

## **Regulations of the research doctoral course (Ph.D by Research)**

**Approved by the 58th session of the Supreme Council of Medical Sciences Planning**

**Dated 10/14/2013**

Regulations of Ph.D. by Research course which were approved by the Vice-Chancellor of Research and Technology, in 6 chapters, 34 articles and 19 notes in the fifty-eighth meeting of the Supreme Council of Medical Science Planning dated 10/14/2013 was reviewed and approved. For those students who are accepted from this date onward all regulations and circulars are required to be implemented and from this date onward all the regulations and circulars which are in contrast to that, are canceled for the students subjected to this regulation. The vote issued in the 58th session of the Supreme Council of Medical Sciences Planning dated 14/10/2013 regarding the regulations of Ph.D by Research course is correct, it should be applied to the executive departments.

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Chairman of the Supreme Planning Council of Medical Sciences

## Article 1. Definition

The research doctorate course (PhD by research) is one of the highest levels of higher education which leads to the awarding of a research doctorate (PhD by research) and is a coordinated set of research and applied activities or fundamental activities.

Note: In this regulation, in order to comply with brevity, all universities, research institutes and educational institutions having a license from the Council of Development of Medical Sciences Universities, and being active in the field of postgraduate education, are called "Institute".

## Article 2. Goal

The goal of creating a research doctorate course is to train people who beside having the knowledge in specific field and being familiar with the related sciences, using advanced research methods and the latest research bases, can take a step in the direction the self-sufficiency of the country, sustainable development and the expansion of the frontiers of knowledge. Graduates of this course by taking the leadership of research, innovation and development of new methods and bridging between basic and applied sciences with the aim of promotion of health and revival of self-confidence will take action to achieve the new knowledge of the world.

## Article 3. The main focus

The main focus of the activities of the research doctoral course is acquiring knowledge and skills through targeted research and innovation in a specific scientific field.

## Article 4. Description of the course

1-4. The duration of this course is 4 years. (At most one year is dedicated to the first part of the course.) In this course the student conducts his research thesis in accordance with the goals of the center with the skills that he acquires.

1-1-4. The length of the course can be increased or decreased up to 2 half years in special circumstances with the decision of the postgraduate education council of the institution.

2-1-4. The time of starting the student's education in this course is after the official announcement of the acceptance of the candidate by the institution and matriculate in the vice-chancellor of educational office.

This course consists of two parts:

2-4. The first part of the course lasts a maximum of one year, during which the student acquires theoretical and practical basic skills of research.

1.2.4. The number of courses in the first part is 18 educational courses, including 9 general and 9 specific courses, the titles of the specific courses are announced at the suggestion of the supervisor and the approval of the institution's postgraduate education council and the desired courses are determined by the institution's postgraduate education management in relevant training groups.

(Advanced Biostatistics and Epidemiology) (2 courses)

(Advanced Research Method) (2 courses)

(Ethics in Research) (1 courses)

(Documentation and Report Writing) and (Scientific Writing) (2 courses)

Communication skills (2 courses)

Specific educational courses (9 courses)

Note: In the first part of the course, the student is required to choose the thesis topic of the research doctoral course, do preliminary studies, write the proposal and finally approve it in the institute's postgraduate education council.

2.2.4. The minimum score for passing in the first part of courses is 14 out of 20.

3.2.4. The subject of the thesis must be in accordance with the purpose of the executive research center, the supervisor's financial credit of the research (Grant) and should be in the direction to obviate the problems and needs of the health system.

Note: The supervisor's financial credit of the research (Grant) for supervisor and supervising the proper implementation of the above paragraph is the responsible of research department of vice-chancellor of international affairs.

4-2-4. In case the student withdraws or fails to pass the course for any reason, with the opinion of the council of the postgraduate education institute a certificate of completed courses will be submitted to him and the student is required to pay all the property damages to the relevant institution according to the made obligation.

3.4. The second part of the course includes passing the executive stages of the student's research thesis, and the prerequisite for starting the courses is passing the first part of the course and the approval of the thesis proposal by the postgraduate education council of the institution.

1-3-4. In this part, the student, conducts his thesis and defends its achievements with the skills acquired in the first part.

2-3-4. The duration of this part is three years.

Note: According to the provisions of paragraph 1-4-1, it can be increased or decreased by a maximum of 2 half years.

3.3.4. The number of courses of the second part of the research doctoral course, is maximum 6 practical courses in the field related to the subject of thesis and 22 research courses for conducting the thesis.

If necessary, student besides conducting the thesis can pass a maximum of 6 practical courses in the field related to the thesis, at the discretion of the supervisor in connection with various industries, including pharmaceuticals, production of supplies, medical equipment, work in the laboratory, etc., according to the need of the thesis he can acquire skills and experience in line with the goals of the institution.

4-3-4: Students can defend the thesis of the research doctoral course after publishing or obtaining acceptance of at least 3 articles resulting from the thesis during the course as the first author in the scientific, valid research journal which are indexed in (Med Pub or ISI), at least one of these three articles must be in journals with the Impact Factor equal or higher than 1. Of these three articles, only one can be in the institution's own journals.

Note: If conducting a research project leads to the international patent, discovery or production of products which are medically valuable, this case can be replaced by one to three of above-mentioned articles by the recognition and approval of the institute's postgraduate council and the committee of inventions and innovation of the Vice-Chancellor of Research and Technology of the relevant ministry. (According to article2. Regulation of science committee Promotion)

5.3.4. All the educational and research affairs of the student during the course is under the supervision of the postgraduate education council of the institute.

## Article 5. Conditions for candidates to enter the course

### 5.1. Having general requirements for entering higher education

5.2. Not being legally prohibited from continuing education in terms of military service status for male candidates

5.3. Having a general doctorate (medicine, dentistry and pharmacy), (doctor of philosophy in veterinary medicine, doctor of philosophy in laboratory sciences and a master's degree from one of the domestic or foreign universities, which according to the case has been approved by the Ministries of Health, Treatment and Medical Education and Science, Research and Technology.

Note 1: Candidates with higher educational degree [ Doctorate of philosophy (Ph.D.), clinical specialty degree and specialty degree, fellowship degree and specialty degree] required to pay the tuition if accepted in the course.

Note 2: Students with Master's degrees are not allowed to participate in this course.

5.4. Having at least two original research articles published in valid scientific research journals indexed in (Pub Med or ISI) as the first or corresponding author.

5.5. Not simultaneous studying in doctorate courses (PhD), clinical specialty course (degree and specialty degree or higher) in all educational and research institutions of the country.

5.6. Studying in doctorate course (PhD by research) is full-time.

5.7. Success in the English language test is in accordance with the approvals of the Supreme Planning Council of Medical Sciences.

Note: Conditional registration is not acceptable.

5.8. Success in the entrance interview of the institution is mandatory for all candidates.

Note1. Compliance of the educational and research records and the candidate's certificate with the proposed course of PhD by research is the responsibility of the institution that organizes the course.

Note 2. Executive guidelines for interviewing and accepting students will be compiled and notified by the Vice-Chancellors of Education and Research and Technology of the relevant ministry.

Article 6. At the time of registration, according to the regulations, as the same as the other students of Phd, the student is obliged to submit an official commitment to the institution and in case of withdrawal or failure to complete the course within the allowed period, he has to pay the financial penalty to the institution.

Article 7. Candidates for scholarship in private institutions in order to implement the connection between university and industry and strengthen the scientific base of private industry in order to achieve the goals of the vision document of the Islamic Republic in the 5th development program, centers conducting doctoral by research courses can add a maximum of 50% of the determined capacity to the total number of admissions after approval in the Council of the Expansion of Medical Sciences Universities in the condition to be accepted as scholarship in the private institutions. This group of candidates must meet the requirements for entering the course (Article 5).

Note: 1. The title of the thesis of the accepted candidates must be in accordance with the needs of the ordering institution and in the direction to solve the problems and needs of the health system and be approved by the supervisor and the postgraduate education council of the institution, these items should be included in the initial contract.

Note: 2 Scholarships and tuition fees of these students will be paid by the scholarship institution

## **Chapter 3**

### **Supervisor's conditions**

Article 8. The supervisor is a person who is responsible for supervising the student until the end of the course.

Article 9: The qualified supervisor is determined only of one of the main academic staff members (full-time or part-time) of the same institution with the minimum rank of associate professor degree.

9.1. The supervisor must have at least 6 articles published in the valid scientific research journals indexed in (Pub Med or ISI) as the first or corresponding author, during the last 2 years and also have an h-index of at least 10 and above with the Scopus international index. (In the dental research centers an index-h of at least 8 and above is acceptable).

9. 2. The supervisor must have a research grant to carry out the thesis of the student

9.3. It is necessary to appoint a supervisor from the beginning of the research doctoral course and the supervisor is responsible for supervising the student until the end of the course.

9.4. The supervisor cannot supervise more than 2 research doctoral students at the same time.

5.9. If needed and at the discretion of the supervisor and the postgraduate education council of the institute, the student can in addition to the main supervisor, use the guidance of up to two other supervisors who can be outside of the executive institution.

Note1. The second and third supervisor must have a doctorate degree of philosophy (Ph.D) or a clinical specialty with the rank of at least assistant professor with at least 2 years of teaching or research experience, having at least in the master's degree or a general physician/Ph.D degree.

Note 2. If the main supervisor has a degree in clinical expertise, the cooperation of at least one other professor (qualified in note 1 paragraph 9-5) with a doctorate degree of philosophy (Ph.D) is required.

6.9. The student is obliged to report his work progress orally and in writing once every 6 months to the supervisors. This report should be submitted to the Research Council after the approval of the supervisor or the supervisors and if not provided, with the presence of the student in the meeting of the postgraduate educational council of the institution, the subject is examined.

Article 10. At the suggestion of the supervisor and the approval of the institute's postgraduate education council, up to three members of academic staff are designated as advisor professors.

Note. Advisor professors must have a doctorate degree of philosophy (Ph.D) or clinical expertise degree with the rank of at least assistant professor.

Article 11. During the completion of the thesis, the supervisor is obliged to provide guidance for the student at least six hours a week.

Article 12. It is necessary for the supervisor to carry out the research work of the student according to the available research facilities in a certain way to finish on the given time. It is necessary to report probable problems to the postgraduate educational council of the institution as soon as possible.

Article 13. The supervisor is obliged to supervise the student to complete and compile the research topic of the doctoral thesis and present the result to the postgraduate education council of the institution for review.

## **Chapter 4**

### **Research Center Condition**

Article 14. Conditions of the center for accepting students:

14.1. having a license from the Medical Sciences Universities Expansion Council of the country

14.2. having a license to accept students in the desired field from the Medical Sciences Universities Expansion Council of the Country

14.3. having at least one supervisor from the faculty members of the center with the conditions mentioned in article 9

14.4. having a suitable research and laboratory setting in the administrative center with the approval of the vice president of research and technology of the ministry of health.

14.5. Carrying out the major part of the proposed research plan for the research doctorate course in the center with the approval of vice chancellor of research and technology of the ministry of health and education.

16.4. Membership of at least 2 full-time researchers with a Ph.D. or PhD by research degree related to the field of study for consulting, cooperation and supervision in carrying out the project.

## **Chapter5**

### **Compilation of the dissertation**

Article 15: The subject of the research doctoral thesis must be in accordance with the mission of the administrative research center to solve the problems and needs of the health system.

Article 16: Announcement of the approval of the research field and registration of the subject of the research doctoral thesis to students and professors are responsible of the institution to be done in writing form.

Article.17 All the educational and research activities of the student during the research doctorate period must be supervised and guided by the supervisors. In addition to the prescribed times, the student is obliged to do so whenever the supervisors determine, report the results of their research to them.

Article 18: Students can complete a supplementary course abroad for a maximum of 6 months according to the principles of the relevant ministry.



Article 19. After the completion and editing the thesis of the research doctoral course and the supervisor's approval of the completion and in order to defend the thesis, the student is obliged to attend a meeting scheduled by the council of postgraduate education of the institution and defends his thesis in the presence of the referees by complying with the conditions stated in this article

Article 19.1. The approval of the supervisors and advisors must be included in the first pages of the thesis.

Article 19.2. Scientific quality and accuracy of the contents of the student's thesis must be approved by the supervisor and be announced to the institute's postgraduate education council before the defense.

19.3. The Ph.D by research students are allowed to defend their thesis only if the conditions mentioned in paragraph 4-3-4 or its note have been fulfilled.

19.4. The student is obliged to hold a pre-defense meeting with the presence of referees members after the approval of the supervisor.

Article 20. The arrangement of the referees is as follows: 1) supervisor or supervisors 2) advisor or advisors 3) four expert faculty members in the relevant field with the minimum rank of associate professor, chosen by the council postgraduate education of the institution, two of whom are selected from the other institutions. 4) Academic representative of the institution's postgraduate education council.

Article 21. Defense meeting is hold by the scientific representative of the institution's postgraduate education council and at least four members from the referees board (the main supervisor professor, one of the advisor professors, one of the referees inside the institute and one of referees outside the institute. The student is required to submit a report of the doctoral thesis in this meeting and defend it.

Article 22. The referees board at the end of the defense session, after examining the originality and correctness of the thesis, level its score with emphasis on the rank as follows:

Article 22.1. The criteria for the decision making regarding the score of the research doctoral thesis is as follows:

The average scores of the supervisors out of 20

The average score of internal referees out of 20.

The average score of external referees out of 20.

The score of the scientific representative of the postgraduate educational council of the institute out of 20.

The final score is the average of the above 5 scores out of 20.

22.2. If the referees in the pre-defense or defense session finds the thesis incomplete in some ways; they mention the defects in their opinion and asks the student to complete the thesis within the maximum number of years allowed.

Article 23. If the student is not able to continue the course due to unjustified reasons, or he is forbidden or deprived from the course for any reason, he is required to pay all the financial penalty according to the obligations obtained to the relevant institution.

## **Chapter 6**

### **Other regulations**

Article 24. If the student cannot complete and defend his research doctoral thesis within the maximum period allowed and in special cases during its extension time and by the opinion of the council of postgraduate education he will be prohibited from continuing studies in this course

Article 25. PhD by research students can use maximum of 2 academic leave, in the academic semester during their studies.

Note 1. Academic leave is not allowed in the first semester of the academic year. In exceptional cases, making the decision is the responsibility of the institution's postgraduate education council.

Note 2. The period of academic leave is considered as part of the student's academic years. Article 26. A Ph.D by research student must do research and study full time.

Article 27. Graduation will be fulfilled by observing the provisions of this regulation and by obtaining the outcome of the student's research activity by the institution.

Article 28. Handling the educational affairs and graduation of these students is the responsibility of the deputy of educational affairs of the relevant ministry.

Article 29. Students of Ph.D by research, according to the field of study and based on the decision of the institution's postgraduate educational council will be graduated in one of the titles as: clinical sciences, pharmaceutical sciences, dentistry sciences, health sciences, medical science technologies, management sciences and biomedical sciences, the title of the thesis will be included in the certificate.

Note: In cases where the subject of the student's thesis does not match by any of the above-mentioned titles, the decision is made by the committee that is held in the secretariat of the Supreme Council of Medical Sciences Planning.

Article 30. Graduates of this course can work in institutes, universities and research and educational centers if they have the qualifications and observe the rules, as a research scientific board member.

Note: People who are instructor of the educational scientific board and succeed in obtaining a research doctorate, cannot use this certificate to change their status to educational assistant professor, but by the university approval and having other qualifications they can become a research assistant professor in one of the university's research centers.

Note.31. The graduates of this course cannot use the research doctorate to interfere in clinical and paraclinical affairs or to establish a pharmacy and clinic, unless it is based on the certificate obtained before and only based on the points or conditions of the previous degree, they are allowed to do this.

Article. 32. Scholarships for students of Ph.D by research in research centers of the universities of medical sciences, organizations and research institutions of the country that have the post of research scientific board are approved, according to the regulations, like other PhD students.

Article.33 It is forbidden to transfer a student in a research doctoral course, except for the student's supervisor be transferred to another university and research center, in this way, if the destination center has other conditions listed in the chapter 4, after the approval of the Vice-Chancellor of Research and Technology of the Ministry of Health, transferring of the student is not prohibited.

Article.34 Due to the teacher-centered nature of the course, after the student has been accepted by the supervisor, the student cannot change his supervisor, but in special circumstances at the discretion of the Institute's Education Council the issue can be checked.

This regulation consisting of 34 articles and 19 notes, was reviewed and approved in the 58th session of the Supreme Council of Medical Sciences Planning dated 10/14/2013 and is enforceable for those students who are accepted from this date onwards, and all the regulations, circulars and instructions contrary to it will be canceled for this group of students.