medical Information Systems”, are required to complete this course at this phase.

Article 6- Each academic year consists of two semesters and, if necessary and according to the conditions and facilities, of a summer school. The duration of apprenticeship for each semester is 17 weeks and each summer school is 6 weeks in accordance with the provisions of Article 5.

Article 7- All universities and medical schools are required to implement the curriculum approved by the High Council for Planning.

Note 1:

In exceptional and urgent cases, including the occurrence of natural disasters, the impossibility of attendance of the relevant professors during the 17 weeks, the teacher getting sick and so on, on the suggestion of the relevant school and the approval of the educational council of the university, a course or lessons can be given for some time less than 17 weeks for all students who took that course or courses, under the condition that the total hours of each class is not less than the amount stipulated in Article 5 of the Regulations.

Note 2:

Universities and medical schools will be allowed to offer new curricula instead of non-core courses, up to a maximum of 20% of the total credits in each curriculum, and optionally provide these courses to the students. Universities are required to announce their educational goals and headings for their new credits for information to the Higher Council for Medical Planning through the specialized secretarial boards.

Note 3:

It is the university’s duty to arrange the course with the pre-requisite, arrange the student's curriculum during the course, the method of teaching and change the curriculum and designing new content in a course.

Article 8- In order to guide the student in different fields, the educational supervisor professor in the first year of study is determined by the postgraduate education council of the school. As long as the educational supervisor professor is not selected, the head of the department assumes the duties of the educational supervisor professor.

Article 9- The educational supervisor professor shall be a member of the school at the same university as the student, at least an assistant professor or associate professor with three years of teaching or research experience in a master's degree.

Note 5:

In choosing a course, priority is given to compensatory courses. Determining the number and type of lessons and the time of their selection according to the prerequisites in the framework of the program approved by the Supreme Council of Planning and with the view of the relevant department, is the responsibility of the postgraduate education council of the relevant school.

Article 11- Students in the educational phase are obliged to choose 8-12 lessons in each semester of the course of study unless they have less than 8 courses left. In exceptional cases, with the suggestion of the relevant department, the discretion of the postgraduate education council of the school and the approval of the postgraduate education council of the university, this number may be increased to a maximum of 14 units.

Note: In the case there is a summer school, the student is allowed to obtain a maximum of 4 credits during the summer school.

## Attendance

Article 12- The attendance of students in all sessions related to each course is mandatory and the hours of student absence in each theoretical course shall not exceed a seventeenth for the theoretical courses, two seventeenth for the practical and laboratory courses, a tenth for workshop, internship and apprenticeship; otherwise, the student's grade in that lesson will be considered zero.

Note 1:

Absence in course sessions up to the ceiling specified in Article 12 will be allowed if it is justified by presenting the documented evidence and the relevant professor's approval. The way of dealing with students' absence (justified or not) will be the responsibility of the professor and with the approval of the postgraduate education council of the school.

Note 2:

If the student's absence in each lesson is more than the amount specified in Article 12, but his absence is recognized justified by the school and the education council of the school, then that lesson is eliminated; in this case, obeying the rule of at least 8 credits per semester is not necessary, However, this semester is considered as a whole semester in the student’s educational year.

Unjustified absenteeism in the examination of each course is the same as taking a zero score in the exam of that lesson and the justified absence in each lesson exam will cause elimination of that course. The diagnosis of an absence at the examination being justified or not is the responsibility of the postgraduate education council of the school.

## Evaluation

Article 14- The minimum passing score for each core and non-core course is 14 out of 20 and the compensatory course is 12 out of 20. If the student's score in a lesson is less than this, then the course should be retaken.

Note 1:

If a student fails to complete a non-core course, another course can be selected from the non-core courses’ table in the approved program. However, the grades of all lessons, whether they are

passed or not, are recorded in the Student's Record, and are calculated in the GPA of that semester and the total GPA.

Note 2:

* In cases where student’s evaluation in a course is related to activities that by the approval of the relevant professor are not possible to be completed in a semester, the student's grade is announced as an unfinished course. In this case, the student's grade in this lesson should be converted to the final score by the professor by the end of the next semester. If this is not the case, the course will be deleted by the university. Obviously, the registration of the unfinished grade will be at the end of the semester that the student has completed the credit in.

Article 15- The average grades of students' courses in the PhD program in each semester shall not be less than 15. Otherwise, the university will alert the student but the student will not have a limited choice of credits, and in the next semester he will be able to obtain credits in the quorum of credits. If the average student's grades in two semesters, consecutive or alternate, are less than 15, then that student will be deprived of continuing his PhD studies.

* The minimum score for thesis is 15. Note 1:

For semesters with less than the quorum of credits (8 credits), if the total GPA is less than 15, the semester will be considered as the semester subject to warning.

Note 2:

* The grades for the compensatory lesson are recorded separately in the student's record, and are not included in the GPA of the semester and the total GPA.
* The student whose total GPA is less than 15 after completing all courses, if his maximum academic term is not completed at the educational phase, he can retake up to 12 credits of core courses in which he has got a grade of 14-15 only in one semester, and if he compensates for the shortage of his total average, he will be eligible to take the comprehensive exam. Students who cannot use this opportunity for any reason, or do not compensate for the shortage of their total average, are disqualified and do not receive a degree.

## Comprehensive Test for PhD Students

Article 17. At the end of the educational phase, the student is required to participate in the comprehensive test, which is conducted written and oral through an objective evaluation of the performance.

To take a comprehensive exam, you must meet the following requirements: 1- The student must provide a valid language certificate (English).

2. All student grades are complete (acceptance in all courses in the educational phase and obtain a minimum average of 15).

3- The student's proposal must have been approved. Note:

The oral part of the objective evaluation test includes continuous evaluation of inside the department and evaluation of end of educational course.

Article 18 - Comprehensive examination under the supervision of the postgraduate education council of the school and by a panel of 6 persons as follows:

* The head of the relevant department
* The student's educational supervisor professor
* Four department members in the relevant field with a minimum degree of associate professor or research assistant with 3 years of postgraduate teaching or research experience (three of them are faculty members in the university and one outside the university). Two of them are appointed by the postgraduate education council of the school (one of whom must be a department member outside the university), and one is selected by the university's educational deputy and one by the university's research deputy. The two will be present as representatives of educational and research deputies in the test committee.

Note:

Presence of at least 5 of the persons mentioned in Article 18 is required to hold the comprehensive test.

Article 19 - The comprehensive test is held twice a year in each field of study and its time is proposed by the relevant department and approved by the postgraduate education council of the school.

Article 20- Upon completion of the educational phase, the student who is eligible for participation in the comprehensive test is required to attend the first comprehensive test organized by the department. In case the student is not ready, he must submit a request for extension of the deadline for participation in the test to the postgraduate education council of the school with a justified reason approved by his supervisor professor and the head of the relevant department. The council can postpone the time of the student participation in the comprehensive test, for a maximum of one semester.

Note:

The extension of the deadline for postponing the comprehensive exam is considered as the approved educational phase and the student is required to attend the educational environment under the supervision of the relevant department.

Article 21 - Written test is held in order to assess the academic capabilities of the student, from the relevant specialized courses, and shall be at least from 4 lessons in descriptive question and at most in 2 consecutive days.

Article 22- The oral phase of the objective evaluation of performance is to assess the educational capabilities and students' ability to conduct independent research on the subject of Ph.D. thesis or a more general field of student expertise, with respect to opinion of the postgraduate education council of the school. This objective evaluation test is carried out up to a week after the written test.

Note:

The members of the Organizing Committee of the objective evaluation of performance (oral phase) must be the same as the members of the board of the written Test.

Article 23: The value of the written tests and the objective evaluation of the performance is 70% and 30% of the final score respectively (50% of the objective evaluation of the performance is to be evaluated continuously inside the department and 50% to the end of the course evaluation), and the average of the total student scores in Comprehensive test should not be less than 15.

Note:

In order to prevent the waste of time or the recession of educational and research activities of Ph.D. students, the results of the comprehensive test should be submitted to the postgraduate education council of the university by the school within a limited time (not later than one month after the test) and university should inform the student of being or not being accepted within one week.

Article 24- Students who are accepted in the comprehensive examination, whether they register for the thesis phase or discontinue their education, will be provided with a certificate of completion of the educational Ph.D. course by the university. It is forbidden to issue a personal certificate of success in the comprehensive exam for these students.

## Educational Dropout & Leave

Article 25 – “The length of the course” is for the students to complete the educational and research phases in accordance with the regulations. The maximum period allowed to study in a doctoral program is 4.5 years. If the student fails to complete and defend his dissertation during this period, he will be deprived of continuing education.

Note 1:

The length of the educational phase is based on the number of credits of the educational phase and is 3 to 5 semesters. If the student cannot finish the educational phase and complete the comprehensive exam, he or she will be deprived of continuing education.

Note 2:

The postgraduate education council of the university may, in exceptional cases, add a maximum of three semesters to the full term of the student's study at the suggestion of the supervisor professor and approval of the postgraduate education council of the school. One semester can be devoted to the educational phase.

Article 26- The student is required to refer to the educational deputy in each semester at the announced time by the university to select credits and continue to study. If a student fails to refer for selecting the credits in a semester without notice, it will be considered a departure from education and the student will be deprived of education. In exceptional cases where the student justifies his leaving, he must write down his reasons and give it to the educational deputy at least one month before the end of the same semester. Upon confirmation that the leave is justified by the postgraduate education council of the university, that semester is considered as one of his authorized periods of study and that semester is considered an educational leave.

Article 27 - The PhD Student may apply for an educational leave in two consecutive or alternate semesters during his academic term.

Note 1:

Leave is not allowed in the first semester of study. In exceptional cases, the decision is to be taken by the Commission for Special Matters of the University.

Note 2:

The leave will be considered as the students' academic years. Note 3:

The leave request must be submitted by the student to the postgraduate education council of the university after obtaining the approval of the supervisor professor and the head of the department, two weeks prior to the beginning of the registration in each semester, and the written consent of the council shall be obtained. The agreement of the postgraduate education council of the university with the student leave due to his academic status is subject to the fact that the student will continue to study without any problem thereafter. The probable consequences of leave are the responsibility of the student.

Note 4:

The elimination of all lessons obtained in one semester up to the beginning of the exams of the end of that semester is allowed only if the student is not able to continue studying in that semester, according to the decision of the educational council of the university. In that case, this semester will be considered as student leave. Calculating or not calculating this leave in the maximum academic years of the student is the responsibility of the educational council of the university.

Note 5:

Female students working in all universities of medical sciences, if they are pregnant, can apply for a semester of maternity leave due to childbirth, without it being taken into account in their academic term, in accordance with other rules and regulations.

Note 6:

Students whose certified medical certificates have been approved by the Medical Council and the Graduate Council of the University can use a maximum of one semester full-time study leave without being taken into account in their academic term.

Article 28 - Students who wish to quit their studies must submit their application for cancellation personally to the university's or school's deputy of education. This student is allowed to request a reclaiming in a maximum of one month before the end of the same semester. After the expiration of this deadline, he will be issued a decree of relinquishment of his education, and after that he will not be allowed to continue to study in that field.

Article 29- Ph.D. Students who are deprived of education or who are discontinuing their studies, may, if they pony and settle with their university, may re-participate in the Ph.D. entrance exam again. Student deprived of education cannot attend a Ph.D. in the same major as his previous major. In the case of passing the exam, their previous credits, at the Ph.D. course, will be accepted after the evaluation and implementation of the approved program. Evaluation of courses and matching of credits by the relevant curriculum is carried out at the relevant department in the destined university, and in return for each 10 credits accepted, one semester of education is reduced from the maximum period allowed for student in educational phase.

* The acceptance of the previous credits of these students is subject to the following four conditions:
1. The previous credit must be authorized by the Ministry of Health and Medical Education or the Ministry of Science, Research and Technology.
2. Student admission must be through the Ph.D.
3. Executed curriculum must be approved by the High Council for Planning of one of the two ministries mentioned in paragraph 1.
4. The content of courses passed must have at least 80% of the same content subscription with new courses according to the decision of the relevant department, and the grades of each of those lessons must not be less than 15.

## Research phase and dissertation development

After completing the comprehensive exam, the student will enter the research phase.

Article 30- At the research phase, in addition to the educational supervisor professor, the research supervisor is selected to guide the student through the research activities and the dissertation.

Article 31- The research supervisor professor is selected on the student's request, the professor's approval, the approval of the head of the department, and the approval of the postgraduate education council of the school.

Note 1:

The student is obliged to choose his research supervisor from the beginning of the second semester to the end of the third semester.

Note 2:

Choosing the educational supervisor as the research supervisor is permitted.

Article 32- The research supervisor professor shall have at least a Ph.D. or a clinical expertise or a Ph.D. by research with assistant professorship or associate professorship and at least three years of teaching or research experience in post graduate education and has given guidance to at least two Master's theses or has advised four PhD theses (PCHD).

Article 33- The research supervisor professor should preferably be selected from within the university professors. In certain cases, with the approval of the postgraduate education council of the school, choosing a research supervisor professor may be made conditionally from outside the university under the conditions mentioned in Article 32.

Note:

In exceptional cases, at the suggestion of the department and the approval of the postgraduate education council of the university, choosing more than one person (in addition to the research professor in accordance with the provisions of Article 31) is permitted as the second research supervisor professor.

Article 34- The research supervisor professor is required to conduct the research work of the student in order to reach the deadline according to the existing research facilities, and the problems should be reported to the postgraduate education council of the school on time.

Article 35- The number of dissertations that each research supervisor professor can simultaneously lead each year is based on the number of new entrants and the capacity of each professor's admission.

Note:

* Supervision of doctoral theses in general medicine, dentistry and pharmacy is considered as a master's thesis.

Article 36- At the suggestion of the research supervisor professor and the approval of the postgraduate education council of the school, one to three school members, or prominent scholars and experts, shall be appointed as consultant professors.

Note:

The consultant professors must have a Ph.D. or a clinical specialty or a research Ph.D. Specialty with a minimum degree of assistant professor or associate professor and a minimum of three years of postgraduate teaching or research experience. For scholars and experts who are not members of the school, having a Ph.D. degree is required.

Article 37. The professors of the educational and research supervisor professors are obliged to devote hours of the week to the student guidance and inform the postgraduate education council of the School.

Note:

The amount of time that a research supervisor professor assigns to a student's thesis guide should be at least eight times the number of dissertation credits per semester.

Article 38- All scientific and research activities of the student, at the research phase and in the writing of the dissertation, shall be conducted with the guidance and supervision of the research supervisor. The student is required to report the results of his research whenever the research supervisor demands.

Article 39- The research supervisor professor is required to request a written report from the student about the progress of work at each stage of the research and at least every 6 months. This report will be submitted to the postgraduate education council of the school after the approval of the research supervisor professor through the department, and will be assessed by the presence of the student and his research supervisor professor at a meeting appointed by the same council.

Article 40- The subject of the dissertation and the field of research shall be determined by the student within a limited time from the beginning of the second semester to the end of the fourth semester of the student’s academic term of PhD course, and the general framework thereof shall be provided by the research supervisor professor and submitted to the postgraduate education council of the school through the relevant department. The postgraduate education council of the school is obliged to notify the student in written after the approval of the thesis subject about the acceptance and registration of the title.

Note:

In exceptional cases and with the opinion of the University's Graduate Council, the maximum period allowed for the title of the thesis is after passing the educational phase and completing the comprehensive exam. Failure to register the title of the thesis within the deadline is considered the student’s disqualification, in which case the student will be expelled.

Article 41- Registration and taking the thesis credit and writing of the dissertation at the research phase, are done after the acceptance of the student in the comprehensive examination.

Note:

After taking the dissertation credit, the student is required to register for the next semesters on the basis of the academic calendar until the dissertation is terminated. The thesis grade will be entered into the student's report in the last semester of the academic year.

Article 42- The number of dissertation credits at the research phase, depending on the number of educational credits, according to the relevant curriculum approved by the Supreme Council of Planning, is at least 16 and at most 30 credits. However, the total number of academic and research credits of a PhD student should not be less than 42 credits and more than 50 credits.

Article 43- After completing and finalizing the dissertation by the student, the completion of which is reported by research supervisor professor, and after the written confirmation of at least one of the members of the jury, based on the dissertation being defendable, the student is obliged to defend his thesis at the time confirmed by the department and the postgraduate education council of the school, and in the presence of the judges in accordance with the relevant regulations for the Ph.D. course.

Note 1:

The defense time of the thesis must be at least one year from the date of registration and taking the thesis credit.

Note 2:

The confirmation of the research supervisor professor and the consultant professors should be included in the first pages of the thesis.

Note 3:

The scientific quality and the content of the dissertation must be confirmed by the research supervisor and communicated to the postgraduate education council of the school before the defense.

Note 4:

The student is required to explain the subject of his research before the main defense session at a pre-defense meeting, in the presence of the professors of the department or school and the relevant students.

Note 5:

A Ph.D. student is allowed to defend his research thesis, only with two published ISI articles extracted from a set of educational activities (one article should be from thesis and the school or department should be mentioned as affiliation, and one article must be published in a foreign journals).

Article 44. The jury consists of the research and educational professors and the consultant and four members of the university or research institutes in the same field as the student, with the minimum degree of associate professors and with a three-year experience of teaching the postgraduate education or research who are proposed by the suggestion of the department and approval of the postgraduate education council of school.

Note 1:

At least one of the jury members must have a degree of associate professor or higher. Note 2:

Two members of the jury should be selected from the university and other research institutes, and the academic level of one of these two persons, if being from Iran, should be at least an associate professor.

Note 3:

One of the jury members attends a defense session with the official decree of the university's educational deputy as a representative of the University's Graduate Council.

Article 45. The defense session shall be considered official by the chairmanship of the research supervisor professor and attendance of the consultant professors and at least three other members of the jury. The student is obliged to present and defend a report of his dissertation.

Article 46. The Jury at the end of the defense session after the deliberation on the authenticity of the thesis, grant its score according to the following ranks:

Score rating

* + Excellent 19-20
	+ Very good 18 – 18.99
	+ Good 17.99 – 16.5
	+ Acceptable 15 -16.49
	+ Unacceptable less than 15 Note:

The grade and grade of the thesis are recorded in the report, but not in the total GPA.

Article 47- The decision criterion for the dissertation score, is the score at least five members of the jury grant.

Note:

If the dissertation is found to be unacceptable by the panel, the student can complete his dissertation within the maximum period allowed for his education and defend it again at the time the jury decides. .

The student who is not able to defend his thesis at the appointed time will be deprived of education and does not receive a degree or any academic record.

## Scholarship for PhD Students

* 1. Getting the acceptance from one of the universities or institutions approved by the Ministry of Health
	2. Submit the request of the scholarship to the head of the department with the acceptance attached to it by the student
	3. The request being discussed in the postgraduate education council of the school after approval of the head of the department
	4. Approval of the postgraduate education council of the school
	5. Asking about the student’s English skills from the language institute by the department’s assistant
	6. Presenting the acceptance of the postgraduate education council of the school, certificate of English language, report of the student’s educational status, and completed forms to the Graduate Council of the university by the student.

Note:

Students can use this opportunity if:

* are not in the last semester of their academic term (allowed semester).
* have passed all the credits.
* Have a proposal.

For more information, see the doctoral program and the syllabus at “[www.soh.iums.ac.ir](http://www.soh.iums.ac.ir/)”.

## Other rules & Regulations

* Transfer and changing the field of study in the PhD course is prohibited.
* If it is not possible to provide some courses in a discipline at a specific time in the university, then the student can apply to pass the course as a guest at another university that conducts the course, with the agreement of the supervisor professor and the approval of the University's graduate council. In this case it is also necessary to obtain the agreement of the university. The number of guest students in one or more universities should not exceed half of the credits in the educational phase.
* Ph.D. students should study full-time and in accordance with the following conditions in order to be able to benefit from the student's advantages of this course.
* PhD studies are full-time; therefore, it is prohibited for any student to work.
* The supervising and controlling the full-time attendance of the student is the responsibility of the relevant department. Obviously, the student should obey the rules and regulations of attendance at the university.
* All students who have a doctoral degree, such as a scholarship, an educational officer and a freelancer, are allowed to spend one month off during the year and this leave cannot be saved for the next year.
* Student scholarships and other student benefits at the end of each month are subject to the certification of full-time attendance and the tasks assigned by the relevant department.
* The department is required to report to the university’s Graduate council an unplanned student's disposal as soon as possible for legal action.
* If the student fails to comply with the provisions of this article, the department will introduce him as an offender to the University's Graduate Council for legal action.

Article 51- Payment of scholarships to Ph.D. students who, according to the provisions of Note 2, Article 25 of the Regulations of the Ph.D. course, shall use the additional opportunity to continue studying, is bound to the opinion of the Council of Education of the University. However, if according to the decision of the university’s commission of special matters, the length of the student's study period is exceeded by the permissible ceilings in Note 2 of Article 25 of these regulations, the payment of the scholarship to the student is forbidden during this period, and receiving or not receiving the student's tuition during this time, depends on the opinion of the educational council of the university.

Article 52- Ph.D. student with the decision of the relevant department in each semester, should teach a maximum of three credits in order to acquire teaching skills.

Article 53- The rules for holding and concluding a joint contract for the Ph.D. in basic sciences in medicine, health, pharmacy and dentistry of the universities of medical sciences with external universities and scientific institutes is in accordance with the relevant regulations approved by the eighteenth session of the Supreme Council of Medical Planning dated 1st of June, 2002.

Article 54- The Regulations for the Ph.D. was approved in 9 chapters and 54 articles and 54 notes at the thirty-fifth session of the Supreme Council of Medical Planning, dated 8/28/2008. This regulation is bound to be obeyed by all universities and medical faculties and affiliated institutions of the Ministry of Health and Medical Education throughout the country for students entering the in 2009 and beyond. And from the date of its approval, the previous regulations, and all the rules and directives and instructions inconsistent with it are canceled for students subject to these Regulations. The Graduate Council of the University can adapt the academic status of university students before the 2009 academic year to the new regulations and graduate these students.

#  The School of Public Health’s Rules

## Master Course Rules & Regulations

The aim is of a postgraduate course is to develop knowledge and train professionals and researchers who, by receiving the necessary education and being familiarized with scientific research-educational methods, will gain the skills needed for education, research and related services.

## Entry Requirements for Master Course

* Not being a student at the same university or other universities or other educational and research universities.
* Having a certificate of Bachelor's degree or higher in accordance with an applied field of study from one of the universities in or outside the country. Note: The terms of admission of foreigners in M.Sc. courses are subject to the relevant regulations.

Note: Holders of a degree equivalent to a graduate certificate or a total GPA of less than 12 for undergraduate courses are not allowed to pursue graduate studies in M.Sc. course.

## Educational Regulations

1. The length of the undergraduate course is three years.
2. The total number of M.Sc. credits with thesis credit taken into account is minimum 28 and maximum 32 credits.
3. Students should register 32 credits according to the supervisor’s opinion and the approved curriculum.
4. If a student is required to complete compensatory courses according to the decision of the relevant department and approval of the university's graduate council, it is necessary for the student to complete compensatory courses, in addition to the core courses. It should be noted that the completion of the compensatory courses is prior to the core courses, and the score of these courses will not be taken into account in the GPA of the semester and the total GPA.
5. The maximum number of compensatory courses is 24 credits, and priority is to take compensatory courses.
6. For each 12 compensatory credits, one semester will be added to the duration of the student's education.
7. The student is required to approve his proposal after the end of the first semester and before the beginning of the third semester of study.
8. Attendance of undergraduate student is full-time.
9. If the student’s GPA in two semesters (consecutive or alternate) are less than 14, then that student will be deprived of continuing M.Sc. studies.
10. The authorized credits are 8 to 14 credits per semester and in exceptional cases, with the opinion of the head of the department and the graduate council of the school is 16 credits.

Note: It is mandatory for all students to complete the course “Medical Information Systems”. Attendance

Student attendance is mandatory in all curricula and educational and research activities. Student absence should not exceed four-seventeenth in each theoretical course, two-seventeenth in each practical and laboratory course, and one-tenth for workshop, internship and an apprenticeship; otherwise, the student's grade in that course is considered zero.

Note: If student’s absenteeism is more than permissible sessions in each course and is recognized justified by the institution, then the course will be eliminated from the student’s chosen courses.

An unacceptable absenteeism in the examination of each course leads to a zero score of that course; and the justified absenteeism in the examination of each lesson eliminates that course. The absence being justified or not at the examination session, is the responsibility of the school / university postgraduate council.

Student Leave – Educational Dropout

A graduate student can spend a maximum of one semester of study with the university's consent to leave which is considered in a student's academic term.

The leave request must be submitted to the Education Deputy in written at least two weeks

before the registration begins in each semester, and after obtaining the opinion of the relevant

school, notify the student about consent or disagreement with the student's application before the deadline for registration. The probable consequences of the student's leave will encounter the student.

Student can withdraw from education for any reason. In this case, he must submit his application for dropout to the institution. This student is allowed to withdraw his dropout request only for a maximum of one month before the end of the same semester, and that semester will be considered his educational term and the student's leave will encounter the student.

Transition & Transfer

* Transition transfer and change the field of study are forbidden in a master's course.
* If it is not possible to provide some courses in a discipline and at a specific time at the university of origin, the student can take those courses with the approval of his supervisor and the relevant department and the approval of the university's graduate council at another university or college that is the moderator of the course. For passing a course as a guest in this case, it is also necessary to obtain the approval of the other university.
* The number of courses the student passes in another university should not exceed half of the educational credits.
* The total GPA at the end of the course should not be less than 14. Otherwise, the student will not be recognized graduated.

## Dissertation

Preparing a thesis is part of a M.Sc. course in which a student is required to undertake research in a field related to his or her field of study under the supervision of a supervisor professor.

* The supervisor will be determined at the student's request and the approval of the professor himself and the postgraduate committee of the university consisted of professors with a minimum of assistant professorship.
* By the suggestion of the supervisor and the approval of the Graduate Council of the school, one or two school members, or prominent scholars and experts related to the topic of the thesis, may be appointed as consultant professor.
* After completing the first semester and before the beginning of the third semester, the student is required to write the subject of his thesis in the form of a proposal based on his supervisor 's advice and get it approved by the relevant department and the graduate council of the school.
* After selecting the dissertation credits, the student is obliged to choose the credit on the basis of the academic calendar in the next semesters until he has defended his dissertation; however, the thesis score will be entered into the student's report in the last semester of the academic year and will be taken into account in the GPA of the semester and the total GPA.
* The evaluation of the thesis will be held at a defense session by a jury consisted of the supervisor professor, consultant professor and one person representative of the school's graduate council and two of the school members and experts either inside or outside the university as a qualified vice-chairman.

## Terms of Thesis Defense

* Students are allowed to defend a thesis only if they have successfully completed all their educational credits; and the thesis has been announced completed in written by the supervisor professor and the student should have a submitted Persian manuscript.
* If the student has published or gotten the acceptance of at least one article in scholarly journals indexed in Scopus or PubMed related to the topic of his dissertation, then his thesis score will be "excellent" (score from 20 to 18.5).

If the student has published or gotten the acceptance of at least one article in scholarly journals indexed in other profiles, then his thesis score will be" very good" (score from 17 to 18.49).

* In the case the student only provides a certificate of submission of the paper extracted from his dissertation along with the original paper submitted, then his thesis score will be "good" (score from 16.99 to 15.50).
* Note: If a student has published an ISI or PubMed paper outside his thesis and published by the university's affiliation, a bonus score will be added to his thesis score (if he is the first or the corresponding author).

## Evaluation

* The minimum grade of admission in each lesson, including core and non-core courses in the master's degree, is 14 out of 20 and 12 or 20 for compensatory courses.

Note: In in courses where the student's assessment is depends on activities that the student cannot complete in one semester according to the professor's diagnosis, the student's grade will be announced unfinished in that course; in this case, the student's score in this lesson will be converted to the final grade and will be recorded in the student's report by his professor up to the end of the next semester.

Note: If the GPA of the student grades is less than 14 in two semesters, then the student will be deprived of continuing education.

* The minimum score for thesis is 14.
* In case of failure in the core courses, the student must retake and successfully complete the course. However, in non-core courses in in case of failure, the student can choose another non- core course according to the approved table.

## Before Pony

* Confirmation of the supervisor about the changes mentioned at the defense session being made.
* Dissertation being written based on the thesis writing method presented on the site of the school (soh.iums.ac.ir. )
* Completion of the three forms at the end of the thesis (forms are available on the website of the school)
* Delivered binded M.Sc. thesis to the education deputy and begin the process of Pony. Note: 4 binded dissertations and 5 CD of the dissertations in word and pdf are needed.

#  Department’s Internal Rules

## The process of submitting a research proposal and approving the thesis topic

Choosing the supervisor professor within the deadline announced by the head of the department (from the beginning of the semester till November) (The supervisor cannot be changed).

Search and deciding on a topic for thesis by the student.

Presentation of the proposal to the supervisor by the student and presentation of the proposal to the department by the supervisor in case the proposed title is mutual between some students.

Preparing the proposal under the supervision of the supervisor and the consultant and presenting the proposal to y=the members of the department 72 hours before the defense session.

Defending the thesis to obtain the approval of the department.

Submitting the agenda of the defense session to the educational and research deputies of the school to be approved by the education and research council of the school.

Tracking the process by the student and his supervisor.

\*If the proposal is not delivered to the professors of the department 72 hours prior to the defense session, the student will not be allowed to defend his thesis in the relevant session and defense will be postponed to the next session of the department.

\*\*It should be noted that the defense of the proposal is held twice a month in the nutritional sciences department.

\*\* To enhance the process of reviewing proposed proposals by the members of the department, at each defense session, only two proposals are raised and defensible.

## Required forms to approve the proposal

Raw form for drafting proposals.

* You can download the full form related to the approval of the research deputy from the website of the research deputy, school of public health, Iran university of Medical Sciences.

Forms required after defense of the proposal and approval in the nutritional sciences department.

* You can download the full form related to the approval of the educational deputy from the website of the educational deputy, school of public health, Iran university of Medical Sciences.
1. Application form for the registration of the title of master's thesis.
2. Attachment Form Incorporating the application form.

It is worth mentioning that the educational representative of the department is Dr. Seyedeh Tayebeh Rahideh.

and the research representative is Dr. Nahid Ariyayan.

## Attendance Rules

* At all educational sessions, attendance will be recorded by the professors teaching that course and at the end of the semester, the condition of the students' participation in the final exam is subject to the opinion of the correspondent professor of that course based on the rules of education.
* According to the internal rules of the department, the presence of all students in the journal club meetings, the defense of the proposals and the presentation of the seminars is compulsory. It should be noted that attendance to all mentioned sessions is controlled by the expert of the department, and each student is allowed to have 2 sessions of justified absenteeism (with the approval of the supervisor). In case of absence of more than 2 sessions, the student is required to present another paper in another journal club in addition to the paper of his duty 2 weeks after his absence.
* Participation in the meetings mentioned above is considered as 1 grade of the whole seminar grade.
* Participating in the meetings as well as providing relevant comments in the journal club meetings will be considered as a bonus grade in the whole seminar grade.
* Preferably, journal articles for journal clubs can be selected from the Advances in Nutrition Journal at https://academic.oup.com/advances/issue/9/5. Articles selected from the Journal will receive as a bonus grade in their whole seminar grade.

## M.Sc. Students’ Rules

* Students are allowed to prepare and present their seminar within 2 semesters from the same term in which they get the seminar credit. It is worth noting that students are required to specify the date of presentation of their seminar (within 10 days from the beginning of the semester) and submit it to the correspondent of the course, and if they present their seminar outside of that date, their seminar score is computed from 18.
* The topic of the seminar of each student must be approved by the relevant supervisor one semester before the presentation. Otherwise, the student will not be allowed to attend the seminar.
* The student is required to submit a written report (written in Persian or English) from the subject of his seminar and deliver to the members of the department a week before the date of the seminar presentation.
* Students must deliver the written confirmation of the supervisor to the expert of the department before presenting it.
* Students are required to deliver a written report from their seminar to their supervisor and other members of the department a week before the presentation. Otherwise, they will not be allowed to present it.
* Active participation in the journal clubs, as well as giving appropriate comments related to the subject of journal clubs, includes bonus score for the seminar.
* Each student is required to prepare a written abstract of his Journal Club, Seminar, or proposal defense in accordance with the standard format provided by the expert of the department from a week before the presentation, and hang it on the board of the department. It should be noted that the student should give this abstract to the website administrator (Mr. Taqizadeh) for posting on the website of the School of Public Health.
* Submission of papers at all seminars, congresses, conferences, and publication of articles in scientific or ISI journals extracted from all the thesis and proposals under the supervision of the supervisor professor should be with the permission and prior knowledge of the relevant supervisor. Otherwise, the legal consequences will encounter the student.
* All students are strongly encouraged to study the website of the School of Public Health, especially the regulations and forms available at the deputy of Education and Research.
* For information on how the Student Research Committee works, and how to join and work in this committee, visit the School of Public Health website, Research Deputy.

## Forms required for master's thesis and defending it

* 1. The thesis defense application form
	2. I nstructions on how to write a dissertation
	3. Three forms to add to the end of the thesis

You can download the full forms on the website of the School of Public Health, the Education Deputy, the Education Department, the education forms.

##  PhD Students’ Rules

* Each PhD student is required to prepare an article (systematic review, meta-analysis, ) under

the supervision of his supervisor professor, and submit it to the department before the comprehensive exam.

* Students are allowed to prepare and present their seminar within 2 semesters from the same term in which they get the seminar credit. It is worth noting that students are required to specify the date of presentation of their seminar (within 10 days from the beginning of the semester) and submit it to the correspondent of the course, and if they present their seminar outside of that date, their seminar score is computed from 18.
* Students are required to deliver the subject of their seminar to their supervisor before the presentation. Otherwise, they will not be allowed to present it.
* Active participation in the journal clubs, as well as giving appropriate comments related to the subject of journal clubs, includes bonus score for the seminar.
* Each PhD student, after the end of the first semester and with the guidance of his supervisor, is required to choose his minor (orientation) and coordinate with the relevant department, depending on his interest and future career plans.
* Each student is required to prepare a written abstract of his Journal Club, Seminar, or proposal defense in accordance with the standard format provided by the expert of the department from a week before the presentation, and hang it on the board of the department. It should be noted that the student should give this abstract to the website administrator (Mr. Taqizadeh) for posting on the website of the School of Public Health.
* Submission of papers at all seminars, congresses, conferences, and publication of articles in scientific or ISI journals extracted from all the thesis and proposals under the supervision of the supervisor professor should be with the permission and prior knowledge of the relevant supervisor. Otherwise, the legal consequences will encounter the student.
* All students are strongly encouraged to study the website of the School of Public Health, especially the regulations and forms available at the deputy of Education and Research.
* For information on how the Student Research Committee works, and how to join and work in this committee, visit the School of Public Health website, Research Deputy.
* The comprehensive test of the nutritional sciences department is held twice a year, July and January. 70% of the comprehensive test score is written and 30% oral. Of the oral section, 50% of the score depends on the interview and 50% on the student's educational and research activities during the semester (logbook score).
* Each student is obliged to insert his activities in the logbook at the end of each semester and send it to his supervisor professor. In other words, 2 logbooks each year must be delivered. Since part of the comprehensive exam score is related to the logbook score, it is strongly recommended that the students carefully study the rules of the logbook and complete his logbook on the basis of those rules.

## Forms required for PhD thesis and defending it

1. The thesis defense application form
2. Instructions on how to write a dissertation
3. Three forms to add to the end of the thesis

You can download the full forms on the website of the School of Public Health, the Education Deputy, the Education Department, the education forms.

Tips on rating logbooks for PhD students:

* + Be sure to deliver the logbook in PDF format or freezed.
	+ Be sure to read the student's guide carefully before completing the logbook.
	+ If the items mentioned in the logbooks of the different semesters are repeated, not only that item gets no score, but also the total score of the logbook will be deducted.
	+ Certain documentation on articles, books, participation in conferences, workshops, teaching, reviewing articles and other scientific and applied research and extracurricular activities should be provided and, without any documentation, no score will be awarded to these items.
	+ The score of the article is given only to articles in which the student's affiliation is mentioned as the Iran University of Medical Sciences.
	+ The score of the book is only considered if the publication of the book is completed. No score will be assigned to the book that is being printed or edited.
	+ In the section of counseling other students, priority is with the students of Iran University of Medical Sciences. Only then, and with the approval of the supervisor, the score of that section is considered.
	+ Consultation and activity only in research centers affiliated to Iran University of Medical Sciences is considered.
	+ The grade of the book was approved as follows: Compilation of the book (the whole book in English): 10 grades

Compilation of the book (Total book in Persian): 5 points Translation or edition of the book: 3 points

* + Double affiliated articles are only acceptable if the first affiliation is Iran University of Medical Sciences.